

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

8TH AUGUST 2017

Cllr Mike Hibbs (Chair)*	Sue Flynn
Cllr Paul Gadd	
Cllr Sam Goddard	Mark Hayes
Douglas Kent*	Cllr Sharon Morris*
Stephen Rapkin*	Coby Richardson
Dan Starr	Isabella Warren*
Tom White*	

*Present

In attendance: Sue Belo, SWTC Neighbourhood Plan Coordinator (taking notes)

1. Apologies for Absence

Apologies were received from Lisa Courtney, Sue Flynn, Paul Gadd, Sam Goddard, Rachel Hogger, Coby Richardson and Dan Starr.

2. Minutes of the Last Meeting

Minutes of the last meeting were agreed.

3. Matters Arising

H&CA: Mike Hibbs has received information from Bruce on areas still to be covered although the chart is unclear. It was agreed to apply for technical support from AECOM to produce the Heritage and Character Assessment but provide them with the work done to date.

Action: Sue Belo to contact Locality.

East of Lime Avenue: The Section 106 agreement cannot be signed until the probate on Lord Braybrooke's estate is settled which could take anything between six months and two years, but UDC have required it to be signed within four weeks. In the meantime, Audley End Estate is applying for limited probate as the situation is affecting day to day running of the estate.

Green Infrastructure: Sue Belo has raised the issue of TPOs with Nigel Brown together with a reminder.

Action: Isabella Warren will contact Mary Flint to ask her to help establish the missing TPOs.

Public Rights of Way: In the meantime, there is also an issue with PROWs as all historic footpaths will have to be on the definitive map by 2026 or people will lose their right to use them. See <https://www.gov.uk/government/news/new-plans-to-simplify-recording-rights-of-way> and <http://www.ramblers.org.uk/get-involved/campaign-with-us/dont-lose-your-way.aspx>

Tom White said that Audley End Estate has produced a map that will show relevant footpaths within the part of the Estate in Saffron Walden Parish.

Action: Mike Hibbs to contact Tom to arrange to scan and digitise map.

It was agreed that there needs to be an audit of Green Spaces as described in the Locality Neighbourhood Planning Local Green Space Guide sent to team members on 8th August. It was agreed that this and the PROWs would be best handled by the Green Infrastructure team. Isabella Warren volunteered to help coordinate a meeting of the GI team in the absence of Sam Goddard.

Planning Matters: Some team members expressed some disappointment at the apparent lack of detailed knowledge held by Sarah Nicholas and Vic Ranger at the previous meeting.

Education: There are moves to get Walden School listed and one option is also to extend the Conservation Area to include all buildings, trees and green spaces.

Sue Belo mentioned that she had contacted both Ray Gooding, Cabinet Member for Education at Essex CC and Robert Halfon, Chair of the House of Commons Education Committee to ask them to investigate why school places planned for Essex are half that of Hertfordshire based on the same number of homes.

4. Terms of Reference

Sue Belo circulated the Terms of Reference that have been agreed by Saffron Walden Town Council, based on recommendations from Locality.

Sue explained the importance of team members acting as a conduit to other groups and that it was important to have other groups such as developers, residents' groups and organisations such as the Saffron Walden Initiative represented on the Neighbourhood Plan Team. The team has a disadvantage in that a large percentage of its composition is made up of Town Councillors who are often busy with other projects and cannot always devote the time needed to progressing the plan as quickly as it needs. It was agreed that Sue Belo should arrange with Dan Starr to email all those registering their email address for Neighbourhood Plan information and invite further volunteers. It was also agreed that local residents' groups should be contacted and invited to send a representative to team members. Suggested groups were Crabtrees, Church Street, Tudor Park, Castle Street, Bell School. Sharon Morris and Isabella Warren suggested contacting PTAs and mother and baby groups.

Sue also stressed the importance of trying to keep notes of meetings and discussions with third parties as the Neighbourhood Planning process has to follow statutory guidelines. A detailed Evidence Base Summary and Consultation Summary will need to be submitted to the examiner along with the Plan itself.

Action: Isabella and Sharon to draft notes on events involving SW Arts Trust and Sports/Community meetings. **Stephen Rapkin** to talk to Churches Together group.

5. Planning Matters

Regulation 18 Local Plan

Mike Hibbs said that he had attended a meeting with Gordon Glenday and Richard Fox but that only he, Richard Freeman and Lisa Courtney had attended even though all Town Councillors had been invited.

The team went through the comments made by Sue Belo and Mike Hibbs and agreed with those for Spatial Strategy and Housing (see attached) with the remainder of the plan still to be discussed. Several members of the team agreed that it was easier to go through the plan as a group and that a further working session should be arranged.

Action: Sue Belo to update and circulate grid to include Mike's comments in preparation for a follow-up meeting on 22nd August at 7pm. All to review and note their areas of concern in preparation for the meeting.

6. Next Meeting – Tuesday 22nd August at 7pm

The next meeting will be on Tuesday 22nd August. This will not be a formal meeting and will concentrate on reviewing the remainder of the Local Plan policies still to be discussed.