

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 7TH NOVEMBER 2017

Lisa Courtney (Town Clerk)	Jim Brewin (Waitrose re BID)
Cllr Sam Goddard	Louise Scutt-Richter (BID)
Graeme Loudain	Isabella Warren
Coby Wing	Stephen Rapkin
Cllr Sara Grimshaw (from 7.40pm)	

1. Apologies for Absence

Apologies were received from Cllr Hibbs. In Cllr Hibbs' absence, Cllr Sam Goddard chaired the meeting.

2. Minutes of the Last Meeting – held on 17th October 2017

Minutes of the last meeting were agreed.

Isabella gave an update on Volunteer meeting and those that attended – there were some useful contacts made.

Action: Isabella will write up notes from this meeting and send to Lisa to ensure that those contacts are not lost and that there is a record of this meeting.

3. Plan Progress

Members reviewed progress against the Grant Chart

- (a) **Business Team** - It was noted that there was a lack of resourcing in the business team.

Action: Members to speak with others, inviting / encouraging their participation in this area. Those present from the Business Improvement District offered to share information and details which they have. Whilst they did not wish to dilute their efforts re the BID, they were happy to act in a supportive role where necessary. It was noted that Cllr Sara Grimshaw was not a member of any specific NP group and she may wish to become involved in the Business Team.

- (b) **Policies** – a comment was made that these appeared to lack evidence and whilst they may be evidence based, there was no narrative around the policies to demonstrate that. It was further noted that there will be a preamble before any of the policies and that will help in putting the policies into context.
- (c) **Meeting with Planning Direct** – Lisa provided an update on the meeting with Planning Direct and the proposal that a 3rd party is now introduced to pull together all of the evidence base, policies and progress to date with a view to writing a draft plan. This process was welcomed by all present, noting the need to start to pull all of the work completed to date to a conclusion

- (d) **Housing Needs Assessment** – queried whether this was required for Saffron Walden and whether there was any funding available to complete.

Action: Lisa to review and advise further.

4. BID Process

Jim Brewin and Louise Scutt-Richter from the Business Improvement District Team were present and outlined the BID process. They explained the BID referendum, voting process etc. It is important to note the vision from BID within the Neighbourhood Plan; it was noted that the overarching principles and policies of the NP should not be contrary to the BID.

The BID Team reiterated their willingness to share the BID information. It was noted that the BID area was broadly the ½ square mile of the town centre of Saffron Walden but the NP needed to concern itself with all of SW (inc Little Walden) being the NP area.

5. Planning Matters

Lisa provided a verbal update on UDC Local Plan, noting the concerns raised by the Town Council regarding the dates of UDC Planning meetings and the proposed Reg 19 further consultation dates. The Town Council had expressed grave concern to UDC regarding the Local Plan timetable, believing that it was not achievable; these views were supported by the NP team.

It was noted that the NP response to the Conservation Area Appraisal had not yet been formalised or sent to UDC.

Action: Lisa to send a response to UDC from the NP Team, being a duplicate of that sent by the Town Council

6. Consultation & Engagement

Members noted the update already given in item 2 above regarding the meeting with new volunteers. It was noted that there should be more meetings between teams and service users / focus groups / community organisations.

Action: It was agreed that Plan leaders are to contact those interested parties who expressed an interest in helping with Neighbourhood Plan team (as per contact sheet already provided to all).

Action: Team Leaders to progress further with this. Lisa advised that the Council Chamber could be used, subject to availability and that keys could be provided via a Town Councillor. Generally, Tuesday evenings in the Council Chamber are available. Isabella suggested that the Green Infrastructure Team meets on Tuesday 21st November 2017.

Action: Lisa to recirculate the list of local groups and organisations to all for follow up by Team Leaders

7. Future Administration & Team Communication

Lisa provided an update regarding the proposed job description for NP Co-ordinator and the proposal to combine this into a generic Office Administrator role, subject to agreement by the Town Council. This was welcomed and noted in conjunction with item 3 above regarding the outsourcing of some elements to a 3rd party contractor.

It was noted that there would imminently be a charge for Drop Box Accounts and it was queried therefore if the NP team would continue to make use of Drop Box.

Action: Dan Starr to advise if a Drop Box Account could be set up, administered by the Town Council and paid for via NP monies

Action: All to ensure that generic material of interest to all members is circulated to all members with a subject matter included in the email.

Action: It was noted that before her departure, Sue had sent all members a list of outstanding actions. Members requested that a further copy of this be emailed to all for progression. Cllr Hibbs to do along with a reminder to all to share information etc.

8. Next Meeting

The next meeting will be held at 7pm on Tuesday 28th November 2017

It was agreed that there would not be any December meetings with the first meeting in January being Tuesday 9th January 2018 7pm in the Council Chamber.

The meeting closed at 8.45pm