

# SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

17<sup>TH</sup> OCTOBER 2017

Cllr Mike Hibbs (Chair)*	David Corke*
Cllr Sara Eastham	Cllr Paul Gadd
Cllr Sam Goddard	Mark Hayes
Douglas Kent	Cllr Sharon Morris
Stephen Rapkin	Coby Wing (née Richardson)
Dan Starr	Isabella Warren*
Tom White	Cllr Richard Freeman*

\*Present

In attendance: Sue Belo, SWTC Neighbourhood Planning Coordinator

## 1. Apologies for Absence

Apologies were received from Lisa Courtney, Sara Eastham, Sam Goddard, Douglas Kent, Stephen Rapkin, Dan Starr and Tom White.

## 2. Minutes of the Last Meeting

Minutes of the last meeting of 26<sup>th</sup> September 2017 were agreed subject to the amendment of David Corke's affiliation to be corrected to Organic Countryside CIC.

## 3. Matters Arising

**AECOM:** A conference call has been arranged for 24<sup>th</sup> October at 2.00pm

Sue Belo will advise team members what the number will be should they want to be involved.

Mike Hibbs, Richard Freeman

**TPOs:** Details on UDC Website for SW are unclear – cannot tell whether it is for individual trees or whole woods. Wimbish has a better map. Need a list of TPOs and a map.

Isabella Warren has an old map but this is no longer a definitive map. Need to do this for the whole Parish.

**Action: Sue** to contact Ben Smeedon and ask for a list and plan to be sent to all GI team members.

**George Street:** No reply has yet been received from either Julie Redfern or Nigel Brown in spite of chasing.

**Action: Mike Hibbs** to pursue.

**Local Listing:** This is still to be submitted to UDC but should include Artisans' Cottages.

**Action: Isabella** to liaise with Mark Starte and advise Sue and Stephen of any further additions.

**Action: Sue Belo** to liaise with Stephen Rapkin and submit final list to Angharad Hart.

**Green Infrastructure: Isabella** has met with Tom White and had a meeting to discuss next steps on GI.

She said it would be helpful to have a way of sharing files.

**Action: Sue** to ask Lisa whether it might be possible to purchase a hard drive to use as back-up and supply memory sticks to team members.

**Action: Dan** still to clear Dropbox as it can no longer be used without payment.

## 4. Planning Matters

**Planning for the right homes in the right places:** DCLG is currently consulting on changes to the NPPF and new ways of calculating housing need. The document also asks for ideas on ways

of providing affordable housing. Sue suggested that 3% interest only loans should be provided to first time buyers as the repayments would be less than affordable rents.

**Shire Hill Development:** SWTC has made a resolution to not comment on the Engelman site but does not agree with the Neighbourhood Plan team that it should be included in the Local Plan in preference to the Keir site.

**Action: Mike Hibbs** to liaise with Dan Starr and Richard Freeman to discuss further.

**Strategic Policies of Local Plan:** Sarah Nicholas has said that all the policies in the Local Plan are strategic but this cannot be so.

**Action: Mike** to contact Sarah to argue that densities and housing mix cannot be strategic or there would be no point to the Neighbourhood Plan as it would have no say on what kind of homes are needed or what homes should look like.

**Local Plan Consultation Responses:** Only other LPAs and Duty to Cooperate have been included in the initial report due to be discussed at the PPWG. It was noted that the report is badly organised and does not always reflect the actual comments made. Saffron Walden's comments, both by the NP Team and Town Council are not included but will apparently be discussed at a forthcoming meeting of the PPWG. It is understood that this is scheduled to be discussed at the PPWG meeting of 14 December which suggests that comments will not effect any changes to the Plan as Regulation 19 Consultation starts on 8 January.

## 5. Local Listing/Conservation Area

**Local Listing:** This is still to be submitted

**Action: Sue Belo** to contact Angharad Hart to submit the list and ask her to liaise with Douglas Kent

**Conservation Area:** It was agreed that the whole of the Friends School should be included and not just part of the playing field.

**Cemetery:** Angharad Hart said that the cemetery could be included but that there would need to be a protocol so that permission is not needed every time a grave needs to be dug or trees felled etc.

**Action: Mike Hibbs** to write to the Chief Executive of UDC asking that a protocol be agreed to allow the above without permission each time.

## 6. Plan Progress

**GI:** Isabella Warren said that she had agreed to have meetings with Tom White on a regular basis.

**PROWs:** David Corke has prepared a document on Public Rights of Way in Saffron Walden for inclusion in the Green Infrastructure and/or Transport sections. More work needs to be done but there are several groups who could help progress this section.

**Action: David Corke** to liaise with rest of GI team to develop this further.

**Natural Capital Committee Document:** This has been circulated by email and provides evidence on requirements for Green Infrastructure.

**Business and Local Economy:** The BID may be interested in taking responsibility for the Business and Local Economy section.

**Action: Sue Belo** to ask Lisa Courtney if she has contacted them to gauge their interest in doing this.

**Health:** Mike Hibbs has updated health policies and Sue Belo has provided feedback

**Action: Mike** to amend and circulate to rest of team.

## **7. Consultation and Engagement**

**Volunteer Sessions:** There will be meetings for potential volunteers on 19<sup>th</sup> October in the evening from 6pm to 8.30pm and 24<sup>th</sup> October between 11.00 to 1.30. Isabella said that she can help on 24<sup>th</sup> October. Stephen Rapkin can attend on 19<sup>th</sup> from 5.50 as can Mike Hibbs. The purpose of the evening is for potential volunteers to be able to come and have an informal chat with existing team members on how they might be able to help with specific activities.

**Action: Sue** to email list of volunteers who will be attending.

**Results of Consultation:** Dan Starr has produced an excellent report on the responses from the summer consultation which provides evidence for including certain policies in the NP. Mike is including within the Health Section a policy on NHS contributions whereby developer contributions will be sought on developments of 10 houses or more based on a similar policy from the BS Neighbourhood Plan.

**Action: All** to read document for their areas and use the findings for the narrative in their sections.

## **8. AOB**

Mike Hibbs said that he was sad to report that Sue Belo is leaving the team at the end of October and expressed his gratitude for the support she had given the team. In the meantime, he and the Town Clerk have initiated a process to get support from an outside body to look at the next stage of process and finalise policies. A budget has been set aside for this purpose and a full-time admin person with some responsibilities for Neighbourhood Planning is to be recruited.

## **9. Next Meeting to be held Tuesday 7<sup>th</sup> November at 7pm**

The next meeting will be held on Tuesday 7<sup>th</sup> November when plan progress for all areas, update on Sue's replacement, volunteer support and Dropbox will be discussed.