

Ickleford Neighbourhood Plan Steering Group Committee meeting minutes

Wednesday 20th July 2022, 8pm in the Plume of Feathers

Committee member attendees: Ruth Bryer, Louise Peace, Sam Zalin-Miller, Bob Overett, James Tizzard and Mike Jones

Other attendees: Judith Crosier (Clerk to Parish Council)

Apologies: Pauline Gardiner, Mike Willoughby,

Minutes of the meeting of 23rd May 2022 approved

Update

- The draft plan has been sent to North Herts District Council for Strategic Environmental Assessment and Habitat Regulations Assessment (SEA/HRA) screening.
- Herts County Council have indicated they would not support a green designation of the fields being investigated due to their proximity to the current school.

Next steps

- The Parish Council need to sign off the draft plan at a full meeting before the Pre-Submission (Regulation 14) Consultation can go ahead. Their next meeting is on 8th September. We aim to start the six-week consultation as soon as possible after this.
- The St Katharine's Wheel newsletter needs content for the September issue by 8th August – **[Louise]**.
- Outstanding issues on the draft and other documents were discussed:
 - *Formatting* – **Mike J and Ruth** to liaise about formatting the draft in Word to allow future expected changes
 - *History* – **Ruth and Mike W** to liaise on finalising the history section
 - *Background documents* – the inclusion of an additional background document was discussed. It was felt including the transport report might suggest more influence on this than possible. An extra document is therefore unlikely to be useful.
 - *Foreword* – **Ruth** to add
 - *Water policies* – **Sally Chapman** is working on this
 - *Consultation Statement* – **Ruth** to finalise.

Consultation tasks

- Contact residents, statutory consultees and other local groups, and record responses. **Judith** to coordinate. [NB request use of specific subject header in any emails from respondents].
- Develop paper and online response form. **Sam and Ruth**.
- Use drop-off boxes for paper responses, aim to use shop and church.
- Place documents online and make hard copies available to view.
- Publicity:
 - Website
 - St Katharine's Wheel
 - Newsletter/leaflet
 - Notices (it was thought banners and signboards may not be best use of resources)
 - Social Media
 - In person delivery to some groups, e.g. those in sheltered housing
 - Consultation event, ideally a Saturday morning three weeks into the consultation.

Finance

A new Locality grant for £3830 has been received with costs allocated as follows:

Sally Chapman (planning consultant): £2625

Room hire/public engagement: £225

Website costs: £120

Publicity: £400

Printing: £460

Date of next meeting: Wed 7th September