

Neighbourhood Plan Steering Group

Meeting Minutes 14 August 2018, 19.30 Parish Council Office

Attendees: Brian Williams, Jane Williamson, Paul Bearpark, Ian Bracey, Katie Lucas and Jonathan Taylor

		Action
1.	Previous minutes	
	Minutes from 10 July 2018 were approved	
2.	Transportation	
	PB: The meeting on the 28 th August (likely to be 19.00 at the Control Tower) will focus on RLW and U&C presenting their plans for transportation in the village in order to mitigate the impact of the new town. Tim Slater, CCC, SCDC and PC Highways will also attend together with any Neighbourhood Plan Steering Group members. RH has suggested inviting Mike Huntingdon to this meeting.	PB
3.	Meetings	
4.	Consultation	
	The group reviewed the online survey and IB updated it. IB to send to KL for editor read through.	IB/KL
	IB to check the RH approves of the changes that we have made and check some of our suggested changes with her	IB
	BW to ask Rachel Hogger if she could facilitate the mid-way consultation workshop in October taking people through the proposed objectives and the questions about them.	BW
	ALL to consider which community groups should be represented at the mid-way consultation prior to the next Steering Group meeting.	ALL
	BW will send our email distribution list the Progress Update and remind them that they can ask to be removed from the list.	BW
5.	Heritage and character assessment	
	Finalised Character and Heritage Assessment has been issued. JT to ask RH if it addressed all of our comments.	JT
	All to review final Character and Heritage Assessment.	ALL
	The Design Principles report is due to be delivered on 15 Aug 2018. All to review considering conclusions will need to be included as part of mid-way consultation.	ALL
6.	Funding	
	Cambridge ACRE have quoted to draft the Neighbourhood Plan ready for submission to SCDC. BW have requested £3k from PC.	
	BW please confirm that RH can attend our 11 Sept meeting to plan the mid-way consultation workshop as well as the 28 th Aug transport meeting.	BW
	BW will work with Belinda (new Administrator) to report the previous grant spend to locality.	BW
7.	Policies	
	JT and BW to meet to discuss possible new protected green spaces to be considered in mid-way consultation.	JT/BW

8.	Other outstanding actions from previous Steering Group Meetings	
9.	Admin support	
	Belinda will be starting as the new administrator shortly. BW to ask Belinda to put all document attachments received by NPAdmin email account onto Dropbox since Sophie left the role.	
	NPAdmin to set the laptop up with password protection.	NPAdmin
10.	Website www.waterbeachneighbourhoodplan.org	
	All to send bio and photo to IB for use on the website	ALL
	Katie to add analytics to the website to monitor for effect of consultations and publicity.	KL
	BW to ask Sophie for the twitter account password with a view to KL starting tweeting. Facebook = Waterbeach Neighbourhood Plan Twitter = @NPlanWaterbeach	BW
	JW to send Progress Update that RH wrote to IB for uploading to website	JW
	Neighbourhood Plan documents can be found in NPAdmin dropbox account set up by Paul at https://www.dropbox.com/home/NPadmin/docs%20from%20Rachel Accessible if your dropbox account uses the same email address as the one used to receive NP emails	
	Any documents that members want to ensure are retained on the laptop and backed up on dropbox should be sent to nadmin@waterbeach.org.uk which is included along with all committee members in the email group waterbeach-plan-people@googlegroups.com Rachel is not included in this email group.	All
11.	Future meetings	
	28 August 2018 – Transport workshop – Control Tower 19.30 TBC	
	11 September 2018 – Steering Group Meeting to plan mid-way consultation workshop	