

## MUCH HADHAM PARISH COUNCIL NEIGHBOURHOOD PLAN

### Minutes of the Meeting of the Neighbourhood Plan Steering Group held in the Green Room, Much Hadham Village Hall on Tuesday 13<sup>th</sup> October 2015, at 7.30 pm

PRESENT: Ian Hunt (Chair), Penny Taylor (Secretary), Martin Adams, Mark Ashwell, Michael Byrne, Ian Devonshire, Mari Fleming, Ken Howlett, Lynne Mills, and Alex Young.

IN ATTENDANCE: 1 resident

#### 1. CHAIRMAN'S WELCOME

The Chair welcomed everyone to the meeting, and set out some aims:

The Neighbourhood Plan (NP) should be a community-led and evidence-based document.

The NP is fundamentally about the use of land in Much Hadham and how to meet the identified housing needs.

We should aim to do the very best we can, working to the standards set out in the Code of Conduct, and as a team of volunteers, all pull together.

Each member was then invited to introduce themselves to the group.

#### 2. CONFIRMATION OF MEMBERS' APPOINTMENTS

The positions have been filled as follows:

Chairman	Ian Hunt PC	Elected 30/9/15 confirmed by PC 6/10/15
Secretary	Penny Taylor PC	Elected 30/9/15 confirmed by PC 6/10/15
Finance Officer	Lynne Mills	To be co-opted at next meeting
Communications Co-Ordinator	Vacant	
IT & Project Management	Mari Fleming	Elected 30/9/15
<b>POLICY LEADERS:</b>		
Development Land (jointly)	Bill O'Neill	Elected 30/9/15
	Michael Byrne	Elected 30/9/15
Housing Options	Ken Howlett	Elected 30/9/15
Infrastructure	Alex Young PC	To be co-opted at next meeting (No Vote)
Community Groups & Facilities	Neil Clarke	To be co-opted at next meeting
Health, Education & Public Transport	Vacant	
Natural & Built Environment	Martin Adams	Elected 30/9/15
Business & Employment	Mark Ashwell	Elected 30/9/15
EHC Liaison	Ian Devonshire DC	To be co-opted at next meeting (No Vote)

#### 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Neil Clarke and Bill O'Neill.

#### 4. CODE OF CONDUCT

The Parish Council's Code of Conduct had been circulated to all members previously.

Declarations of Pecuniary Interest were circulated for completion and signature, to be retained by the Secretary.

#### **Action:**

**All:** To be completed within 28 days.

5. ADOPTION OF CONSTITUTION & TERMS OF REFERENCE

These were circulated at the meeting, and it was confirmed they had been approved by the Parish Council on 6/10/15.

A question was raised ref. Terms of Reference 4.6, To identify areas, or specific sites, to accommodate the necessary development, in accordance with the East Herts District Plan. Ian Devonshire explained that the District Plan was 95% complete, but would not be finished until Summer 2016. Accordingly, we must work with the 2007 District Plan, but developing the MH NP during this time gives us the opportunity of feeding into the 2016 District Plan. MH NP would not be completed before then so could be updated for it once in force.

Query was raised about the various "village boundaries" and the Chair agreed to circulate all the relevant maps obtained from EHDC to the group.

A query was raised ref. The Constitution 6. Alteration to the Constitution. It was suggested a time frame for any proposed alterations should be added to this paragraph e.g. 28 days' notice to be given. Chair agreed to note the possibility for now, for consideration with any future constitutional change suggestions that may arise.

6. CO-OPTION OF MEMBERS

This item was postponed to the next meeting.

7. RESIDENTS' COMMENTS

None

8. ITEMS FOR NEXT AGENDA

**Discussion:**

The members had a general discussion on the aims and framework of the Neighbourhood Plan.

- Mari Fleming had produced a draft outline Project Plan (task list) for everyone to work from. Each area would be fleshed out in more detail with particular aim of assisting the Policy Leaders in progressing their areas of responsibility.

- It is of concern that we do not, as yet, have a Communications Co-Ordinator, as this is a most important area of responsibility, communicating with every resident and interested party in the village, and collating the results of consultations.

- It was suggested a Forum for residents could be set up on a NP website, and Mari Fleming confirmed she had already registered with [www.locality.org.uk](http://www.locality.org.uk) and a Forum could be set up there. Locality is the national network of ambitious and enterprising community-led organisations, working together to help neighbourhoods thrive.

- The Chair invited suggestions for next meeting's Agenda. He suggested, Vision, Budget/Finance, and Publicity.

- The Chair explained the Parish Council had set aside up to £10,000 for the development of the Neighbourhood Plan, and we would also look into possible grants. A budget would be drawn up with possible expenditure including land searches, communication exercises, website, surveys, printing and professional production of the plan itself.

- A discussion followed on how to develop public involvement but without getting NP "fatigue". It is envisaged that as the project develops so resident involvement will increase and people will be discussing it. Already a list of interested residents totals 74 (excluding Parish Councillors and NP SG members). Communications with residents are also sent to the Perry Green / Green Tye Society with approx. 50 residents.

**Actions:**

**Secretary:** invite other residents to join this list in a report in the Parish Magazine.

**Secretary:** circulate the Draft Project Plan in Word format.

**Mari Fleming:** to investigate potential website designers.

**Policy Leaders:** to outline a vision for the development of their area, and **Alex Young** agreed to provide them with a model “vision”.

**Secretary:** circulate details of a course on Visioning for NP on 4<sup>th</sup> November run by the HAPTC (Herts Association of Parish and Town Councils)

**All:** read Neighbourhood Plans Roadmap Guide (produced by Locality), up to p47 highlighting any questions or thoughts about the process to be discussed next meeting.

**All:** familiarise with Dropbox facility set up by Mari Fleming for all documents, maps etc including her Draft Plan, which we can consider in more detail at the next meeting.

9. CLOSING COMMENTS

The Chair encouraged members to start talking to each other, sharing thoughts and ideas. He envisaged smaller groups and 1-1 meeting more frequently, where the thinking, planning and work will get done, whilst the SG meetings are to share that work and ensure we are moving forward together, and, of course, fulfil our remit of being open to our parishioners.

From a standing start, and with the support of the Parish Council, East Herts Council and a public launch meeting, the development of the Neighbourhood Plan has come a long way in a very short space of time. The SG now has a diverse team of very talented people in place, to start the project with the aim of producing a plan the village can be proud of.

The meeting closed at 8.55pm.

10. DATE OF NEXT MEETING

TUESDAY 10<sup>th</sup> NOVEMBER at 7.30pm in the GREEN ROOM, MH VILLAGE HALL

It was agreed that NP SG meetings be monthly on the **2nd Tuesday** at 7.30pm in the Green Room, Much Hadham Village Hall, unless otherwise specified.

**Future proposed dates:**

8<sup>th</sup> December - Green Tye Mission Hall

12<sup>th</sup> January

9<sup>th</sup> February

8<sup>th</sup> March

12<sup>th</sup> April

10<sup>th</sup> May - Green Tye Mission Hall

14<sup>th</sup> June

12<sup>th</sup> July

9<sup>th</sup> August

13<sup>th</sup> September

11<sup>th</sup> October

8<sup>th</sup> November

13<sup>th</sup> December

Members of the public are welcome to attend any of these meetings.