

# **WATERBEACH NEIGHBOURHOOD PLANNING MEETING MINUTES**

**Date:** 11<sup>th</sup> September 2018

**Time:** Meeting Opened: 19:39

Meeting Closed: 21:10

**Facilitator:** Jane Williams

## **In Attendance:**

Jane Williams (JW); Ian Bracey (IB); Paul Beerpark (PB); Johnathan Taylor (JT); Ivan Gilxean (IG)

Copied: Barbara Bull (BB)

Administrator: Belinda Westwood (BAW)

Shelley Mason (SM)

## **Apologies:**

Brian Williams (BW); Katie Lucas (KL); Jane Williamson (JWn); Sophie Longbottom (SL); Clive Rabbett (CR);  
Michael Bavester (MB)

## 1. Welcome

## 2. Approval of previous minutes & Updated Actions List

Responsible	Description	Date
IB	IB to check the RH approves of the changes that we have made and check some of our suggested changes with her	10/10
BW	To chat to SM & BW around GDPR compliance consent forms for public members distribution group	10/10
BAW	To send our email distribution list the update on the Midway Consultation after BW meeting	10/10
BAW	To create and mail out an invitation to next NP meeting after confirming Rachel's availability	10/10
JW	Finalized Character and Heritage Assessment has been issued. JT to ask RH if it has addressed all of our comments.	10/10
BW	Cambridge ACRE have quoted to draft the Neighbourhood Plan ready for submission to SCDC. BW have requested £3k from PC.	10/10
JW	Please confirm that RH can facilitate our 13 November meeting to plan the mid-way consultation workshop, and prepare a list of questions needing addressing	10/10
BW	Will work with BAW to report the previous grant spend to locality . BAW to meet with Shelley for further information	10/10
JT & BW	To meet to discuss possible new protected green spaces to be considered in mid-way consultation.	10/10
BAW	BAW to organize all NP documentation and make available in drop box Distribute a list of all saved documents in Dropbox folder to all, to comment on Archive / Save	10/10
BAW	To create new NP mailing lists as they aren't saved on the laptop	10/10
PB	Send a list of interested parties to BAW to be informed re Village & Highways, so BAW can update the distribution list and consent document	
IB & BAW	Ian to meet with BW to set up mail automation	10/10
All	All to send bio and photo to IB for use on the website, BW to check laptop to see if there are any saved	10/10
KL	Katie to add analytics to the website to monitor for effect of consultations and publicity	10/10
JW	To send Progress Update that RH wrote to IB for uploading to website	10/10
JT	To create a Facebook Post to announce progress on Midway Consultation progress	10/10
ALL	Read SPD, National Policy Framework & Local Plan	30/09
BAW	To check if NP can have some space on the BeachNews for November issue	10/10
JT	Create a shared calendar for the website to publicize all events	10/10

### 3. Clerical

Access to Documents on NP Laptop

NP Group Communications

Midway Consultation Audience / Mailing List / GDPR

### 4. New Business

#### 4.1 Transport Meeting Feedback (Att1) Paul Beerpark

PB to send out an overview mail to all parties of the NP steering group with terms of reference as a starting point to work forward from. The intent of this communication is to prioritize areas that need improvement, all members of NPSG to comment in response to PB. It is identified that the developers would have valuable input which we need to employ once we have a starting point. A Challenge of linking transport to land use was raised. It was also mentioned that a separate consultation may be necessary to discuss transport, as some of the transport issues may not from part of the Neighbourhood Plan. The general consensus however is that it would be greatly beneficial to gain an exhaustive overview of the entire village, identifying the needs and then section it accordingly. It was suggested that Rachels work on the Hearts schemes be used as a starting point, incorporating the know how form the highways team. Data from both Landbeach and Milton would be beneficial evidence to support future projects, PB to see If these Parishes are willing to share their data.

#### 4.2 Neighbourhood Plan – Project Plan Timelines (Att2) Brian Williams

BAW has updated the plan according to Rachels instruction, the plan is now awaiting Rachels approval and will then send out to NPSG team

#### 4.3 Midway Consultation Progress (Att3) All

IB has incorporated a map into the new document update on the consultation, but is still needing further input from Rachel. Please can all NPSG members mail through a list of questions to JW to address with Rachel in preparation of our midway consultation workshop on the 13th November

#### **Possible Questions to include:**

- Does the final survey agree with the final HCA?
- Rachel to be asked to look at National Policy Framework to give her expert advice

SPD will be published by South Cambs on the 14th September, where after a consultation will be held from the 14 September – 28th October. This Supplementary Planning Document, will impact our Neighbourhood Plan, however the NP will have the opportunity to comment during the consultation. In order to be prepared to do so effectively all NPSG members are to read the SPD . The Waterbeach Planning Consultant has summarized the rather large document into a two-pager highlighting all the important points.

JW to send this to all NPSG members. JW will prepare an official response, which all are welcome to comment on, she will also be requesting to echo Parish Council Comments, ensuring that that the local plan, Neighbourhood plan and SPD all tie up.

Workshops for Midway Consultations to be kicked off in November

It was suggested that an electronic copy of questionnaire to be sent out to all people in village via an e-mail link, people who don't respond can then be targeted with paper copies. It was also suggested that people would respond better when they are invited to complete a questionnaire personally, so that they have the opportunity to respond online or request a manual consultation.

Would it be possible for the NPSG to have some space from the PC in the beach news before November edition?

IB to contact South Cambs to clarify technicality of advertising housing needs vs NP and to feedback to NPSG at next meeting.

**4.4 Consultant Funding for NP (Att4&5) All**

Attached from BW

**4.5 SPD Local Plan Implications on Neighbourhood Plan All**

Attached from BW

**4.6 Changes to National Planning Policy Framework All**

## **5. Future Meetings**

26<sup>th</sup> September - Highways Meeting with a Presentation from Green way's project

25<sup>th</sup> September - Waterbeach New Town Community Forum

13<sup>th</sup> November - Midway Consultation Workshop

27<sup>th</sup> September - Next NP meeting

## **6. Adjournment**

Motion to adjourn 9:10

## **Next Meeting**

27<sup>th</sup> September | 17:30, The Old Pavilion, Waterbeach Rec