

Minutes of the Meeting of the Much Hadham Neighbourhood Plan Steering Group
held in the Village Hall Green Room
on Tuesday 9th August 2016, at 7.30 pm

Present: Cllr Ian Hunt (Chair), Martin Adams (acting secretary), Cllr Bill O'Neill, Cllr Clive Thompson, Cllr Ian Devonshire, Ken Howlett, Mark Ashwell

In attendance: 4 residents

Action

1. Chairman's Welcome
The Chair opened the meeting at 7.30, and welcomed visitors. he explained the purpose of the NPSG.
2. Apologies for absence
Apologies were received from Hugh Labram, Michael Byrne, Lynne Mills and Neil Clarke.
3. Declarations of interest
There were no declarations of interest.
4. Co-option : Cllr Clive Thompson
The Chair invited Cllr Thompson to introduce himself, and then proposed that Cllr Thompson be co-opted to the Steering group. Martin Adams seconded, and all members voted in favour. *(As a consequence of this vote, there are 3 parish councillors on the NPSG, so Bill O'Neill will not have a vote when all are present.)*
5. Minutes of the last meeting
The meeting minutes from 10th May 2016 were approved without amendment. the minutes from the 12th July 2016 meeting were not reviewed as that meeting was inquorate.
6. Matters Arising
There were no matters arising.
7. Fete Participation
The objectives of the fete were stated- To bring the Neighbourhood Plan to the attention of the parishioners. Lynne Mills and Ken Howlett were involved in the organisation of this and Lynne had raised some issues in an e-mail. A decision was needed about whether to hold the display inside or outside of the Sports Pavilion. There was a problem with access to the Arts Society display boards, and some content was required.. It was proposed that the banners used at the consultation event could be re-used. Martin Adams raised the issue of responding to Lynne's e-mail on the topic, and volunteered to do this. M.Adams
It was agreed that more detail could be decided at a working meeting when Lynne returns (date TBA).
8. EHC Village Policy Development
The Chair and Cllr Devonshire outlined the current status of Village Boundaries within the context of the EHC draft plan. The current status is that the concept is being retained, and that they can be changed at the request of a Neighbourhood Plan.
The District plan is now likely to run from 2017-2032 (15 years), as adoption is expected around April 2017.
The current minimum housing targets for Much Hadham are 54 homes completed construction over this 15 year period. 16 of these are 'already in the pipeline' as having planning permission. This is presumed to include current developments at

Walnut Close, Station Yard and the house at the old Garage site. Completions before April 2017 or outside the village development boundary would not count towards the target.

Limited infill at hamlets is presumed to be acceptable if approved by neighbourhood plans, although it was suggested these could not be 'sustainable' due to lack of shops and buses.

9. Policy Leaders' updates

Development Land- Bill O'Neill discussed the progress on possible sites for houses within the village. So far in response to a leaflet drop of village residents about 5 possible home sites had been identified, though no feasibility has been done. Comments from the floor suggested many homes over a 15 year period would come from 'windfalls', as they have done in previous years. The need for a matrix to be prepared so that site comparisons could be made was discussed.

B'ON / MB

Housing Needs Assessment- Several team members had been working on Housing Needs, but due to holidays had not been able to meet to discuss this issue. Martin Adams talked about the desk research he had been doing, and his conclusions so far. His main conclusion was that we need to use the EHC housing allocation as the starting point, as this could be presumed to be well evidenced and legally supportable. He further suggested any housing needs survey should focus on the different mix of housing required, and this could be done calculated by comparing the parish population profile to that of the District. Some NPs have gained this type of information without a Housing Needs Survey.

There was considerable discussing about Housing Needs Assessment (HNA). It was agreed further research and discussion was needed. It was also agreed that having a consultant prepare a HNA might add to the credibility of the HNA due to lack of perceived bias.

It was agreed that Cllr Thompson would prepare a 'scoping document' for a consultant, to be ready for our next meeting

CT

Martin Adams requested information about possible contacts for HNA at EHC, and Cllr Devonshire agreed to investigate this.

ID

Other progress- Funding for Community Building was discussed. There are grants available (for revenue). This would require land to be gifted to the Parish Council.

10. Next 3 months objectives

Objectives were presented by the Chair:

- Reach a decision point about whether a HNA survey is required and if so what is in it (i.e. complete the desktop analysis)
- Draft our first policy proposals using the output from the Consultation Event
- Start structuring and drafting the Plan document e.g. chapter headings, opening sections, Vision and Objectives etc
- Improve the public's accessibility to our evidence base e.g. through the PC's website
- Create a photo library of views to be preserved based on the Conservation appraisal
- Complete the work on identifying potential development sites

Martin Adams presented a revised project plan that had a new 3 months delay incorporated within it, which led up to a second public consultation meeting in November 2016.(Appendix A). Martin also presented a list of possible objectives before the time of the next consultation meeting (Appendix B)

There was much discussion about the objectives of the second consultation meeting. Martin Adams presented a schedule of tasks that would need to be completed if the intention was to present a list of policies for approval (Appendix B). If the intention was to present policy choices instead, then the Chair suggested that not all the tasks would need to be completed to the same degree.

The discussion was terminated without conclusion about the date of the next consultation meeting, or the objectives that were required to be met. It was agreed these should be discussed at a working meeting (TBA).

11. Vacancies

The Chair outlined organisational issues faced by him and the team. Several key roles were not properly resourced at present (As noted at a previous meeting The group is quite well resourced for planning expertise but needs secretarial, IT, analysis, communications etc support). Also he would be able to spend less time on his role within the team due to extra PC commitments from 30th August. It is possible that the new Clerk to the PC could take on the work of Secretary and Finance Officer (although this would require a change to the Constitution) and Ian D. volunteered to Chair working group meetings. Members agreed to consider what / who the other options may be to fill the Vice-Chair role.

12. Residents' comments

The interest level of parishioners in the Neighbourhood Plan was raised, and it was suggested that there be more publicity for these meetings. NPSG needed a better website and to make more use of social media. It was clarified how the village boundary had come about and how it could be changed.

13. Items for next Agenda

No new items were raised for inclusion.

14. Closing Comments

The Chair reminded team members that there was a planning seminar at Knebworth on 29/9/16, and that places on this would be funded for those who wished to attend.

15. Date of next meeting

It was agreed that the next public meeting would be at 11th October 2016 in the Bowls Club, as this would allow more time for working meetings.

~~13th September – Green Tye Mission Hall~~

11th October – Bowls Club

8th November – Bowls Club

13th December – Bowls Club

M. Adams 9th August 2016

Embedded attachments



appendix A.pdf



"appendix B.doc"

Much Hadham Neighbourhood Plan

Project overview

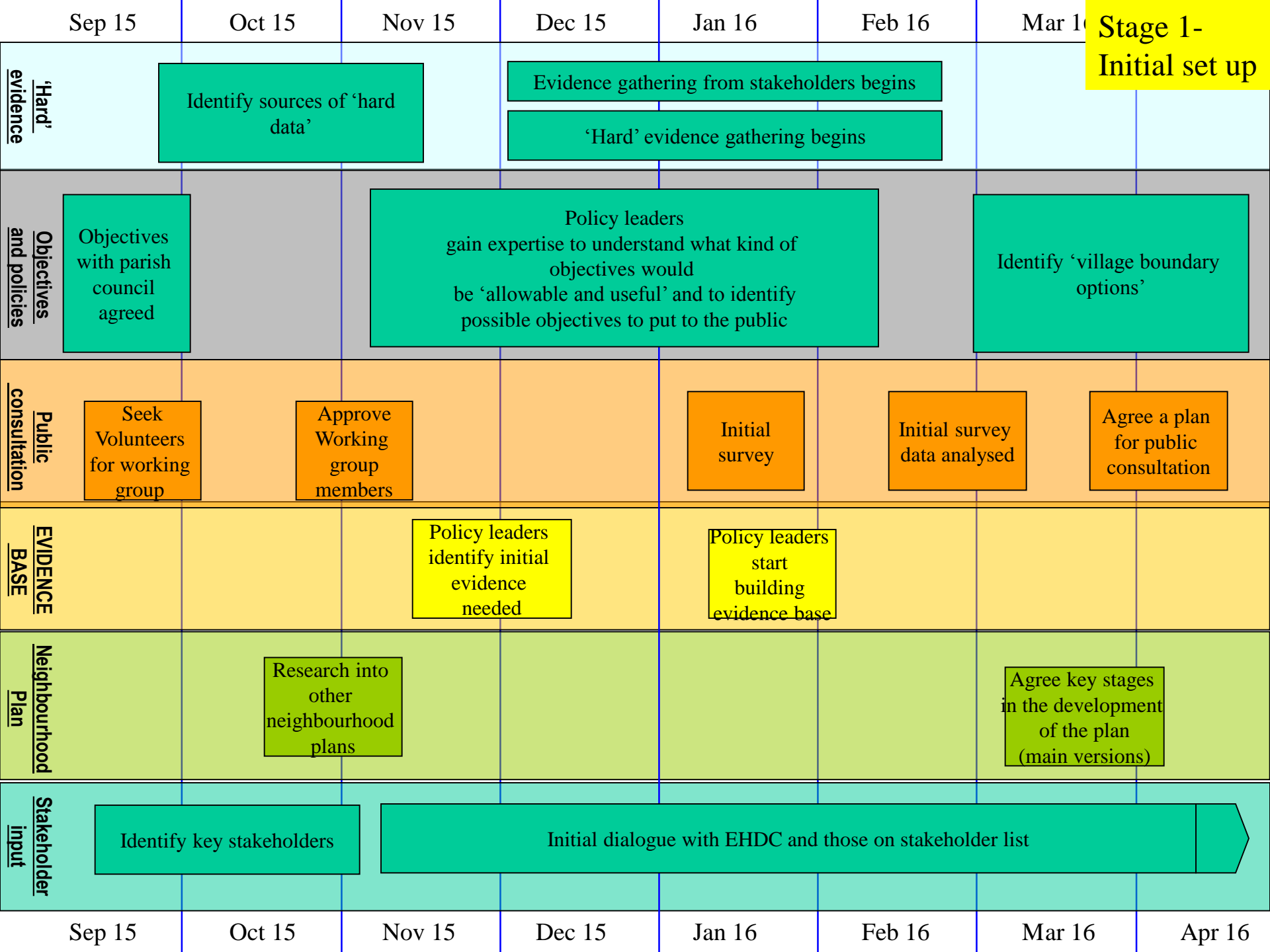
Stage 1-
Initial set up

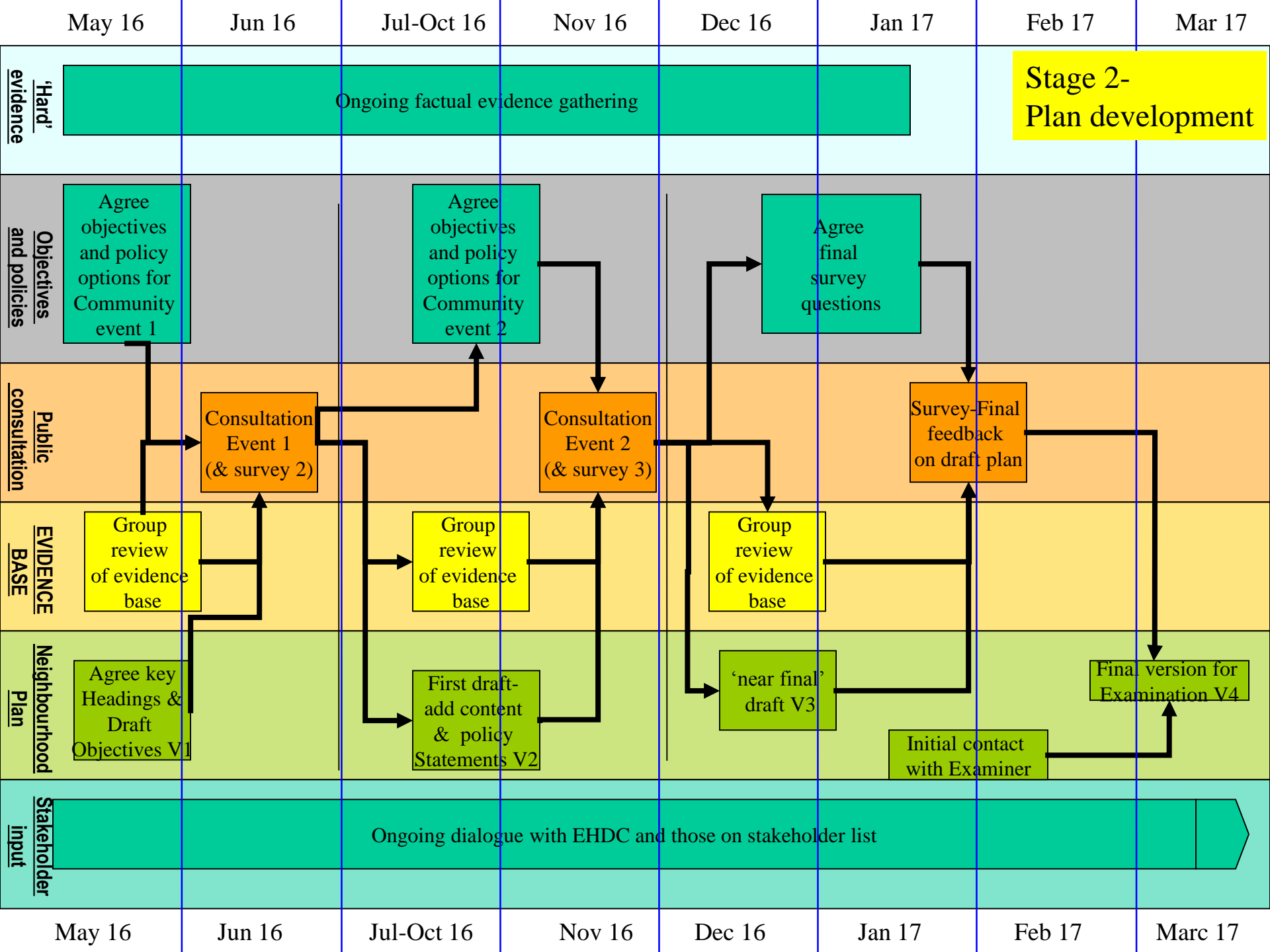
Stage 2-
Evidence gathering
and
develop the plan

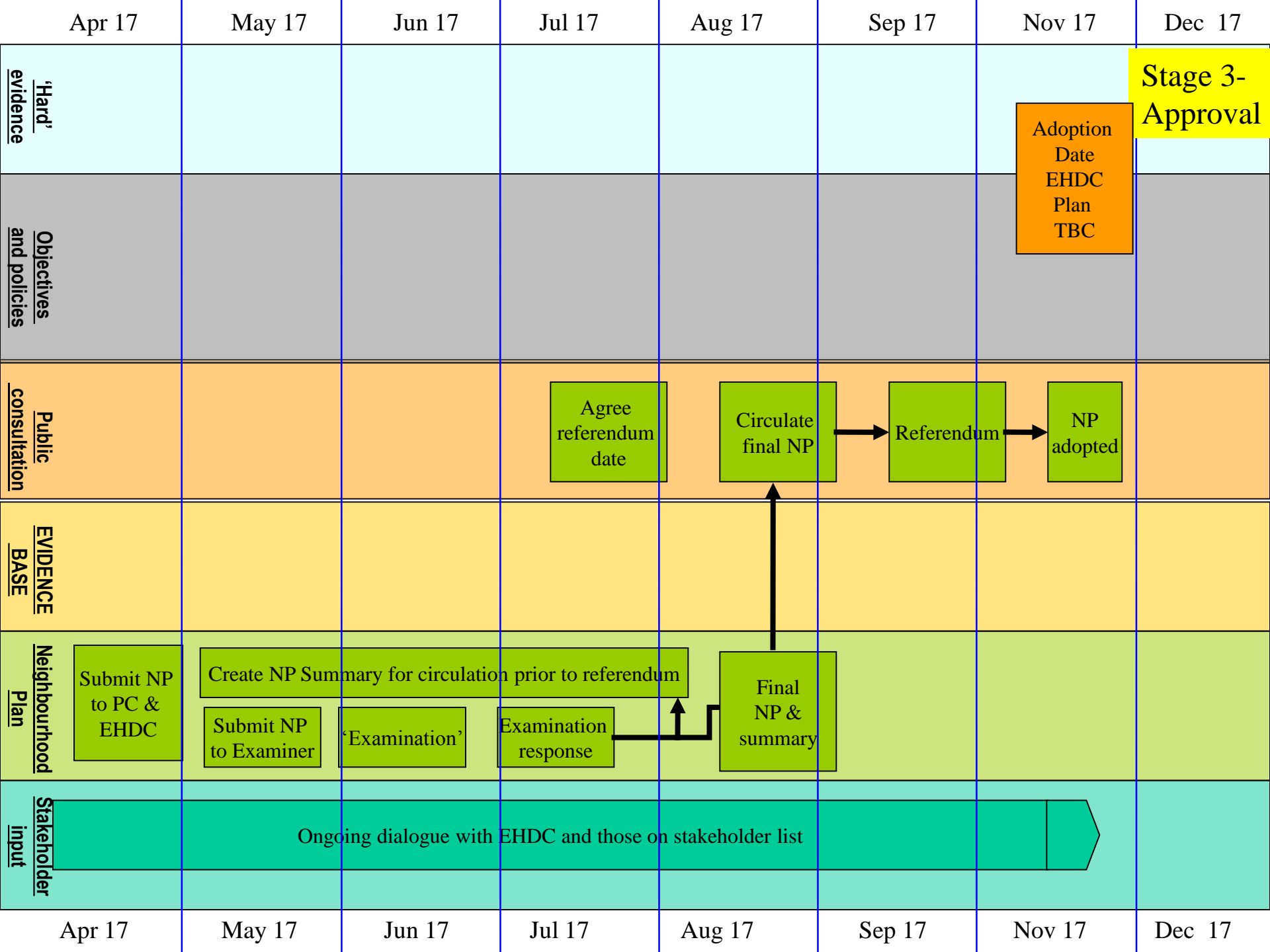
Stage 3-
Gain approval
for plan

Support and management

- 1) Infrastructure set up and maintenance- e.g. website/databases
- 2) Project planning
- 3) Establishing a database of interested parties







Consultation events

- **Initial survey**
 - Assists in forming vision
- **Consultation event 1**
 - Verify vision
 - Community input on Land options, Objectives, Village boundary
- **Consultation event 2**
 - Verify Land options, Objectives, Village boundary
 - Community input on policy statements
- **Final survey**
 - Final feedback on draft plan and policy statements

MUCH HADHAM PARISH COUNCIL NEIGHBOURHOOD PLAN**Possible objectives by time of second consultation event****For discussion at meeting on 9 August 2016 Green Room, Much Hadham Village Hall**

The Project plan for the MHNP shows a second consultation event. This document suggests a list of key objectives to be achieved prior to that event

- A list of proposed policies (checked against EHC Policy objectives to ensure consistency)
- A completed Housing Needs Assessment
- Identified sites for the likely housing needs, including a viability assessment if needed
- A draft of the MHNP that includes a) All section headings and a contents list b) initial draft content for all sections c) A list of supporting evidence that is available, and evidence that is still needed
- An agreed village boundary (modified if required)
- Have a fully functioning website with key evidence base document on there
- Identify a consultant who can give us guidance on the legal validity of our draft plan and our methodology. Any proposed weaknesses at this stage to be identified.
- An agreed plan for the consultation event
- Identification of the need for any further public surveys, and these to be conducted if necessary.
- Some evidence to be gathered to support proposed policies. It is assumed more can be gathered after the second consultation event.