

WATERBEACH NEIGHBOURHOOD PLANNING MEETING MINUTES

Date: 09th October 2018

Time: Meeting Opened: 19:30 Meeting Closed: 21:55

Facilitator: Brian Williams

In Attendance:

Jane Williams (JW); Brian Williams (BW); Johnathan Taylor (JT); Rachel Hogger (RH) Sophie Longbottom (SL); Ian Bracey (IB);

Copied: Barbara Bull (BB)

Administrator: Belinda Westwood (BAW)

Shelley Mason (SM)

Apologies:

Paul Bearpark (PB); Katie Lucas (KL); Jane Williamson (JWn);

1. Welcome

2. Review Previous Action Items:

Responsible	Description	Due Date
PB	Meeting focusing on RLW and Urban & Civic presenting their plans for transportation in the village in order to mitigate the impact of the new town has taken place, we are now awaiting the second meeting. Both South Cambs and Cambs County Council have indicated and pledged their involvement in our aim for a united transport strategy. PB will keep us updated as to next meeting dates.	Nov
KL	IB has sent the Survey to KL, who needs to respond	Nov
RH	Both BAW and RH have sent follow up mails to Emma at AECOM for input on the Design Principals report which is now overdue. RH to follow up again	Nov
RH ALL	<p>RH has agreed to facilitate the mid-way consultation working group, it was decided that in addition to an evening meeting, another afternoon session should be hosted to include and represent all interest groups. The idea is to have three group discussions within each session focusing on three topics of the Neighbourhood Plan:</p> <ul style="list-style-type: none"> a) Open Green Spaces b) Heritage & Character Assessment c) Village Heart <p>It was noted that the events should be interactive and attractive to attendees, a Coffee Morning (Saturday the 17th November) at the Beach Club was suggested, and an evening meeting (13th November) of a similar venue and atmosphere will be investigated. Each event should not exceed two hours per session, and will be overseen by RH, she will need at least three members of the steering group present to facilitate group discussions. It was agreed, that this event should be by invitation rather than a general announcement to entire village</p>	Nov
JT	To compile an invitation list with JW, for the Midway Consultation workshops, this list needs to be finalized by 3 rd November to be sent out to intended parties	Oct
BAW	Draft Initial Invitation for Midway Consultation Workshop	Oct
BAW	Finalized Character and Heritage Assessment has been issued, sent to all by BAW, and saved onto dropbox for easy access	Oct
BAW	Compile a list of names and e-mail addresses for RH to save on her Laptop with Steering Group information	Oct
SL / JW	Find a picture representative of Waterbeach, to send to RH to have the front page of the Heritage and Character Assessment booklet updated	Nov
RH	<p>JT & BW have met to discuss possible new protected green spaces to be considered in mid-way consultation. Notes were distributed to all at the meeting for consideration & Comment, RH to look over the notes for formal comment back to BW</p> <p>It was decided that the open green spaces need to be depicted on a map which BW will mark out, and RH will then incorporate in the survey</p>	Nov
All	All to send bio and photo to BAW for use on the website before next meeting	Nov
KL	KL to add analytics to the website to monitor for effect of consultations and publicity - BAW to e-mail a follow up	Nov
JW	To send progress update that RH wrote to IB for uploading to website	Nov

RH	The midway Survey has now been finalized, and is awaiting completion only of the green spaces. This will be advertised in the Beach news to inform all and encourage all groups of people to get involved The survey, along with discussion notes for the mid-way consultation workshop were discussed in depth. RH has suggested that she adjust the Survey questionnaire slightly to be more in line with the final Heritage & Character Assessment report, and the newly published Local Plan. A suggestion was made that the introduction needs to be more elaborate, and specifically make reference to the fact that there is a space dedicated for further comment at the end of the questionnaire. JW has requested that the planning inspectors recommendations regarding the safeguarding of the village green be brought into context with this discussion and with RH's changes	Nov
ALL	Make note of Budget items to send to BAW asap	Oct
JT	A leaflet drop was suggested to be sent to all homes in the village as a reminder that the surveys can be completed, either online, or manually JT has committed to draft the wording for this reminder, and will then send out to team to comment, this has to be concluded by the 3 rd November to be in time for distribution	Nov
BW	BW noted that although the local plan mentions 8000 – 9000 new homes, a later contradicting mention of 11000 homes is brought to light. Should the NP respond separately to this disparity, or lean on the PC for this discussion?	Nov
BW	BW noted that Cambridge ACRE have wuoted to draft the Neighbourhood Plan ready for submission to SCDC	Nov

3. Clerical Update:

Midway Consultation – E-mail has been sent to all residents on distribution list informing them of the progress of the Neighbourhood Plan - RH has been sent a copy of this mail

End of Grant Report – This has now been completed and submitted to Groundworks for Locality

Budget – An initial draft of the budget has been drawn up and distributed to all parties, input is need to fill this out with more detail

4. Future Meetings:

13th November - Midway Consultation Evening Workshop – At Beach Club

17th November - Midway Consultation Morning Workshop – At Beach Club

24th October – Meeting at the Parish Office – BAW to confirm availability of Venue

5. Adjournment: Motion to adjourn 9:50

Next Meeting

24th October 2018 | 17:30, The Old Pavilion, Waterbeach Rec