

## **Ickleford Neighbourhood Plan Steering Group Committee meeting minutes**

Wednesday 7th September 2022, 8pm at The Old George

**Committee member attendees:** Ruth Bryer, Louise Peace, Bob Overett, James Tizzard and Mike Willoughby

**Apologies:** Sam Zalin-Miller and Mike Jones

### **Minutes of the meeting of 20<sup>th</sup> July 2022 approved**

#### **Update**

- Due to other commitments, Pauline Gardiner has decided to step down from the committee. We thank her for all her valuable input and hard work on the project.
- The draft plan has been sent to Ickleford Parish Council (IPC) for sign off before the Pre-Submission (Regulation 14) Consultation.

#### **Consultation**

- The six-week consultation involves publicising the draft plan and accompanying documents, and inviting comments from people who live, work or run a business in the area, along with statutory consultees.
- The proposed dates are 21st Sept to 2nd Nov. This would allow the consultation to finish before the next Parish Council meeting on 3<sup>rd</sup> November. It would then be theoretically possible to sign off the submission draft at that meeting. However, this would depend on the timing and extent of feedback given and the work involved in addressing it.
- Email and postal address lists of statutory consultees have been supplied by North Herts District Council. Other lists include those held by the Parish Council and a list of local stakeholders put together by the steering group. **[Mike W to liaise the Judith to get the best possible coverage] [Ruth to liaise with Judith over accompanying letter, based on template from planning consultant]**
- The consultation documents will be published on the website and people encouraged to respond via a simple online Survey Monkey form. **[Ruth and Sam to finalise]**
- Hard copies of the consultation documents also need to be made available. We plan to have these at an information session on the 8th October at the Village Hall, in the telephone box library, and possibly the church.
- The NP phone will also be used so people can call, leave a message and ask for them to be delivered.
- A paper version of the feedback sheet will be made available to give back with the hard copies of the documents or via a drop box. **[Ruth to check with village shop over drop box and with Judith over printing]**
- We plan to deliver a consultation leaflet to every household in the parish. This will include information on the project, the plan's aims and policies, and details on the consultation, including how to view and respond to the documents, with clear signposting to the website.
- Unfortunately, we have not found a suitable paid-for delivery so this will likely to be done by hand. **[Ruth to liaise with Judith for advice and help from the Parish Council]**
- There is money in budget for postage costs for more distant properties and for statutory consultee letters.
- Further publicity is planned via posters, social media, the website, the drop-in session and a St Katharine's Wheel article. **[Ruth to draft text for materials, and liaise with Louise and Mike over design and production]**

- The information session will reuse material from last year and include policies. **[Ruth to review material and request use of stands from North Herts again] [Louise to consider simple refreshments]**

### **Finance**

Current spending on this year's grant:

Sally Chapman (planning consultant): £0, £2625 remains

Room Hire: £62 for October village hall (subject to IPC) £163 remains

Website: £119.99 (subject to IPC) 1p remains

Publicity: £0 spends, - £400 remains.

Printing: £144 on Parish Online £316 remains.

**Date of next meeting:** Wed 28<sup>th</sup> September 2022