

NEIGHBOURHOOD PLAN STEERING GROUP MEETING – 27 JANUARY 2014

MINUTES

Present:

Maxine Armstrong (Town Councillor); Tamsyn Williams (Town Councillor); David Todd (Open Spaces Chair); Geoff Williamson (Transport); Rita Lait (Town Councillor); Paul Woodward (Housing Chair); Ric Walker (Inclusivity Group); Rowena Swallow (Local Economic Development Chair); Rex Henry (Built Environment Chair); Lucy Davis (Neighbourhood Plan Officer).

1. **Apologies for absence**

Morag Robertson (Town Councillor), Richard Sorrel (Culture and Heritage Chair), Mark Osterfield (Culture and Heritage Chair), Tim Andrewes (Town Councillor), Alan Clegg (Transport Chair), Matt Hayter (Transport Vice Chair)

2. **Public Speaking**

None

3. **Declarations of Interests**

None

4. **Minutes of last meeting**

Were accepted as a true record.

ACTIONS PENDING:

- **Lucy to contact Kidz;**
- **Rex to send Built Environment group consultation comments;**
- **Lucy to contact Planning Aid about help with Culture and Heritage issues;**
- **Topic groups to draw up timelines of activities leading up to policy options in April;**

NB: important that topic groups know what needs to be done by April and how they are going to achieve that.

Housing group have drawn up draft 'protocols' and are matching survey comments with protocols, to provide supporting evidence, or new evidence that is not covered by the draft protocols. Need to take care to ensure that the protocols/policies reflect the views of the community and not just the group.

- **Lucy to contact adjoining parishes;**
- **Rex to talk to Martin Page about major stakeholders and produce a list by the end of January.**

5. **Updates from Topic groups**

Inclusivity	Need to continue efforts to increase inclusivity, group will meet soon to discuss.
Open Spaces	Reviewing statistical survey responses; in contact with Public Spaces Department re: Open Spaces survey;
Housing	Reviewing survey comments against draft protocols.

Transport	Four weeks to analyse data from surveys, use as guidance to formulate policy ideas in the following four weeks.
Culture and Heritage	Meeting held last week to discuss Community Charter.
Built Environment	
Economic Development	Initial meeting on 22 Jan. Core group will meet on Thurs 30 to discuss next steps. Need to consider relations with Chamber and BID. Will consider name of the group, e.g. Social and Economic Development?
Amenities and Facilities	

ACTION:

- **Lucy to analyse survey results for Culture and Heritage group;**
- **Any group needing help with data analysis contact Lucy.**

6. **Review of Community Charter**

Issues/suggestions:

- Community Charter based on precautionary principle, while planning framework is based on promotion of development;
- There is learning to be had from the Community Charter, as part of the neighbourhood plan; e.g. ‘Civic Pride’.
- Major contribution is the expansion of the definition of Cultural Heritage;
- Draw out relevant parts for the neighbourhood plan, consider a full-blown Charter in the future;
- Draw on their expertise in facilitating community debate; e.g. Asset Mapping workshop would be a useful part of the neighbourhood plan process.

ACTION:

- **Lucy to email Falkirk’s Charter to Topic Groups;**
- **Lucy to speak to Isabel and Mothiur (Community Chartering Network) to ascertain what they would be willing to contribute.**

7. **Vision and Objectives**

Ideas and suggestions:

- Keep it short;
- Keep it interesting, e.g. pictures, photos and inserts;
- Keep the terminology bottom-up, rather than top-down; balance legal and lay-person language;
- Keep it as a vision, not a manifesto;
- Keep it full of meaning, not blather!

Ideas for terminology:

- Unique character/local distinctiveness; unique assets;

- Future generations;
- Rooted in heritage;
- Strategic location;
- Routes, centres, open spaces, areas of change;
- Vibrant;
- Reflecting views of community; influence of local people over the town;
- A place where people want to live and work;
- Needs of local community;

Ideas from survey:

- Housing for local people;
- Maintain the character of the area;
- Make sure modern developments compliment the existing built environment.

Good examples: Alvechurch for terminology; Windmill Eye for layout and presentation.

Additional Ideas:

- Have a neighbourhood plan that is divided by areas, with specific policies for each area, e.g. housing, retail spaces – very different for Carbis Bay and St Ives; transport – different for Lelant and St Ives;
- Where to put the vision statement – should we start the NDP itself with background to the area? Or aspirations and vision? Balance between a document for community (who may not read beyond the first page) and a document for planners;
- Keep the NDP short and punchy, and laid out in an appealing way;
- Big vision statement, then objectives, then concepts.

ACTION:

- **Maxine to begin drafting a vision statement and objectives;**
- **Anyone who wants to email a draft vision statement to Maxine by Friday 31 Jan.**

9. **Date and Time of next meeting:** 17 February, 7.00pm. St Ives Guildhall

Meeting closed at: 9:15pm