

SAFFRON WALDEN NEIGHBOURHOOD PLAN TEAM MEETING

TUESDAY 3RD APRIL 2018

David Corke NOT PRESENT	Douglas Kent NOT PRESENT
Cllr Sara Eastham NOT PRESENT	Cllr Sharon Morris NOT PRESENT
Cllr Richard Freeman NOT PRESENT	Stephen Rapkin NOT PRESENT
Cllr Paul Gadd NOT PRESENT	Judith Rodden PRESENT
Cllr Sam Goddard NOT PRESENT	Dan Starr PRESENT
Jane Grey PRESENT	Isabella Warren PRESENT
Cllr Mike Hibbs (Chair) PRESENT	Tom White NOT PRESENT
Mark Hayes PRESENT	Coby Wing NOT PRESENT
Graeme Loudain PRESENT	

This meeting was closed to the public.

MINUTES

1. Apologies

Present / Not Present as above.

Also present: Rachel Hogger (Modicum Planning), Lisa Courtney (SW Town Clerk), Chloë Fiddy (SW Neighbourhood Plan Co-ordinator)

2. Minutes of the last meeting

The minutes of the last meeting (Tuesday 13th March 2018) were approved.

3. Matters arising

There were no matters arising

4. Structure of plan

Chloë and Lisa presented the proposed layout of the Neighbourhood Plan, based on the NP prepared for the Lakes Estates in 2015. It was

Resolved: to adopt this format for the Saffron Walden Neighbourhood Plan.

5. Review of evidence base of consultations

The current evidence base of public consultations was discussed. Chloë asked if there was any additional information available. It was agreed by the group that the public consultation evidence base consists of:

- The online survey collated by Dan Starr
- The public survey carried out at the Town Hall and on the Common during the Carnival
- Issues gathered during focus groups

Rachel Hogger reminded the group that there are three types of evidence which form the basis of a NP, being:

- Public Consultations
- Factual Evidence collected and published by relevant competent bodies (for example Census)
- Policy as written and published by other bodies (for example the Local Plan)

Graeme Loudain explained to the group that the Business and Local Economy element of the NP requires further research in order for the evidence base to be considered rigorous and explained that he is in the process of doing this. The group noted that he took on the responsibility for this element of the NP in January, and so from a time scale point of view it is understandable that there is more work to be done on it. Chloë offered to provide support with this as required.

Other members of the team, who have had the benefit of being involved in the plan for a couple of years, confirmed that they had used all three types of evidence in their research.

The team discussed the best method for storing documents which would form the bibliography / evidence base for the final plan, as well as the best way of citing the evidence. It was

Resolved:

- 1) that Chloë would collate the issues from the three types of evidence to present to a future meeting
- 2) that the team would save all documents used as evidence into the Dropbox folder called "Reports from which to draw ISSUES and Objectives)
- 3) and that the team would, when writing reports or draft policies, cite the relevant evidential paragraph in the relevant document, and ensure that the whole document and not an online link would be saved in the folder as described above.

6. Feedback from Rachel Hogger on progress so far

6a) Rachel re-presented the document entitled "Saffron Walden NP emerging Framework following 15 July meeting" which came from a workshop she ran in July 2017. She reminded the team that this contains fundamental guidance on issues which can and can't be included in a NP, and ways in which issues can be included in a NP. The discussion moved on to the fact that the NP might need to also include aspirations and wish-lists in order to reconcile the tension between recognising valid community concerns and issues, and writing a plan with policies which are within the scope of a NP. It was

Resolved: that Chloë would save the document entitled "Saffron Walden NP emerging Framework following 15 July meeting" in Dropbox in the main folder so that it can easily be accessed in the future.

6b) Rachel informed the team about changes to grant funding for NPs and it was

Resolved: that Rachel, Lisa and Chloë would review expenditure so far in order to assess how these changes might affect the NP budget.

6c) Rachel informed the team about changes to the draft NPPF which places more weight on allocated sites than the previous NPPF. The SWNP falls into the category of NPs which are affected by this change. This began a discussion about whether more work could be done to assess potential sites for development, and if so how far this process could be taken. It was concluded that in the first instance the costs of assessment and available grants should be established. It was

Resolved: to review expenditure and available grants (as above resolution) and then to table further discussion on this topic at a future NP meeting.

7. Letter to UDC on behalf of NP Team

The team reviewed Sam Goddard's letter to UDC on behalf of the NP team regarding the area known as Clay Pits. The team discussed the history of the area which has long been used as an informal recreation area, but which also suffers from very high levels of vandalism and littering. It was

Resolved: that the letter could be sent, Chloë to take responsibility for doing this.

8. Urgent Information Items

There were no urgent information items.

9. Next Meeting

The next meeting will take place on Tuesday April 24th, at which AECOM will present the findings of the Heritage and Character Assessment which they have carried out on behalf of the NP team.

The meeting was closed at 9.00pm