

## **Minutes of the meeting of the Ickleford Neighbourhood Plan Steering Group**

Wednesday 21 November 2018 at 8 pm in the Village Hall (small room)

**Attendees:** Ruth Bryer, James Tizzard, James Carlyle, Bruce Parker, Louise Peace, Mike Willoughby.

**Members of Public:** Pauline Gardner, Clari Garrido-Lobo.

**Apologies:** Ray Blake, Mike Jones.

**Minutes of the meeting on 24 October** approved.

### **Matters arising:**

- The leaflet drop was completed as planned between 25 and 28 October.
- Vivien Kerr, Editor of St Katharine's Wheel, had accepted our article on the Plan, consisting of further publicity as the proposed historical material would not be ready for the deadline. Developing historical narratives of the village remains a goal.
- Our stand at the Pre-School fundraiser on Upper Green on Monday 29 October attracted several enquiries, and it was good to be involved in this popular community event..
- The Church Events Group had promised us a table at the Christmas Fayre on Saturday 1 December. Members present advised times they could attend to staff this. It was suggested that the event be used to focus on transport.

### **Form feedback:**

- Of the 800+ flyers delivered 12 had to date been returned to the church box and 18 to that in the village shop. Adding to these another 8 responses by email, a total of 38 had been received.
- A review of the 12 by Mike W showed that most interest had been shown in Roads and Through Traffic, aspects of Road Safety, and Infrastructure, especially the need for improvement of current sewerage and due allowance to be made for the extra load development will bring. Other items included requests for a second shop/post office and a bus route between Letchworth and Hitchin station.
- Analysis by Ruth of the remainder reflected these concerns very closely. It is therefore likely that the main themes have been identified and these can now be explored in more depth. A document amalgamating all the findings and summarising the themes would be useful. **[Ruth]**

### **Engagement Spreadsheet**

- Work was in progress on identification of stakeholders and groups through the Parish Council website and information available on the internet for incorporation in a spreadsheet. This document to be placed in Box, the online shared NP folder **[James C to upload document and James T to facilitate member access].**
- The North Herts Planning Department should be able to help identify other stakeholders not currently included **[Ruth to update Clare Skeels and enquire about other stakeholders].**
- These stakeholders need to be approached directly for information and feedback. Committee members should indicate which stakeholders they will engage with;

ideally on the spreadsheet, but otherwise through another committee member who has access to this. **[All]**

- The spreadsheet should also be used to record engagement activities that have taken place, e.g. events and Facebook posts. **[Ruth]**
- A record should also be made of ongoing engagement with stakeholders, either directly onto the spreadsheet or via a committee member who has access. **[All]**

### **Project Plan**

- James T brought the completed spreadsheets as the basis for discussion. All topics under Getting Started and Neighbourhood Area had already been implemented. Of activities under Early Stage Plan Development Activities, constituting engagement, several had now taken place.
- We aim to start preparations for the questionnaire in April. This should tie in with obtaining the funding to pay for the required expertise. The time before this should be used to consider the aims and scope of the Plan, look at the main themes in more depth and work on the evidence base.
- This might begin with developing a Character Assessment of Ickleford. This document would describe the village, taking into account its history, and provide population and other data that can be referred to in the Plan itself. The required data may be held by the Parish Council, used in the Local Plan, or available through other agencies. A targeted approach will be needed to make obtaining and reviewing this manageable.
- It was suggested that the extent of new housing demanded that its style should blend as far as possible with existing buildings of all periods. One option would be for the Plan to record the current mix of styles as the basis for exercising its right to comment on the details of developers' proposals. It would be particularly important to know the extent of the village's conservation area.

### **Finance**

- Louise had yet to receive invoices from Colin Kendal for printing the flyers and posters. These would have to be chased up. **[Louise]**
- Our bank balance after paying the Village Hall for this evening's hire of the small room was £48.49. Louise would discuss with Locality when we should apply for the next grant. **[Louise]**