

**Minutes of the meeting of the Ickleford Neighbourhood Plan Steering Group**  
Wednesday 12 June 2019 at 8pm in the Village Hall (small room)

**Attendees:** Ruth Bryer, Pauline Gardiner, Louise Peace

**Apologies:** Ray Blake, James Carlyle, Mike Jones, James Tizzard, Bruce Parker, Mike Willoughby

**Minutes of the meeting of 22 May approved**

**Matters raising from previous minutes**

- Mike W. has drafted a brief history of the village
- The website updates have yet to be done. Ruth to look at how we can support Colin Kendall in this task and what can be done in-house.

**Progress on engaging a planning consultant**

- Ruth provided an update on obtaining other quotes. She, James T, Louise and Mike had corresponded previously and agreed to approach two other consultants that seemed the most appropriate match to our needs. Jacqueline Veater had responded and kindly given some general advice. She seemed well suited, but did not currently have the time to give us the help we need. Her day rate is £500 (compared with £525 for Sally Chapman), with total cost depending on how much input given. From the details she gave, it seems that her overall costs would have been similar to Sally Chapman's.
- Ruth had also been in touch with Tom Gammell of Pirton Neighbourhood Plan. They had planning input from two consultants on separate parts of the project. They also had help with their social survey. As planning help could take up much of the Locality grant, we discussed the potential need for funds for help with the survey. We realised we were uncertain how important the questionnaire results, particularly the response rate, would be to the strength of the overall plan. ***Ruth to investigate further through Locality.***

**Maintaining momentum and goals for the next meeting**

- Following earlier discussions about how best to progress the project, Ruth provided a list of topics on which we want to provide evidence. The plan is to divide these up between the group with goals to report on at the next meeting.
- While not everyone can make every meeting, we do need people's input. Having goals and a need to report on them can keep things moving.
- The goals for each topic, as appropriate, are:
  - Find available data and reference
  - Give physical descriptions if appropriate
  - Recruit people to help where necessary
  - Flag up where knowledge of land ownership is needed
  - Think up a few questions for the questionnaire that would help provide missing data or provide evidence of local opinion.
  - Consider whether using Facebook or another engagement exercise would be useful. Take this forward if possible.
  - Start to think about any land use policies suggested by the evidence
  - Note any questions to ask the Planning Consultant
- The aim is to take these tasks as far forward as possible before the next meeting. Then information can then be given to the consultant for them to feedback on. If our next meeting is in mid July, we would aim to have a meeting with the consultant in early September.

### Topics and owners

- The topics below are the main areas of work currently identified. Some have had a lot of attention already but are included for completeness. There may be other areas to add in the future.
- We discussed how best to divide these up, considering the work people had already done on them. We have suggested owners, but welcome feedback.
- The topics are:
  - History [already written in draft by Mike W]
  - Demographic data **Ruth**
  - Housing types [start made by Pauline] **Pauline and Ruth**
  - Street layout/parking/gardens/street furniture/property borders **Pauline and Ruth**
  - Village boundaries/separation from Hitchin
  - Describe heart of village/how it works **Pauline and Ruth**
  - Listed and non listed buildings/places and spaces of interest **Mike W**
  - New developments not included in the Local Plan **Louise**
  - Green space audit/walks **Parish Council and residents via Ray**
  - Natural environment **Parish Council and residents via Ray**
  - Current amenities, including parking [partly done by Mike J] **Mike J and James T**
  - Current businesses **Mike J and James T**
  - Amenity/parking/green spaces/business development opportunities - wish list **Mike J and James T**
  - Possible amenity development sites and how we could progress these **Mike J and James T**
  - Traffic [largely completed by Louise and Mike W] **Louise to write up**

### Maps and land ownership

- We really need a detailed plan of the village. For many of the topics it would be useful talk over and add our information to such a plan. The 'village boundaries/separation from Hitchin' topic, in particular, may be best approached with us all looking at it together with a plan in front of us.
- The mapping website Parish Online, mentioned by Sally Chapman, could be useful. Ickleford Parish Council does not currently subscribe to it. **Ruth to contact Clare Skeels at North Herts about plans and use of Parish Online**
- We felt we could pause looking into landownership via the land registry for now. Following work on the above topics, this can be continued in a targeted way, along with the help of those with very good knowledge of the village.
- This leaves Bruce and James C without a topic to currently work on. We will discuss where their efforts are best focussed.

### Finance matters

- County Counsellor David Barnard has indicated we may be able to access a further £200 through his local grant scheme. We discussed what such a grant should be spent on. It was agreed hall and printing costs, and a subscription to Parish Online were our most pressing needs.

### Next meeting

- Wednesday 17th July (subject to confirmation from Village Hall)
- Those unable to attend are requested to send reports