

Ickleford Neighbourhood Plan Steering Group Committee meeting minutes

Thursday 9 September 2021, 8pm in the Snug at the Old George

Committee member attendees: Ruth Bryer, James Tizzard, Louise Peace, Bob Overett, Mike Willoughby, Pauline Gardiner

Apologies: Mike Jones, Sam Zalin-Miller

Minutes of the meeting of 10 December 2020 approved

December 2020 - September 2021 update

An update on activities since the last official committee meeting was agreed. This can be found at the end of these minutes.

Project plan and plan structure

- Following a request for milestones and information on likely timings, Sally has shared her project plan. She plans to start drafting the plan in October, once the AECOM design codes draft report comes in. She has highlighted areas of the plan structure where she may need more information.
- Sally reiterated the need to review AECOM's draft report carefully to ensure it includes everything needed and applies the design principles established to the sites clearly.
- She noted the recent release of a new National Design Code alongside the new National Planning Policy Framework, which gives extra emphasis to design codes.

Additional information for Sally

- *Environment*
The main sources of information currently held are the details on the Walk the Parish leaflet and the Chalk Rivers leaflet. We have not yet put together a separate report. The River Hiz Action Group report on the river may be useful.
Action: Louise to contact Clare Goodman on the Parish Council, and Herts and Middlesex Wildlife Trust for this report and other local information.
- *Locally important list of features and buildings*
The design codes report from AECOM is likely to touch on this, but it was thought to be useful to have our own list as well. A list began by the group can be added to by members of the public
Action: Mike W to start list and pass round committee for others to add to
Action: James to dig out list of community assets he and Mike J drew up early in the project
- *Key views*
Similarly, a list of key views would be desirable, and a potential means of engaging with residents.
Action: Ruth to pull out post it notes from engagement event
Action: Bob to start a list of views with photos, again to be then circulated around the group
- *Green spaces and land ownership*
We have not gone down the route of designating green spaces, largely because of

the protections already in place (such as common land) and local council ownership of key sites. However, it would be useful to have a clearer picture of what exactly is in Parish Council and District Council ownership.

Action: Ruth to seek information on Parish Council assets with Judith

Action: James to use contact to seek information on District Council assets

- *Consultation report and stakeholder list*
Ruth continues to develop the consultation report, including a stakeholder list drawn up earlier in the project.

Autumn information session

- This information session will be a chance to:
 - share and explain the questionnaire results
 - publicise, and potentially consult on, the design codes and draft plan
 - allow residents to discuss local issues with parish councillors
- This will be on Saturday 23rd October (Saturday 2-4pm), if the Village Hall is still available and parish councillors can attend.
Action: Louise to check hall availability
- Other potential venues include the Sports and Recreation club and Lavender Farm.
- Materials for the event may include posters, maps, excerpts from the results documents, a laptop with the documents, a projector and refreshments
- Display boards may be sought from the church or residents via Ickleford Life Facebook page
- Parish Council members will be invited to the next committee meeting to discuss the event

Finance

- £7340.00 Locality grant received. £183.58 from David Barnard's grants carried forward. £140.00 paid to Sally Chapman.

Date of next meeting: Thursday 7 October 2021 8pm, location to be confirmed

Ickleford Neighbourhood Plan update December 2020 to September 2021

The last official meeting of the steering group was on 10th December 2021. Since then there has been a focus on the questionnaire analysis and write up by a subgroup of committee members. This, along with COVID restrictions and much work being carried out by email, has not necessitated a full group meeting.

Work has continued in the following areas:

Questionnaire

After a final push for publicity, the questionnaire closed on 21st December 2021 with 355 responses. This is a response rate of about 40%. Respondents had given a lot of time and thought to their answers, providing very detailed, useful feedback.

Analysis involved developing tables for quantitative data and comparison with other data sets. Qualitative data was coded, themes were identified and quotes pulled out. This took a lot of time and effort. Bob's Excel templates and expertise were key to completing this. Bob, Louise and Ruth did much of the coding and drawing together of themes, with Mike W, Pauline and James reviewing the identified codes and themes.

The findings were written up into a long report and a more accessible summary document, another time-consuming task.

The results were shared with the Parish Council and then made public in August. They were placed on the website, which was updated and publicised via Facebook, the Parish Council news email and website. Posters were also put up on noticeboards and other sites around the village.

Plan structure

Our planning consultant Sally Chapman led a Zoom workshop to develop the plan structure on 7th April 2021, with Ruth, James, Louise, Mike W and Bob. Feedback on Sally's draft structure document was later given.

Annual Parish Meeting 6th May 2021

An update was given at this Zoom meeting

Grants and technical support

A grant application was made by Louise. This included a request for technical support on housing needs assessment and design codes, following the advice of Sally. This was

approved following a diagnostic call (5th May 2021) by Ishaq Khan of AECOM with Ruth and Louise.

Housing Needs Assessment

Paul Avery of AECOM had an initial discussion with Ruth and Pauline on 10th June 2021 about the village and possible content of a housing needs assessment. A draft report by Jessica Cooke of AECOM was shared with the group who gave their feedback. Amendments were made and the final document was then reviewed and signed off by Locality in August.

Design Codes

Ben Castell of AECOM made a site visit on 9th July 2021 with Ruth, Bob, Mike W and Pauline. This involved a lengthy walk around the village, which included the village centre, the Mill, Turnpike Lane, the recreation ground, Snailswell Lane and Arlesey Road.

Alejandro de Miguel Solano (Alex) of AECOM has shared an outline report structure, with the final document expected later this month.

Informal meeting on Thursday 5th August 2021 at the Old George

Publication of the questionnaire results was discussed. This including putting them online and a possible information session in the Village Hall in October.

Locality had spoken to Louise about the uncertainty of funding beyond this financial year. The need for liaison with Sally over key activities and milestones for this financial year was agreed.