

Neighbourhood Plan Steering Group Meeting

Wednesday 18 October 2023, 7.30pm, Memorial Hall

Minutes

1. Present:

Stephen Chard, Chris Dean, Pam Dean, David Harlow, Liz Harlow, Cllr Helen Hoier (Chair), Ron Johnson, Nick May, Elaine Scott, Cllr Mike Scott

Two members of the public were in attendance.

2. Apologies:

Catherine Baines, Jan Baines, Jo Blackburn, Sue Cole, Cllr Wendy Pidd

3. Minutes of the meeting held on 5th September 2023

These were accepted as an accurate record of the meeting, though there was some confusion over the date for feedback on the Design Code.

4. Any declaration of interests relating to this agenda. *If any steering group member owns, or has any other interest in, land which has been put forward as a potential housing site, they must declare this as an interest. They must not participate in the discussion on the site assessment framework.*

No declarations of interest were received.

5. Version 4 (final) of the site assessment framework

The framework was shared with the group and then discussed at the meeting. The rationale of using this document as the starting point for the Great Addington site assessment was that it had originated from East Northants Council. Although this is the final version, if there are any obvious errors, please email them to Elaine Scott by 15 November at the latest so that the document can be amended prior to 22 November.

6. The site assessment process and timeline

The process/timeline will be:

- 22 November the housing sub-group will meet with Colin Wilkinson, the NP Consultant, to carry out the initial assessment and complete the selection matrix.
- 28 November the whole steering group will meet and the housing sub-group will share the results of the assessment. The steering group will then vote on whether or not to accept the site(s) selected by the sub-group.
- 13 December Great Addington Parish Council will approve the site(s) selection and arrange a community event (coffee morning) to share the process and results.
- January (date to be confirmed) community event to share/discuss site selection.
- January (date to be confirmed) landowner event to share/discuss site selection.

7. The NP project timeline as a whole

An updated (V3) project plan was shared with the group. There was concern by some that were present that there may be insufficient time for some tasks. Mike Scott explained that

much of the work would be carried out by Colin Wilkinson rather than group members. He also explained that at the end there may be a delay because of a Strategic Environmental Appraisal (SEA) which will be carried out by AECOM once the plan has been written.

8. Tasks for volunteers from this group/sub-groups for the next two months:

- a. **Liaison with school on capacity for children from new housing.**
Cllr Helen Hoier volunteered to liaise with the school.
- b. **Green Space Designation forms for the playing field, the churchyard and the green in Rushwell Close.**
The potential green space nominations were discussed. There was some disagreement about designating the green in Rushwell Close as a designated green space as it is too small to build on and not suitable for recreation for children. It was agreed that the questionnaire results should be looked at again to make a final decision on green spaces.
Chris Dean and David Harlow volunteered to complete the designation forms.
- c. **Protection of buildings of importance to the community, but unlisted – agree a list of buildings from questionnaire answers, and write a paragraph for each on why it is important to the village.**
Liz Harlow and Pam Dean volunteered to work on this and to try to enlist the help of Jan Baines. A question was raised about whether or not permission from the householder/landowner was needed. Elaine Scott agreed to check this with Colin Wilkinson.
- d. **Liaison with Sven Roden over photos (plus photo of each building in above list needed).**
Cllr Helen Hoier volunteered to liaise with Sven Roden. (Sven has uploaded all the photos so that they can be accessed by the Parish Council and Colin Wilkinson,
- e. **Site assessment to be carried out.**
Stephen Chard, Nick May and Mike Scott confirmed that the housing sub-group would meet to carry out the assessment.

9. Action points

- All volunteers above to carry out their tasks by December.
- All steering group members to read the documents already sent, and to send any comments to Elaine Scott.
- Elaine Scott to email out updated versions of documents/new documents as soon as they are received.
- Elaine Scott to update the WhatsApp group membership and email list for the NPSG to remove inactive members of the group. (This means those who have not attended for 6 months, as this is in line with the Code of Conduct regulations for councillors.)

10. Dates of next meeting – Proposed dates are Wednesday 22nd November 2023 for housing sub-group, Tuesday 28th November for Steering Group meeting.

The above dates have now been confirmed.