**Minutes of the Thundridge Parish Neighbourhood Plan Advisory Committee held on Monday 22nd August 2016 at 7.30pm at Standon Green End Farm, Standon Green End.**

**PRESENT:**

**Thundridge Parish Council:**

Cllr Parkins (chairman), Cllr Hawes, Cllr Taylor, Cllr Brigden, Cllr J Spackman, Cllr M Spackman

Belinda Irons: Interim Clerk, Thundridge Parish Council (minutes)

**Jacqueline Veater GovResources Ltd**

**Jed Griffiths Griffiths Environmental Planning**

**Public: 18 members of the public were present**

The Chairman of Thundridge Parish Council, Russell Parkins, opened the meeting and thanked all present for attending. Cllr Parkins thanked the Spackman family for the use of the premises at short notice.

Cllr Parkins explained that he has undertaken discussions with EHDC Planning Policy Department regarding Ware North & East which encroaches into Thundridge Parish. EHDC has stated that it will not agree to the whole Parish area being submitted, as it would affect the Ware North & East development. Cllr Parkins is pressing EHDC to achieve Section 106 on the dwellings which will be constructed in Thundridge Parish but will be included in the Ware North development.

16.01 Apologies

 Cllr Bosson, Cllr Shearman

 Mr & Mrs Greatrex, Mrs J Harris, Mr C Fenton, Mr N Bancroft, Mr J Tice,

Mrs E Turner

16.02 Introductions and outline of process

 Planning Consultants: Jed Griffiths & Jacqueline Veater

Cllr Parkin introduced Jed Griffiths and Jacqueline Veater, the appointed planning consultants who will assist with the production of the Neighbourhood Plan. Cllr Parkins explained that both Jacqueline Veater and Jed Griffiths had experience of production of Neighbourhood Plans and were currently involved with Standon, Braughing and Walkern.

Jacqueline Veater briefly outlined the process, as this had been explained at a previous public meeting.

Ms Veater gave an informative presentation explaining the stages required to achieve an adopted plan. The presentation is provided as an appendix to the minutes.

It is vitally important that the issues which relate to Thundridge Parish are identified as this provides local information. Whilst the Neighbourhood Plan must be in accord with the National Planning Policy Framework and the East Herts District Plan, the Thundridge Neighbourhood Plan must reflect the locality and its requirements. The local requirements must be based in planning legislation, but the action plan can cover items which are not specifically planning related.

There is no proscribed method of producing the vision for the future. Jed Griffiths commented that it should be pertinent to the Parish, and reflect what parishioners would like to see in 2032. It must meet the needs of the future generation, and be sustainable. The vision informs the topic groups and sub-groups.

The production of the Neighbourhood Plan is anticipated to take 18months, with a finish date in December 2017.

EHDC will be responsible for the final consultations, referendum, and the appointment of the Examiner. It is more likely that the Examiner will wish to receive written presentation, rather than hold public meetings. However, there may be a public meeting for land allocation.

EHDC District Plan: Ms Veater explained that the Parish Area cannot overlap another Parish or Town Area. Further discussion relating to the East Herts District Plan ensued. It was made apparent that the area designated by EHDC for the Ware North & East extension is significantly less than that proposed by developers. The area likely to be included in the District Plan is south of Moles Farm. The date for the District Plan public consultation is currently 3rd November 2016 for six weeks. Everyone will be able to comment on the plan once it is open for public consultation. Until the District Plan is made, East Herts remains vulnerable to speculative applications.

EHDC has no strategic guidance as this has all been withdrawn. It therefore has to assess its own needs and requirements for development and infrastructure.

Thundridge and Wadesmill remain as Category 2 with High Cross downgraded from Category 1 to Category 2 village. However, High Cross has received a significant amount (53%) of development, Ware North & East will intrude into the Parish, and developers are pressing for more land to be released. The development of the Neighbourhood Plan remains vitally important for the next 15 years and beyond. The Neighbourhood Plan will need to be regularly reviewed and examined to ensure that it remains relevant.

Thundridge Old Church: Cllr Brigden commented that the Old Church had been used extensively in the presentation as a site for redevelopment – this may give the wrong impression as it is not a ‘done deal’ that the Old church is designated for conversion into a dwelling. Cllr Parkins commented that it may be an opportunity to do something with it as it does attract a great deal of unwelcome attention, and the Church would like to find an acceptable use for it.

16.03 Election of Committee

 Cllr Parkins asked for volunteers to fill the roles below:

Chairman

**PROPOSAL: *That Simon Rayner-Langmead is appointed Chairman of Thundridge Parish Neighbourhood Plan Advisory Committee.*** PROPOSED: Brita-May Hawes, seconded Jan Handy. AGREED AND RESOLVED UNANIMOUSLY BY A SHOW OF HANDS.

 Secretary:

**PROPOSAL: *That Carol Dawkins is appointed Secretary of Thundridge Parish Neighbourhood Plan Advisory Committee.*** PROPOSED: Emma Tice, seconded Simon Rayner. AGREED AND RESOLVED UNANIMOUSLY BY A SHOW OF HANDS.

 Treasurer:

**PROPOSAL: *That Hugh Turner is appointed Treasurer of Thundridge Parish Neighbourhood Plan Advisory Committee.*** PROPOSED: Richard Hallman, seconded Jeff Handy. AGREED AND RESOLVED UNANIMOUSLY BY A SHOW OF HANDS

 Membership Secretary

**PROPOSAL: *That Emma Tice is appointed Membership Secretary of Thundridge Parish Neighbourhood Plan Advisory Committee.*** PROPOSED: Catherine Archer, seconded Jan Handy. AGREED AND RESOLVED UNANIMOUSLY BY A SHOW OF HANDS

Committee Members: Those present will be considered to be committee members unless the clerk and Membership Secretary are advised to the contrary.

Roger Arbon Christine Bosson David Finn

Carol Dawkins Emma Tice Simon Rayner-Langmead

Jan Handy Jeff Handy Hugh Turner

Jane Hallman Richard Hallman Catherine Archer

Kim Saban Janice Hyde David Hyde

James Dawkins Anne Shearman

Mr & Mrs Greatrex, Mrs J Harris, Mr C Fenton, Mr N Bancroft, Mr J Tice, and Mrs E Turner have also expressed an interest in being Committee Members, and will be classed as Committee Members for the purposes of the production of the Neighbourhood Plan.

All Committee Members will be required to fully complete the Declaration of Interests document. Failure to do so will result in exclusion from the process as a Committee Member.

All Parish Councillors will be considered Committee Members.

16.04 Group Structure:

 Declarations of Members Interests: obligations and exclusions:

The clerk explained that it was vitally important that the operation of the Neighbourhood Plan process and procedure was transparent at all stages. This required that all interests – land/ employment/family associations – are declared on a register to ensure that any conflicts of interest are apparent and in the public domain. Such declarations of interest must be made at the start of every meeting.

Topic Groups: membership and work allocations: for discussion/ decision: no decisions were taken at this meeting. Those present were asked to consider their personal areas of interest and attributes, and to volunteer to the most appropriate topic group. The topic groups shown below are an example of what topics tend to be used, but are not definitive.

Three people expressed a preference at the meeting and are shown in italics.

 Housing: Neighbourhood Plan boundary

 Strategic Site: north & east of Ware

Land allocation

 Site assessment

 Design, style, layout, density

 Housing Needs

 Conflicts of interest

 *Roger Arbon*

 *Anne Shearman*

**PROPOSAL: *That owners and family members of owners of potential development sites, developers and land agents will be excluded from memberships of the Housing Topic Group to ensure that there are no potential conflicts of interest and ensure transparency of operations.*** *For agreement at the next meeting*.

Communications: publications, open days, surveys, notice boards, parish magazine, web site, social media

Facilities & Services places of Worship, health services, aging population, young people, education, village halls, leisure & recreation, Thundridge Old Church, broadband speed.

 *Clive Brigden*

 *Roger Arbon*

 *Anne Shearman*

 Environment: Green: open spaces, public rights of way, allotments

 Built: conservation area, village halls, listed buildings

 Highways: roads and transport: *Clive Brigden*

Water: conservation, impact on watercourses, river, sewage systems, flooding: Clive Brigden

Employment: businesses, farms, hotel, shops, petrol station, light industry, home working

16.05 Constitution: Jacqueline Veater and Jed Griffiths have produced a draft document which will be circulated to the membership.

16.06 Policies & evidence

The Topic Groups collect background material and evidence which then informs the issues and options, which are then developed into policies. It is therefore vitally important that the background material and evidence is secured.

Jed Griffiths highly recommended a public survey which will provide information on the issues in the Parish, and to receive feedback from parishioners. This should include a housing needs section, and associated sections based around the topic groups. A workshop could be held which would inform the type of questions to be set in the survey.

There is a wealth of information on the EHDC web site. Local knowledge is very important.

Meetings need to be recorded and minuted, with photographic evidence to support. Meetings must be held in public and advertised widely.

All public consultations and events must be recorded and in a format suitable to be used as evidence. A Statement of Public Consultation needs to be produced.

The Parish Council website will be developed by Brita-May Hawes to contain a section specifically for Thundridge Parish Neighbourhood Plan. All evidence and documentation will be contained within it or linked from it.

16.07 Vision & Objectives

The vision informs the objectives which become policies. What does the Parish look like in 2032? What will it be like to live in the Parish in 2032?

16.08 Finance & grants Treasurer

Brita-May Hawes has started the grant application process with Locality. All applications must be in advance of any expenditure as costs cannot be reclaimed once spent.

There is a limit of £9,000. Additional technical assistance may be available.

The Parish Council will provide a budget to ensure costs are covered.

16.09 Landowner and agent consultation: SLAA/non-SLAA

The Advisory Committee could arrange its own ‘Call for Sites’ within the community. Landowners will be invited to submit schemes to the Advisory Committee.

16.10 Items for next agenda

 Adjournment for Public Discussion

 Neighbourhood Plan Area

 Section 106/ New Homes Bonus

 Parking

16.11 Dates of next meetings

 Dates for 2016:

 3rd October 7th November 5th December

 Meeting venue:

 Thundridge Village Hall

 *Meeting closed at 9.15pm*