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# HUNSDON PARISH - NEIGHBOURHOOD PLAN

MINUTES - 16<sup>th</sup> May 2018 (Mtg No. 2)

Present: C Page / M Reid / Cllr B Dunthorne / P Dixon / Cllr R Toll / J Felstead / F O'Shea / B Carthy  
R Osterley / M Newman

1. Nomination of Chair

The nomination for chair was an agenda item for the formal vote to take place at the meeting. Martyn Reid has volunteered to be Chair. Councillor Maule verbally offered to be considered as Chair also, but unfortunately was unable to attend the meeting. The group voted and Martyn Reid was unanimously confirmed as Chair. This will need to be confirmed at the next Parish Council meeting.

2. Introductions

All introductions were made.

3. Planning and local context for the Groups work

Hunsdon is involved in two Neighbourhood Plans: one with Eastwick and Gilston (Joint) and the Hunsdon Parish Neighbourhood Plan. Councillor Toll presented to the group on the area designated for both plans. The District Plan is in its final stages. It was from the joint Neighbourhood Planning meetings it became apparent that Hunsdon would need its own plan. As a Category 1 village we are a prime target for development. The advantage now is that no development can take place without being approved in the NP. We have until 2021 to complete the Hunsdon Parish Neighbourhood Plan (HPNG).

4. Minutes of last meeting

The minutes of the last meeting were approved by all. The Martyn Reid (Chair) asked if all attending were happy to continue the Steering Team – all agreed, but we are able to co-opt

5. Actions from last meeting

All actions are closed out.

6. Vision and Terms of Reference

The Vision will go to the Parish Council meeting for approval. The Vision will adapt and change as we go through this process and the consultations with the village. Minor changes have been made to the document – all agreed to the changes.

The Terms of Reference have been amended by Frank O'Shea – all agreed to the amendments. Which will be made and presented at the PC meeting.

7. Report back on meetings with consultants



Members of the group met with Urban Silence. A meeting will be set up to meet with Jed Griffiths and Jacqueline Veater. Dates will be set to meet with them, after which a decision will be made as to who we engage. Both consultant groups are strong candidates.

#### 8. Grant Applications

We need to commence with some prep work before we engage a consultant. Cllr Dunthorne mentioned that grants need to be used within a certain timeframe. So, we need to hold off applying for grants until we know what we are planning to use it for. Cllr toll confirmed there is £2,500 in the Parish Council precept for the Hunsdon Neighbourhood Plan. Mike Newman has paid £10 for the Hunsdon domain name.

John Felstead mentioned Stansted Airport have a grant fund available.

The grant application process is:

Consultants  $\Rightarrow$  Project Plan  $\Rightarrow$  Costing  $\Rightarrow$  Apply for Grant

#### 9. Communication Strategy

Mike Newman offered to be communications officer. We need to decide how we communicate and which social network sites, etc we are to use.

John Felstead

Mentioned Joe Tirelli who has a Marketing background and would be able to offer help and advice.

Mike Newman suggested we use either One Drive or Google Drop Box for the groups documents. Google Drop Box was agreed upon.

Communicating to the village to be via: newsletter, item in village news. Until we have our strategy officially in place. Also, to add to the newsletter for any new volunteers for the group. Applicants to contact C Page for further details.

At the Village fete was decided to have a stand for the Neighbourhood Plan, with documents showing both Joint and Hunsdon NP's.

#### 10. Stakeholders

Carole Page to approach George Pavey for a list of stakeholders. Mike Newman has a spreadsheet from the Joint NP of stakeholders. We need to engage with the stakeholders but will do so once we have identified them all. John Felstead suggested leaflets in book bags at school.

#### 11. Programme for the Group

We have the confirmed Steering Group but will set up sub-groups to report back to the SG – should this become necessary.



12. Finance Matters  
A separate bank account is to be set up for the HPNG. Carole Page is confirmed as the Finance Officer.
13. Liaison with other NPG's  
Exchange information and good practice with other NPG's. Explore with Widford and Stanstead Abbots.
14. The proposed development of Briggens  
Some members of the HPNG met with Savills – the developers - who presented what their potential plans are for the site.

Action	Actioned By	By
Grant application current guidance to be read for anything that needs doing	BD	Next meeting
TOR's to be amended	CP	Monday 21 May
Vision statement to be amended	MR	Monday 21 May
Discuss how we set up our Comms strategy	MN	Next meeting
Set up a meeting with Joe Tirelli	MN	Next meeting
Collate material for the fete	BT / MR	Next meeting
Request a table next to the Tombola Stall	BC	Next meeting
Stakeholders and statutory people to be identified	CP	Next meeting
Joint NP stakeholder's spreadsheet to be passed to CP	MN	Next meeting
Set up a bank account	CP	Next meeting
Who is the Chair of Stanstead Abbots NPG	JF	Next meeting
Does Widford have a NPG	BD	Next meeting