

STEERING GROUP MEETING/OPEN FORUM

Meeting Minutes – 29th July 2020

Held using Zoom 7.30pm

Attendance:

Russell Aston - Chairman and MPC Councillor	David Illingworth – Vice Chairman
Sarah Michael – Finance	Alan Plom
Alistair Borland	

Apologies:

Paul Lee	Roger Ball
Simon Barnes	Phil Allen – MPC Councillor

1. Previous Meeting – 15th July 2020

The minutes were agreed.

2. Actions

See below.

3. Funding/Finance

RA advised that MPC had asked about the use of consultants and he had mentioned a possible figure of £500 and reminded MPC that the agreement is that they would pick up the costs up to the amount of the HNS c£2500. Later in the meeting DI referred to some quotes he had and the cost is likely to be higher. £700 per day was mentioned and a possible overall figure of £2000. The meeting thought these figures were high. RA needs to update his comments to MPC.

4. NHP Website

RA reported that RB was making some tweaks.

5. Village Communication

A communication strategy / process had evolved

- MPC Update – RA to complete and copy DI who could then use the wording.
- Parish magazine and Parish notice boards. DI. He would pass on the wording to SB and RB.
- Maulden Voice and Alternative Maulden – SB. Although it was noted this still needed to be taken forward.
- Website - RB

6. Draft Plan

- **Graphs/tables** – SM had completed these and the meeting expressed appreciation.
- **Maps** – RA had added these but they needed to be moved from the appendices to make the document easier to read..
- **School** – No update.
- **Sections 2.1, 2.2, 2.3** – DI had offered to help AP progress.
- **S106 details** – The list in the draft plan was prioritised based on results of the questionnaire. After some discussion, AB offered to revisit the prioritisation and produce a table so that the extent of the support for each item could more easily seen.
- **Face / Front Sheet** – This was necessary. The version produced by SM to be used. SM would look at tweaking the colours to make them less bold and so easier to print..
- **Executive Summary** – RA to produce

- **Format** – Discussion about the document and the need for it to be as concise as possible and an easy read. It was noted that there wasn't much to be removed. The appendices could be considered and it was suggested website references be used instead of having the documents as appendices.
 - **Appendices**
 - Questionnaire – Details are in the document so not needed.
 - GIP and HNS – These to be available on the website
 - CBC Local Plan policies – Reference the CBC website
 - NPPF – Reference to the online document

7. CBC Engagement

Remains the focus.

[Once the draft plan has had the graphs, maps and additional wording added it would be sent through. This was the next big step and would be priority. Fortnightly meetings to continue until this step was taken.]

8. Consultants

Comments re cost – see above.

[...in due course, a 'Specification of Needs' would be required to enable this to take place.]

9. Regulation 14 Consultation

No update.

10. AOB

None

11. Meetings

Frequent meetings to continue until the draft plan is in a position to send to CBC. Next meeting 19th August at 7.30pm. RA to arrange

Outstanding Actions

Date	Action	Who	Update
15 Apr	Consultation record - sections 2.1, 2.2 and 2.3	AP and DI	June & July - WIP July - DI to help AP. Meeting to discuss.
May	Contact the school re S106 money and any expansion plans	SB	June – WiP July – Waiting to hear back
17 June	Draft Plan Graphs – SM Maps – RA Wording – SB	SM, RA, SB	July – All WIP 29 July - Complete
1 July	Tweaks to the Plan	All	Ongoing
15 July	S106 Prioritisation All to reconsider the prioritisation given the importance as it could be used to inform MPC of village wishes.	AB	29 July - Table to be produced
29 July	Ongoing Village Communication <ul style="list-style-type: none"> • MPC Update – RA • Parish magazine – DI. • Parish notice boards. DI via John Coyle. • Maulden Voice and Alternative Maulden – SB • Website – RB 	RB, DI, SB, RA	Ongoing

29 July	Document tweaks <ul style="list-style-type: none">• Maps – RA• Front sheet – SM• S106 – AB• Executive Summary – RA• General - RA	RA, SM, AB	
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