

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 29TH JANUARY 2019

Present	Apologies
Cllr Mike Hibbs (Chair)	Mark Hayes
David Corke	Douglas Kent
Judith Rodden	Cllr Sharon Morris
Chloë Fiddy (SWTC - Plan Co-Ordinator)	Stephen Rapkin
Isabella Warren	Cllr Richard Freeman
Coby Wing	Cllr Paul Gadd
Dan Starr	Cllr Sam Goddard
Dominic Davey	Tom White
	Lisa Courtney (Town clerk)
	Jane Grey
	Cllr Sara Eastham

This meeting is closed to the public.

MINUTES

1. Apologies

Apologies for absence were received.

2. Minutes of the last meeting

The minutes of the last meeting were not available.

3. Matters arising

All matter arising since the last meeting were dealt with as agenda items.

4. Feedback on draft policies

The team discussed public feedback on draft policies which were:

- Reviewed by NP team at NP meetings of 30th October and 20th November
- Approved in principle at Full Council on 10th December 2018
- Formatted in bullet points, taking into account overlap with new Local Plan policies, and published as draft on www.waldenplan.org

It was noted that the consultation days on 25th and 26th January at the Town Hall were successful. The team reviewed the transcribed post-it notes comments.

Noting that the physical exhibition at the Town Hall had prompted additional comments on the online consultation, it was agreed that the online consultation would be extended to the 17th February.

The team received a verbal update on the response from UDC on the draft policies.

Thanks were given to the volunteers who had helped during the Town Hall consultation and with the online consultation.

5. Amendments or additions to draft policies

It was agreed that the policies would be reviewed on a per-topic basis in future meetings taking into account comments made during the public consultation and professional advice received.

6. Local Green Spaces

The allocation of Local Green Spaces within the NP were discussed.

It was agreed that the Plan Coordinator would send proposal maps out to the team for checking.

7. Urgent Information Items

It was noted that the Heritage and Character Assessment was almost but still not quite complete and that Cllr Mike Hibbs has put a considerable amount of time into ensuring its accuracy.

8. Next Meeting

It was agreed that the meetings would continue to be held **fortnightly** with the next one to be on the **12th February** in the Council Chamber, Saffron Walden Town Hall.

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 12TH FEBRUARY 2019

David Corke PRESENT	Mark Hayes APOLOGIES
Lisa Courtney (Town clerk) APOLOGIES	Douglas Kent APOLOGIES
Dominic Davey PRESENT	Cllr Sharon Morris PRESENT
Cllr Sara Eastham PRESENT	Stephen Rapkin APOLOGIES
Chloë Fiddy (SWTC - Plan Co-Ordinator) PRESENT	Judith Rodden PRESENT
Cllr Richard Freeman APOLOGIES	Dan Starr PRESENT
Cllr Paul Gadd APOLOGIES	Isabella Warren PRESENT
Cllr Sam Goddard APOLOGIES	Tom White PRESENT
Jane Grey APOLOGIES	Coby Wing PRESENT
Cllr Mike Hibbs (Chair) PRESENT	

This meeting was closed to the public.

MINUTES

1. Apologies

Apologies were received for absence.

2. Minutes of the last meeting

Received and agreed the minutes of the last meeting (Tuesday 29th January 2019)

3. Matters arising

No matters were arising

4. Feedback on draft policies on Housing

Feedback from public and UDC on draft housing policies was discussed and policies reviewed

5. Local Green Spaces

Local Green Spaces mapping was discussed.

6. Urgent Information Items

There were no urgent information items

7. Next Meeting

Arrangements were agreed for the next meeting to be held on Tuesday 26th February 2019 at 7pm in the Council Chamber, Saffron Walden Town Hall.

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 26TH FEBRUARY 2019

David Corke APOLOGIES	Mark Hayes APOLOGIES
Lisa Courtney (Town clerk) APOLOGIES	Douglas Kent APOLOGIES
Dominic Davey APOLOGIES	Cllr Sharon Morris APOLOGIES
Cllr Sara Eastham APOLOGIES	Stephen Rapkin PRESENT
Chloë Fiddy (SWTC - Plan Co-Ordinator) PRESENT	Judith Rodden APOLOGIES
Cllr Richard Freeman APOLOGIES	Dan Starr APOLOGIES
Cllr Paul Gadd APOLOGIES	Isabella Warren PRESENT
Cllr Sam Goddard APOLOGIES	Tom White APOLOGIES
Jane Grey APOLOGIES	Coby Wing APOLOGIES
Cllr Mike Hibbs (Chair)	

This meeting is closed to the public.

MINUTES

1. Apologies

Apologies were received for absence.

2. Minutes of the last meeting

The minutes of the last meeting (Tuesday 12th February 2019) were received and agreed.

3. Matters arising

No matters were arising since the last meeting

4. Feedback on draft policies on commercial spaces

The group discussed public and UDC feedback on draft commercial spaces policies and made revisions where appropriate.

5. Urgent Information Items

There were no urgent information items.

6. Next Meeting

Arrangements were agreed for the next meeting to be held on Tuesday 11th March 2019 at 7pm in the Council Chamber, Saffron Walden Town Hall.

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 12TH MARCH 2019

David Corke PRESENT	Mark Hayes APOLOGIES
Lisa Courtney (Town clerk) APOLOGIES	Douglas Kent PRESENT
Dominic Davey PRESENT	Cllr Sharon Morris APOLOGIES
Cllr Sara Eastham PRESENT	Stephen Rapkin PRESENT
Chloë Fiddy (SWTC - Plan Co-Ordinator) PRESENT	Judith Rodden PRESENT
Cllr Richard Freeman APOLOGIES	Dan Starr APOLOGES
Cllr Paul Gadd APOLOGIES	Isabella Warren PRESENT
Cllr Sam Goddard APOLOGIES	Tom White APOLOGIES
Jane Grey APOLOGIES	Coby Wing APOLOGIES
Cllr Mike Hibbs (Chair) PRESENT	

This meeting was closed to the public.

MINUTES

1. Apologies

Apologies were received for absence.

2. Minutes of the last meeting

Received and agreed the minutes of the last meeting (Tuesday 26th February 2019)

3. Matters arising

No matters were arising

4. Feedback on draft policies on:

- Street Scene and development in built up areas
- Communications infrastructure
- Ecological requirements for new commercial and domestic developments
- Dementia friendly urban design
- Sports facilities.

Public and UDC feedback was reviewed and the policies were revised in light of these comments. The topic of sports facilities was not completed and was carried over to the next meeting.

5. Sustainable School Travel Survey

The group received feedback on the successful survey on active travel to schools. It was noted that the survey would continue over the next few weeks.

6. Urgent Information Items

There were no urgent information items

7. Next Meeting

Arrangements were agreed for the next meeting to be held on Tuesday 26th March 2019 at 7pm in the Council Chamber, Saffron Walden Town Hall.

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 26TH MARCH 2019

David Corke APOLOGIES	Mark Hayes APOLOGIES
Lisa Courtney (Town clerk) APOLOGIES	Douglas Kent PRESENT
Dominic Davey PRESENT	Cllr Sharon Morris PRESENT
Cllr Sara Eastham APOLOGIES	Stephen Rapkin PRESENT
Chloë Fiddy (SWTC - Plan Co-Ordinator) PRESENT	Judith Rodden APOLOGIES
Cllr Richard Freeman APOLOGIES	Dan Starr APOLOGES
Cllr Paul Gadd APOLOGIES	Isabella Warren PRESENT
Cllr Sam Goddard PRESENT (CHAired)	Tom White APOLOGIES
Jane Grey APOLOGIES	Coby Wing PRESENT
Cllr Mike Hibbs (Chair) APOLOGIES	

This meeting was closed to the public.

MINUTES

1. Apologies

Apologies were received for absence.

2. Minutes of the last meeting

Received and agreed the minutes of the last meeting (Tuesday 12th March 2019)

3. Matters arising

No matters were arising

4. Feedback on draft policies on:

- Sports Facilities (carried over from previous meeting)
- Green spaces
- Community halls and centres
- Community gathering spaces

The group reviewed these draft policies and noted that the detailed discussions with the town's sports groups were still ongoing and it was decided that these topics would be revisited once the discussions had been concluded.

- Public art
- Education and health

The group reviewed these draft policies and agreed amendments where suggested during public feedback and professional advice.

5. Sustainable School Travel Survey

The group received feedback on the successful survey on active travel to schools. It was noted that the survey would continue over the next few weeks.

6. Urgent Information Items

There were no urgent information items

7. Next Meeting

Arrangements were agreed for the next meeting to be held on Tuesday 9th April 2019 at 7pm in the Council Chamber, Saffron Walden Town Hall.

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 9TH APRIL 2019

David Corke APOLOGIES	Mark Hayes APOLOGIES
Lisa Courtney (Town clerk) APOLOGIES	Douglas Kent APOLOGIES
Dominic Davey PRESENT	Cllr Sharon Morris APOLOGIES
Cllr Sara Eastham APOLOGIES	Stephen Rapkin APOLOGIES
Chloë Fiddy (SWTC - Plan Co-Ordinator) PRESENT	Judith Rodden APOLOGIES
Cllr Richard Freeman APOLOGIES	Dan Starr PRESENT
Cllr Paul Gadd APOLOGIES	Isabella Warren PRESENT
Cllr Sam Goddard PRESENT	Tom White PRESENT
Jane Grey APOLOGIES	Coby Wing APOLOGIES
Cllr Mike Hibbs (Chair) PRESENT	

This meeting was closed to the public.

MINUTES

1. Apologies

Apologies were received for absence.

2. Minutes of the last meeting

Received and agreed the minutes of the last meeting (Tuesday 26th March 2019)

Cllr Mike Hibbs thanked cllr Sam Goddard for taking the Chair at the meeting of the 26th March 2019

3. Matters arising

No matters were arising

4. Feedback on draft policies on:

Transport infrastructure

Public and UDC feedback was reviewed and the policies were revised in light of these comments.

The topic of a link road was not covered due to lack of time and was moved to the following meeting

5. Urgent Information Items

There were no urgent information items

6. Next Meeting

Arrangements were agreed for the next meeting to be held on Tuesday 23rd March 2019 at 7pm in the Council Chamber, Saffron Walden Town Hall.

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 4TH JUNE 2019

David Corke APOLOGIES	Cllr Barbara Light APOLOGIES
Lisa Courtney (Town clerk) APOLOGIES	Stephen Rapkin APOLOGIES
Dominic Davey PRESENT	Judith Rodden PRESENT
Chloë Fiddy (SWTC - Plan Co-Ordinator) PRESENT	Cllr Trilby Roberts PRESENT
Cllr Richard Freeman APOLOGIES	Dan Starr PRESENT
Cllr Paul Gadd APOLOGIES	Cllr Jonathan Toy APOLOGIES
Jane Grey APOLOGIES	Isabella Warren APOLOGIES
Mike Hibbs (Chair) PRESENT	Tom White PRESENT
Mark Hayes APOLOGIES	Coby Wing APOLOGIES
Douglas Kent PRESENT	

This meeting was closed to the public.

MINUTES

1. Apologies

Apologies were received for absence.

2. Minutes of the last meeting

The minutes of the last meeting were not available and will be reviewed at the next meeting

3. Matters arising

The group expressed its thanks to Mike Hibbs for continuing as Chair.

4. Feedback and review of the plan

The group reviewed the plan and engaged in wide ranging discussions on topics including article 4 directives, youth services, arts centres and the sports strategy. It was agreed that the group would take the following two weeks to review the plan and that in the intervening time members would submit any changes to policies or suggestions for change.

5. Urgent Information Items

There were no urgent information items

6. Next Meeting

Arrangements were agreed for the next meeting to be held on Tuesday 18th June 2019 at 7pm in the Council Chamber, Saffron Walden Town Hall.