

## Notes of Meeting held on 5<sup>th</sup> October 2017 at 8.00 pm in the Village Hall

**Present:** Pat & David Easthope, Kit Jackson, Kevin Clarke, Terry Smith, Barbara Pointon, Harriet Swinnerton-Dyer, Nigel Moore, Geoff Axe, Paul Earnshaw, Richard Webber, Darren Mullet, David Schneider, Annie Eccles, Tim Holmes, Derek Pinner, Chris Brearley, Uday Phadke, Jane Gough,

**Apologies:** Sean & Philippa MacGarry, Shirley Wittering, Jean Tomlinson, Martyn Corbet, Miles Parkes, William Russell, Hugh Byrne, Annabel Ward, John & Angela Rimmer, David Heinzelmann, Judy Murch, Sue Pinner, Sabrina Melvin

David Easthope welcomed those present, but said that he was somewhat disappointed with the low turn-out as every single household in the parish had been advised of this meeting. He then continued:-

I will start, if I may, with a bit of background information.

The Parish Council started considering the possibility of a Neighbourhood Plan some time ago and invited Jenny Nuttycombe from the District Council to come and explain the implications of a Neighbourhood Plan – what it is – and what it might achieve. This was an open meeting of the parish council and a number of you attended that meeting to hear what Jenny had to say. Subsequently the parish council decided to proceed with the preparation of a Neighbourhood Plan and asked me to get things moving. I am joined this evening by Kit Jackson and Kevin Clarke who have helped me greatly in the preparation of what we have done so far. Kit is currently a member of the parish council and Kevin is a past member. I asked them to help me with this because I have a great deal of respect for both their abilities and opinions. I have also asked Pat to take notes of this meeting so that all of the points made can be recorded and passed on to the eventual steering group for their consideration.

It is important that we have a note of attendees this evening and I would therefore please ask that you make sure you have signed the attendance sheet that is being passed round.

Now what is a Neighbourhood Plan? Neighbourhood Plans were introduced under the Localism Act of 2011 and are intended to give communities more of a say in the development of their local area. When prepared the Plan will be used to decide the future of the places where we all live and work and will give local people the opportunity to choose where they want new homes, shops, offices, etc to be built, to have their say on what new buildings should look like and support planning applications for the new buildings they want to see go ahead. I must mention here that this does not give us Carte Blanche to cover all the green sites in the parish with housing, nor does it give us the right to say that nothing should be built. Further, to be acceptable a Neighbourhood Plan must be in conformity with any existing Central Government, County Council and District Council planning policies, and the policies of these authorities will over-ride what we might want if there is any disparity.

I said that the plan has to conform with that prepared by the District Council, however, our District Council are at present in limbo. Their plan for development had to be put before a government inspector for approval before it could come into force. Unfortunately, the District Councils' plan did not find favour with the inspector and it was rejected largely on the grounds that insufficient allocation of sites for residential development in South Cambridgeshire were suggested. We are now in a period where the District Council is revising its proposals and I understand these revised proposals will be considered by the inspector during the course of next year. In the meantime, housing developers are putting forward proposals which would not have been acceptable under the Councils' old policies and indeed may not be acceptable under the new policies when they have been approved.

At the moment developers are using this window to appeal against refused planning applications, arguing that, if the District Council can't provide the sites necessary to provide the houses that the government wants, they can - and appeals are being won on that basis.

Having decided to prepare a Neighbourhood Plan the first job was to decide what area it would cover. Should it be Thriplow village and its immediate surroundings, with Heathfield being considered separately, or the whole parish? After consideration the parish council agreed that our 'Thriplow Neighbourhood Area' should be the whole of the Parish of Thriplow. The next job was to inform every resident and business in the parish, and our adjacent parishes of Foxton, Fowlmere, Newton & Whittlesford, of our intention to prepare a Neighbourhood Plan. This was done via e-mail where possible and by a hand delivered letter to those we don't have e-mail contact with. Under the rules laid down for the preparation of Neighbourhood Plans our designated area had to be approved by the District Council. Our application was submitted on 27<sup>th</sup> July and was approved by the District Council on 25<sup>th</sup> August.

Funding – I understand that £9000 will be available from the District Council to help towards the cost of preparing our Neighbourhood Plan. I suspect that the final cost will be more than this. We will need to employ a consultant at some stage, but for the moment everything we can do ourselves will help to keep the costs down.

Now I propose that we divide the meeting into two sections. Firstly, an open forum so that anyone can say whatever they want about what they would expect to see in a local plan. I expect a number of you will wish to speak and I wouldn't like to think that we might still be sitting here at midnight. Pat will make a note of your concerns as they are raised so may I make a plea for you to be brief and if someone else has already made the same point that you wish to make there is no need for you to say it again. When everyone has made their comments these will be passed on to a steering group.

The second part of the meeting will be to determine the composition of a steering group to really get started on the preparation of our Neighbourhood Plan. The steering group will be a sub-committee of the parish council. I believe that the parish council's involvement in the preparation of the plan might smooth the way in very many other matters. The parish council chairman does not have to be a member of the steering group but is entitled to attend any of its meetings.

Now before I shut up and let you have your say I will just let you know the points that have been made to me by those who cannot attend.

The MacGarry's ask that the steering group considers the Church Street / School Lane junction in order to provide better clarity and more safety here.

The Rimmer's mention the issues of narrow village roads and management of vehicular traffic together with any limitations imposed by the utility services to the village, and they would particularly like to see thought given to provision for pedestrians and cyclists. They make the point that the character of the village is greatly influenced by the open spaces between the groups of development and very much hope that these will be maintained.

We have also had a lengthy e-mail from Uday Phadke which I think sets out succinctly what the steering group should be considering in the preparation of the Neighbourhood Plan and I would like to read this to you.

Firstly, Uday suggests that the plan should cover the whole parish and, as you have heard, this is exactly what the parish council thought and what has been approved. Uday goes on to say.....

- a. *That we should ideally think about a plan over 3 different strategic time frames: 5 yrs, 10 yrs and 15 yrs*
- b. *That we need to engage these other stakeholders (i.e. landowners, businesses) in our deliberations, so that they also understand Parish priorities, **initially over the next 5 years**; we cannot assume that these will automatically be in line with the commercial priorities (say) of all land-owners, or indeed of central govt which has given itself the powers to intervene in local planning matters*
2. *While we will need to understand the **process** of creating a village plan, we need to set out a clear **VISION** for where we want to end up (at least in the **5-yr time frame** set out above): this is critical. Unless we are clear about what we want the Parish to look like in 5 years, we will just end up discussing a series of trade-offs in a vacuum. **We must be clear about our destination** (this will not just emerge from the process-witness the difficulties in the big national issue right now in the absence of this clarity!)*
3. *When I say our destination, I mean clarity on things like: how many houses can we (do we) want to support and where, the impact of the estimated shape and size of the population on local infrastructure, digital and energy infrastructure, traffic volume and speeds, parking, road safety, cars, buses, cycle paths, primary school places, village amenities including the shop, pub, sports facilities, businesses operating in the village, transport links to surrounding conurbations etc. I think **setting out our Vision explicitly** should prevent ending up with some of the ugly sprawls we have seen emerging elsewhere.*
4. *In creating a realistic vision, we also **need to recognise the trade-offs required to satisfy the different stakeholders** involved in the parish, including the residents, community interests, commercial interests and private-public groupings. Taking a proactive approach to this would enable us to achieve the right trade-offs (with negotiation where required) without putting us in the position where we are responding in isolation to individual plans and proposals (for example adding new housing stock can be integrated with better traffic management if we are smart and positive about this. I have attached a draft framework, which identifies some of the Stakeholders and Impact Variables which could be used to map and make explicit our Vision for the village.*

Now it's your turn. Will you please stand up, give your name and say where you live before making your comments, and please can I remind you to ensure your name is on the attendance list.

Kevin Clarke: How valid is our plan if SCDC get their plan approved?

Tim Holmes: We must be practical – a plan will give us much better leverage and with a plan in place we will be better able to defend against developers. Our plan can look at the developments that we are currently faced with (Grain Store & Rectory Farm sites) and these can be incorporated.

Paul Earnshaw: What will our plan look like?

Tim Holmes: Has other neighbourhood plans which he is happy to share. We need our plan as quickly as possible.

Barbara Pointon: We need to protect Thriplow as a village and not end up with a suburb. We must not lose our history or character.

Uday Phadke: We need to set out very clearly what we would like.

David Easthope: This is what I hope the steering group will face up to. Everyone must be involved and all views must be considered by the steering group. At the end of the day we have to have a referendum and will need a majority in favour of the plan for it to go forward for final approval.

- Kevin Clarke: An independent inspector will have to look at our plan before the referendum.
- David Easthope: said that he understands that the inspector is appointed by the District Council and almost certainly will be a professional planner.
- Harriet Swinnerton-Dyer: How much attention do we have to pay to services, etc. and do we have to have landowners on side?
- David Easthope: Yes, we need landowners on side and we also need to consider utility services although some things are outside our remit.
- Derek Pinner: We are getting bogged down with minutiae. Following the new science park developments it is likely that we will have to accommodate more workers from Cambridge. Sewage, water and other utilities are for others to worry about – what we need to look at is where we would accept development.
- Jane Gough: Heathfield is part of our parish and whoever is on the steering group must remember that we are responsible for the whole parish and that Heathfield must be given as much consideration as Thriplow village.
- Nigel Moore: We need to set some guiding principles.
- Derek Pinner: I do not want to see a ‘ribbon’ development between Fowlmere and Thriplow – it is important that there is separation between the two villages.  
I do not want to see any more development on green open spaces at Heathfield.  
I am in favour of developing the grain store site in Lodge Road.
- Geoff Axe: Where do the prospective developments now stand?
- David Easthope: No planning applications have yet been made . Most of the Rectory Farm site is within the village envelope and we can reasonably expect this to be developed. The Grain Store site is on ‘white land’ and whilst the parish council cannot make any comment on the actual proposed development until a planning application has been made, it has generally been in favour of developing this site. If, as expected, a future approval for houses on this site is granted this may well count as a contribution to our Neighbourhood Plan.
- Barbara Pointon: The Parish Councils’ views have, in the past, been over-ruled by the District Council planners. Will having a Neighbourhood Plan in place mean that the District Council will then listen to us?
- David Easthope: The presence of a Neighbourhood Plan which is in accordance with Government and Local Authority planning policies should provide a basis for judgement on any future applications.
- Chris Brearley: National and District Council guidelines all have to be followed or a sound judgement has to be made as to why they are not being followed.
- Tim Holmes: When the grain store site application is submitted we should be able to use the preparation of our Neighbourhood Plan as leverage.
- Uday Phadke: Perhaps developers are holding back applications in order to deal with us.

Richard Webber: We need a vision and must start by deciding what we are now and what we like about this. Then we must work out what we need, and why.

Darren Mullett: I live at Heathfield and we also need to identify what we want and work towards it. This may not be more housing but could include other amenities.

Derek Pinner: I would like to think that we consider things other than housing across the whole parish.

David Easthope:

Thank you for all the comments which have been noted.

Now we move on to the point where we look to form a steering group. I believe there are a number of people who would like to be involved, some of whom certainly have expertise in planning. However, it is not essential to have planning expertise to be a member of the group. I think it is fair to say that we all have a view, many of which will be different, and we would all like to see our views properly considered in the preparation of the plan.

My view is that we don't want a large steering group which becomes unwieldy and I would suggest a maximum of, say, 8 would be about the right number although you, or the group themselves, may have different views on this. If there are lots more names put forward than would be a reasonable number then I would suggest that, provided we all agree, those named get together to form their own steering group. I believe that the steering group will need lots of support and that each member will no doubt form their own team of helpers. During the whole of this process, we will need to gather lots of information on the people who live in the village, we will need to send out questionnaires, gather in responses and generally distribute information, so there is a great deal to be done and the more people willing to help the easier it will be.

At a meeting in July several people came forward, not necessarily wanting to be on the steering group, but offering general help where needed. I would like to thank them - and particularly Sabrina Melvin who offered to organise deliveries to Heathfield, this has been a great help.

Now, please may I have proposals for people who are prepared to stand as part of the steering group.

Main Steering Group: (volunteers or proposed)

Darren Mullett

Kit Jackson

David Schneider

Richard Webber

David Easthope (proposed by Derek Pinner)

Robert Spriddell (proposed by Tim Holmes)

Rene van der Merwe (volunteered earlier)

Kevin Clarke (proposed by David Easthope) KC will think about it

Volunteers who wished to be on a steering group sub-committee:-

Tim Holmes

Uday Phadke

Chris Brearley

Paul Earnshaw

Geoff Axe

A meeting has been arranged for Monday 16<sup>th</sup> October at 7.30 in the village hall meeting room with Mark Deas from Cambridge Acre who will explain to the steering group and other interested parties a bit more about the Neighbourhood process.

The meeting closed at 9.30pm.

## **Notes on a Neighbourhood Plan Meeting held in Village Hall meeting room on Monday 16<sup>th</sup> October 2017 with Mark Deas from Cambridgeshire ACRE**

Present: David & Pat Easthope, Kit Jackson, Kevin Clarke, Jane Gough, Terry Smith, Tim Holmes, Rene Brearley, Derek Pinner, Darren Mullett, David Schneider, Robert Spriddell, Julie Rayment, Geoff Axe, Richard Webber, Mark Brogan, Paul Earnshaw

Apologies: Chris Brearley, Uday Phadke, Sarah Clarkson

David Easthope welcomed everybody and introduced Mark Deas. He explained that Mark would speak first and there would be a question and answer session afterwards.

Mark told us that Cambridgeshire ACRE was a charity supporting rural communities. He is a qualified town planner and has worked for ACRE for the past 6 years. Most of his work is dealing with affordable housing.

A Neighbourhood Plan is a community led framework which will include housing – where it is wanted and where it is not! The plan can promote growth but cannot stop it. It can deal with a wide range of issues, e.g. housing, transport, leisure. Our plan could simply say that we are happy with the Local Plan and just highlight specific Thriplow items, however, at the moment, there is no District Local Plan in place. It is expected to be approved in February next year. A Neighbourhood Plan must eventually go to a referendum where a majority vote will ensure approval. It will carry weight and will work alongside the District Local Plan. It could take 2 – 3 years until our plan is approved.

Mark said that we have passed the first hurdle as our designated Neighbourhood Plan area (which is the whole of the Parish of Thriplow) has already received approval.

We now need to consult with parishioners, find out what people think the issues are, what they would and would not like to see, what is special about our area, etc. This can be a long process. We then have to prepare our plan and put it out for pre-submission consultation (a 6 week period). Comments are then taken on board and the plan revised as necessary. It is then submitted to the Local Authority who then take over (another 6 week period). A Local Authority inspector checks through the plan – raises any queries he may have – amendments are made as necessary until the inspector is completely happy with the plan. It will then be put to a referendum where a majority vote will ensure its approval.

There is government support of up to £9000 from an organisation called Locality. This funding can be used to pay for consultants, printing, etc. but cannot be used to pay for a project administrator. Locality have a very good web site, as do the Royal Town Planning Institute and Mark suggested we look at these. South Cambridgeshire District Council have just produced guidance with is worth looking at and Cambridgeshire ACRE also have guidance. He also advised that we should speak with other local areas who are also preparing Neighbourhood Plans.

Finance bids to Locality are made in stages with a minimum bid of £1000. It would be best to get set up and make our 1<sup>st</sup> funding application early in the new year to get it in place for the start of the next financial year in April 2018.

Cambridgeshire ACRE have identified consultants who can help – they are currently working with Rachel Hogger of Modicum Planning and are involved with about 10 Neighbourhood Planning groups. Another consultant they work with is Natalie Blaken.

If we wish to work with Cambridgeshire ACRE a project inception meeting would be arranged after which they will write up a proposal for us- what we need to be doing for the next 6 months. ACRE would send two people to the inception meeting to advise and would charge a fee of £400.

David E said that Whittlesford have offered their support – they have started preparing their plan, we also share the same District Councillor. He thought that we are generally happy with planning and mentioned that we do not have much industry in the parish, or do we have much public transport. He also thinks that we should be able to do better than 2 – 3 years.

Mark's view was that if everything went very smoothly then we could possibly be looking at 18 months – 2 years.

Pat asked whether land use could include recreational facilities and Kit asked whether it could include car parking. Mark said yes, if it involved land use we could look at things like these.

Tim Holmes asked about interface with the local plan, what issues might we have regarding the Green Belt and what should we be saying about open spaces? Mark said that having a Neighbourhood Plan will help and the green belt is very important. The government are now saying that Neighbourhood Plans will remain up to date if the local authority can identify their quota of sites for housing.

Robert Spriddell asked Mark what was at the back of his mind when he asked whether a Neighbourhood Plan is what we want and whether traffic calming measures are something we can include. Mark said that we needed to be sure that we want a Neighbourhood Plan – it would not be good to get some way into the process and then pull out. He thought that we couldn't write traffic calming measures into the plan but that we could use any Section 106 funding from developments to talk to Highways.

Derek Pinner asked about industrial use. Mark said that this would come down to what our objectives were but that we could have a policy aiming to protect jobs, etc.

Pat asked whether the grain store site – if approved – could work in our favour. Mark replied that the District Council should be able to tell us how much housing we should be looking to supply. If the District Local Plan date is 2016 the grain store site should be included in our plan.

2

Richard Webber asked whether it was worth consulting with Daffodil Weekend visitors and Mark felt that potentially it was.

Ultimately the Neighbourhood Plan will affect planning and Cambridgeshire ACRE could go through it with us and help us see how our vision is applicable.

Robert S asked about landowners and Mark replied that they must be agreeable to any plans affecting their land.

David mentioned that previous SCDC policy was that if, in offering land for affordable housing landowners wanted planning permission for market housing as well then this was unacceptable to the District Council. Mark confirmed that this is still the case. However,

affordable housing providers such as housing associations were being allowed to build a couple of market houses in addition to the affordable houses but this did not mean extra money for the landowners but any profits from this market housing would go towards funding the affordable housing for which funds have recently been cut.

Mark confirmed that there is now no affordable housing requirements for developments of 10 houses or less.

Tim H mentioned the green belt and the cricket club's desire for a larger pitch. Mark's view was that SCDC would be unlikely to object to a cricket pitch on green belt land but that they would be unlikely to allow housing as part of any deal.

Mark thought it would be worth talking to someone specifically about green belt land. Shelford are looking at access to the countryside, transport and housing but they haven't got very far with their plan yet. Cottenham's plan is probably the most advanced.

Kit said that we need to consider Heathfield and how we can amalgamate more.

Tim asked what we do next. Mark replied that we need to look at the Locality information, get a tool-kit for project planning and, if we want to work with Cambridgeshire ACRE, when we are ready they will attend an inception meeting.

David thanked Mark very much for his helpful advice and said we would be in touch.

David then asked members of the steering group to set a date for their first meeting. This is to be on Wednesday 8<sup>th</sup> November in the village hall meeting room at 7.30 pm.

# Thriplow Parish Council

## Minutes of a Meeting of the Neighbourhood Plan Steering Group held on Wednesday 8<sup>th</sup> November 2017

**Present:** Tim Holmes, Kit Jackson, David Easthope, Terry Smith, Darren Mullett, Mark Brogan, David Schneider, Robert Spriddell, Geoff Axe, Pat Easthope

**Apologies:** Julie Rayment, Uday Phadke, Richard Webber, Chris & Rene Brearley

Action

David opened the meeting by welcoming everyone and thanking them for coming along. He then referred to the recent meeting with Mark Deas from Cambridgeshire ACRE where Mark said that we should consider whether we really wanted a Neighbourhood Plan. After discussion it was agreed to proceed with the preparation of a plan.

David then gave the following report:-

Volunteers to be on the main steering group were Daren Mullett, David Schneider, Kit Jackson, Robert Spriddell, Richard Webber, Rene Brearley, Sarah Clarkson, and himself. Mark Brogan also volunteered at the meeting.

Kevin Clarke has decided that he cannot take on anything else at the moment.

Volunteers to help the steering group by being on one of the groups sub committees were Tim Holmes, Geoff Axe, Uday Phadke, Chris Brearley, Paul Earnshaw and Julie Rayment. Terry Smith also volunteered at the meeting.

There are others who do not want to be directly involved but who had volunteered general help with jobs such as letter deliveries, etc.

Pat is prepared to take minutes of the main steering group meetings, however should some member of the steering group wish to do this Pat is more than happy to step aside. She will not become a member of the steering group and must not be considered as the person who does all of the communications – she is only there to take notes of the meetings and provide them as minutes.

Because of his involvement in many village committees, other organisations outside the village and because he still works full time David said that he did not feel that he could take on the responsibility of being chairman of the steering group although he would still be happy to be a member if other group members wished him to remain.

The Neighbourhood Plan Steering Group will become a sub-committee of the parish council and “Neighbourhood Plan”, during the course of its preparation, will appear on the agenda for every parish council meeting. P C meetings are held every two months. David or Kit can report progress at parish council meetings so there is no obligation for others on the steering group to attend although they would be welcome should they wish to do so.

Whilst there is some government funding available for financial assistance in preparing the Plan this will almost certainly not be enough and the parish council is aware of this and, although its funds are limited, would be prepared to contribute towards the cost. As a first step we need to commit £400 to the Preliminary inception meeting with Cambridgeshire Acre and at their meeting next Monday David will ask the parish council to pay this. He will also seek to include funds within the parish council precept for next year and, if necessary, the following year by which time it is hoped that we will have achieved our Neighbourhood Plan.

DE

David gave out some spare copies of a “Neighbourhood Plan Roadmaps Guide” and said that if anyone else wanted a copy they should let him know. Everyone had Nigel’s and Uday’s vision and questionnaire which is an excellent starting point. We will need to go to both settlements within the parish with a suggested vision and ask residents for their views.

David then returned to the matter of a leader for the steering group and suggested that Tim would do an excellent job if was willing to take it on. Tim promised to give the matter consideration.

TH

Tim had prepared some notes which he distributed and explained:-

The Process of preparing the plan will involve consultation with groups and organisations within the parish as well as with individuals with a view to producing a draft vision and objectives. Kit suggested that Nigel's views should be used as a starting point and that Richard Webber should be asked to work on a draft vision and objectives.

TH

There should be an appendix of desired potential benefits – e.g. traffic calming.

We would then need an inception meeting. Tim said that he had made inquiries of others who could help us with the preparation of the plan but he had been most impressed with Cambridgeshire ACRE. After the inception meeting they would make an application for a Vitality Grant. Tim hoped that we could have basic proposals ready by the end of January / early February and if agreed by residents then Cambridgeshire ACRE would prepare Data and Policy content. Land use options must also be considered.

All agreed that we should use Cambridgeshire ACRE.

Based on Nigel's notes and Tim's advice it was agreed that:-

We should build on sustainability.

The points regarding Living Village should be expanded to include Heathfield

Affordable housing to be considered

Solar energy ? - should we include a policy on energy?

Environment – could we perhaps include a design code?

Sports & Leisure facilities to be included

Tim also mentioned Duxford IWM and, although this is not in our parish, activities at the IWM do have an influence on both Heathfield and Thriplow village.

Robert said that we need to include rural/agricultural views and that the plan should enhance the rural feel of the village.

Tim suggested that at the next meeting we should deal with the Constitution, Roles and Structure of the steering group.

Kit agreed to check on the Vitality web site

KJ

It was felt that we should aim to have the next meeting around 10/11 January with an inception meeting towards the end of January 2018. The group meeting could be in the village hall meeting room and the inception meeting in the main hall. Pat will check on dates that both the main hall and the meeting room are available.

PE

David volunteered to contact Mark Deas regarding an inception meeting as soon as we know some available dates.

DE

## **Notes of Neighbourhood Plan Steering Group meeting held on 10.1.2018 in the village hall at 7.30pm**

**Present:** Kit Jackson, Geoff Axe, Owen MacKay, David Easthope, Pat Easthope

Kit had printed out the Terms of Reference prepared for the Allendale Neighbourhood Development Plan Steering Group which he felt would be helpful. They are attached to the e-mail together with these notes.

Those present went through the proposed questionnaire, taking account of comments sent by Darren Mullett on 3<sup>rd</sup> January via e-mail, and would make the following comments/recommendations

### **General Notes on Proposed Questionnaire**

- 1 Neighbourhood is spelt wrongly at the top of each sheet. Other spelling mistakes will be noted later.
- 2 The questionnaire does not print out clearly and it is not possible to print out including the answers. We will need a printable version in order to deliver a copy to all those not on our e-mail list.
- 3 It is irritating that the only part of the sheet that is clear is the part you are dealing with at the time and that once dealt with it becomes faint again.
- 4 Having filled in a few pages then gone back to see what had been ticked in an earlier section the ticks had all disappeared. People may want to go back to check or change an earlier answer. Also some may wish to keep a record of their answers so would need the capability of printing out their submission.
- 5 We are aware that there are some in Heathfield who would prefer to be their own masters and would want a separate parish council. Should this not be a question somewhere? Perhaps:-  
There is no guarantee that the following would be allowed by the Local Authority / Government, but your views are important.  
"If possible, would you like Heathfield to become a parish in its own right with its own Parish Council"  
Yes No
- 6 It is important that Heathfield as a whole should consider itself as a community and at present there are factions on the newer parts of the estate that don't want to associate with the older parts. This should be discouraged and certainly not encouraged by referring to Heathfield as just the old part and then to the other constituent parts by their own names. See comments at Q 1 below
- 7 Should the questionnaire be broadened? At the moment it feels to be aimed largely at Thriplow village and it may be that the response from Heathfield will not be positive if it doesn't feel relevant to the residents of Heathfield
8. Will the survey allow more than one response from a single e-mail address? Many families share an e-mail address and all those eligible must be able to respond.
9. There should be more boxes for comments at the end of each section
10. Input from younger residents is important so should the questionnaire be open to all aged over 16 or over 18?

## Looking at individual questions

Q 1 There are other roads that will come within the Thriplow section of this question that have been missed:-

- a. Mill Line – suggest link with Lower St & Lodge Road.
- b. Thriplow Heath (A505)
- c. Brook Road - should be linked with Church St
- d. Sheralds Croft Lane – should be Foreman’s Rd & Sheralds Croft Lane

What is Heathfield A, B & C, are we waiting for someone to define the separate areas within the Heathfield estate? In which case we would suggest four sections:-

- A - Woburn Place, Woburn Mews, Kingsway, Whitehall Gardens, Queens Row
- B – Pepperslade
- C – Hurdles Way (including Stirling Cottages & Churchill Gardens)
- D – Ringstone

Q.6 Suggest change question to “What aspects of living in the parish could be better”

Q.8 Add “Local Primary School” and “Local Playgroup”  
Local play areas (i.e. make areas plural)

Q 11 Suggest remove second sentence which is mostly relative to Thriplow. Change first sentence to:- “In general how would you describe the rate of development of new housing within the parish over the past ?? years” (suggest 10 years)

Alternatively leave second sentence in but have two columns – one for Thriplow Village and one for Heathfield

Q12 There should be some expansion here such as ‘Right to Buy’ housing

Q 14 Change last part of question to “How many additional houses do you think the parish could support with its current facilities over the next 20 years”  
Then have two columns – one for Thriplow Village and one for Heathfield

Q 15 Change question wording to “What sort of new housing (if any) do you want to see or feel is needed within the Parish?”

Flats & apartments – can this be changed to “Low level flats/apartments”  
(Any flats/apartments must be compatible with existing buildings in the parish)

Again – two columns would be helpful as the requirements of the village and Heathfield are so different

Q 17 Gravel Pit Hill **not** Road  
Brook Road **not** Brooke Lane  
Expansion **into** Green Belt (into should be one word)  
Last two options should end “.....within the village/Heathfield envelopes “ as both developments have their own ‘envelopes’  
Again – box for comments/explanations at the end of this question would be helpful .

Q 18 Perhaps an extra point or question should be added in here:-

“Areas of land in both Thriplow and Heathfield designated by the District Council as Local Green Spaces or Recreation Areas should remain as such and not be developed”

Strongly agree    Agree    Disagree    Don't Know

Again, a comments box would be helpful here

*Explanation: There is nowhere to write that the village is generally arranged in 3 areas with open spaces between and this should be maintained.*

*Heathfield is much more compact but there are fringe areas that might be suitable for development. Generally all of the areas designated by the District Council as recreation areas and areas which are referred to as Local Green Spaces in both Thriplow village and Heathfield should be maintained as such.*

In section heading before Q 20 ‘Transportation’ is spelled wrongly

Q 20 Russell Smith Farms & Dellers Farm not included – suggest use heading “Farming/ Agriculture” rather than Thriplow Farms which would cover all farms and KWS.

As well as Revivals there is the garage on the A505 so suggest use heading “Revivals/Garage facilities”

Q 22 Include “Improved access to the A505”  
Have two columns – one for Thriplow Village & one for Heathfield

Q 24 Exactly the same wording as Q 23.  
Change Q 24 from ‘traffic issues’ to ‘Parking issues’

ABOUT YOU – final section

Is the first sentence “We need to understand.....” part of the questionnaire or just a note for the steering group? If it is part of the questionnaire it needs rewording.

**The questionnaire must emphasise the anonymity of responders**

## **Notes of Neighbourhood Plan Steering Group meeting held on 2.7.2018 at 5 Middle Street, Thriplow at 8 pm**

**Present:** Richard Webber, Tim Holmes, Graham White, Mark Brogan, Geoff Axe, Philippa MacGarry, Sarah Clarkson, Darren Mullett, Nigel Moore, Kit Jackson, David Easthope, Pat Easthope

David thanked everyone for coming and welcomed Philippa MacGarry and Graham White to the group.

**Apologies:** Uday Phadke, Chris & Rene Brearley

David said that following the questionnaire the meeting needed to consider the following:-

Where do we go from here?

How do we produce a usable document from the responses?

Next steps

After discussion it was agreed that Richard will be providing everyone with the final consolidated raw data (in Excel) and guidance notes on what to look for in the data when considering their area(s) of interest.

Small groups will get together to study and consider areas raised by the questionnaire, ready to report back to the next meeting. Sections and groups will be:-

Character/Rural Assessment	Philippa, Sarah, Tim, Mark
Transport & Infrastructure	Kit, Geoff, Darren
Housing attitudes	Graham, David
Design Policy	Tim, Philippa, Sarah, Mark, Darren
Facilities & amenities	Nigel, Darren, Mark, Kit
Community Spirit	Richard

Mark Deas (Cambridgeshire ACRE) had sent an email saying that they were ready to carry out a housing needs survey but felt it wise to wait a bit in order that it didn't follow too closely after our questionnaire. They would need a letter of support from the Parish Council. Pat read out a letter that she had adapted from a standard letter sent by MD. Some minor alterations were suggested which Pat will make.

David said that he would keep Mark Deas up to date with our progress and ask when he feels would be the right time for the Housing Needs Survey to go out. He will also ask when Rachel (from Cambs ACRE) should become involved and also when our application for a grant should be submitted.

It was felt that the right time to provide feedback to parishioners would be when the teams have carried out their studies as this should give us something to report.

Tim, David Philippa and Geoff had recently attended a Cambs ACRE Neighbourhood Plan presentation in Huntingdon which they found helpful. Tim said that each group was advised that it should appoint people to fulfil the specific roles of Leader, Researcher, Administrator/Document organiser, Treasurer and Communications.

The next group meeting will be held at 8pm on Monday 13<sup>th</sup> August at 7 Sheralds Croft Lane

**Post Meeting Note:** See message below from Graham received 4.7.18

Dear David,

Yesterday evening I attended my first Bereavement Seminar at Addenbrookes Hospital and it became apparent that the course is both demanding and time consuming. I had not appreciated the volume of work necessary to pass the course.

Coupled with my existing counselling responsibilities plus my other work commitments sadly I cannot continue helping with village plan.

I am sorry about this but hope that you will understand.

With every good wish

Graham

**Notes of Neighbourhood Plan Steering Group meeting held on 13.8.2018  
at 7 Sheralds Croft Lane, Thriplow at 8 pm**

Action

**Present:** Tim Holmes, Geoff Axe, Philippa MacGarry, Sarah Clarkson, Kit Jackson, David Easthope, Pat Easthope

**Apologies:** Richard Webber, Nigel Moore, Mark Brogan, Darren Mullett, Paul Earnshaw

David said that the main purpose of this meeting was to see how the various groups were getting on with their analysis of the questionnaire.

**Character/Rural Assessment                  Philippa, Sarah, Tim, Mark**

The group have not yet managed to get together. Tim had made some notes following the Huntingdon meeting attended by himself, David, Geoff & Philippa. These notes were emailed to everyone just prior to the meeting and Tim also had some paper copies at the meeting.

Tim said that he had particularly noticed that a lot of respondents wanted more integration between Thriplow village and Heathfield and that improvements to the A505 would be an important step towards achieving this.

Philippa said that a large majority had said that "quiet, peaceful, rural and open spaces" were very important and also that provision for the elderly was important in Thriplow village.

**Transport & Infrastructure                  Kit, Geoff, Darren**

Kit presented an initial report which has been circulated to all. It was agreed that a map of existing cycle routes would be helpful and this will be looked into.

**Housing attitudes                                  David**

David said that before he went on holiday he had started a background report but unfortunately the raw data on the questionnaire arrived whilst he was away and he has only had a brief chance to look at it. He had produced some initial findings from Questions 11 & 12 and these will be circulated to all.

**Design Policy    Tim, Philippa, Sarah, Mark, Darren**

Again, the group have not yet managed to meet but initial observations are that the important items are the preservation of our open spaces, sympathetic design, improvements to Heathfield, transport improvements and not to over-urbanise the parish.

**Facilities & amenities                          Nigel, Darren, Mark, Kit**

Kit presented an initial report which has been emailed to all. He stressed the importance of closer integration between Thriplow village and Heathfield.

Tim has some thoughts on facilities and amenities and will forward them to Kit and the team.

**Community Spirit                                  Richard**

In Richard's absence there was no report.

It was agreed that we now need Rachel's input and that a meeting should be arranged. Suggested dates were October 10<sup>th</sup> (preferred) or alternatively October 3<sup>rd</sup> or 17<sup>th</sup>. All are Wednesdays. Pat will email Rachel to see whether any of these dates are suitable for her, book the village hall meeting room if necessary and advise everyone of the chosen date and of Rachel's email address

PE

It was felt that the Cambridgeshire ACRE housing needs survey should go out after the school holidays and that we should take Rachel's advice as to whether we should now apply for funding.

**It was agreed that Rachel should be sent the findings of each group before the next meeting so that she has time to look them over.**

ALL

David thanked everyone for coming and Sarah for her hospitality.

**Notes of Neighbourhood Plan Steering Group meeting held on 10.10.2018  
In the Village Hall meeting room, Thriplow at 7.30 pm**

Action

**Present:** Tim Holmes, Geoff Axe, Philippa MacGarry, Sarah Clarkson, David & Pat Easthope

1. **Apologies:** Kit Jackson, Richard Webber, Mark Brogan

2. **Position regarding grant application**

The grant will be applied for in the name of Thriplow Parish Council. Tim has started a draft of the application which just needs a few additions. The application can only be for money which is to be spent before March 2019.

Tim asked whether there were any other costs that should be included in the application such as landscaping, Cambs ACRE, etc. Pat will find out whether there will be any costs for Neighbourhood Plan meetings held in the village hall.

**Post Meeting Note:** The Village Hall Management committee have confirmed that there will be no charges as the Neighbourhood Plan Group is a sub-committee of the parish council.

The application form also asks whether any new houses will be included in the plan and it was agreed to say 'up to 30'

Tim will complete the form and circulate it for comments before its submission.

TH

It is not known how long it will take for the grant to be approved but Tim felt that once the application was in Cambs ACRE would be prepared to go ahead.

3. David reported that he had spoken with Rachel and they had agreed that she would not attend this meeting but a new date will be arranged when we are more ready.

The group reports on our survey received to date had been forwarded to Rachel and she congratulated us on what we have produced so far.

4 **Group Reports**

David said that we would run through the reports but asked that everyone make a note of any comments they have and email them to the appropriate person. Amended reports can then be emailed to all.

**Character/Rural Assessment:** Philippa took us through a power point presentation of the report so far. She has since received further input from Sarah which will need to be added.

David had forwarded to Phillipa a map showing the position of all of the listed buildings in Thriplow village. This map will be emailed to all groups.

DE

It was felt that a Heritage Statement would be beneficial and David will ask Shirley Wittering if she would be happy to prepare one.

DE

**Post Meeting Note:** Shirley is happy to do so.

**Amenities & Facilities and Transport & Infrastructure:** Kit was not present to take us through his group report but everyone will read this and let Kit have any comments.

**Housing attitudes:** David has added further information to his report and apologised that this had not been circulated. The report will be emailed to all – any comments to David.

DE

**Design Policy:** No report as yet.

**Community Spirit:** Richard had emailed his report. It was felt that, whilst this was an accurate summary of the survey results, we should take care not to make too much of any divisions between Thriplow Village and Heathfield.

David reminded everyone that we are restricted to the District Local Plan and Government Policies and that we must work within these guidelines and not veer outside them by asking for things we cannot achieve.

It was also felt that we need to enhance our linkage policies with our neighbouring parishes

**5. Next Moves**

A list of stakeholders is needed. David volunteered that he and Pat would prepare this.

DE/PE

Some residents have been asking when the results of the survey will be published. It was suggested that Richard be asked to provide an outline summary of the results for approval. DE will speak to Richard.

DE

Cambridgeshire ACRE's Housing Needs survey has been sent out. They will let us know the results in due course.

**6. Date for Next Meeting:** November Tues 6<sup>th</sup>, Wed 7<sup>th</sup> & Thurs 8<sup>th</sup> were suggested as possible dates. Pat will check with everyone for availability.

PE

**Notes of Neighbourhood Plan Steering Group meeting held on 23.05.2019  
At 11 Church Street**

Action

**Present:** Tim Holmes, Philippa MacGarry, Sarah Clarkson, David & Pat Easthope

**1. Apologies:** Kit Jackson, Geoff Axe

There was no agenda for this meeting which was mainly called to discuss the grant application.

David explained that Philippa has agreed to lead the project from now on but he will continue to chair steering group meetings.

Philippa will speak to Carol Deed to see if she would be willing to take on the task of general administrator and also be in control of putting information onto the web site.

Pat said that she would be happy if Carol wanted to take the notes of the meetings but if not then Pat will continue to do this.

Tim suggested that Dan Murton would be a valuable addition to the group if he would be willing to join. He also felt we should get Sarah Hogger involved as soon as possible.

He also said that we need to provide information on transport, footpaths & recreation, and land use. Regarding transport he was particularly thinking of improvements to the A505.

David said that on the land use we can suggest exception sites but we are limited by the recently adopted Local Plan. It was agreed that in Thriplow village maintaining the open spaces, the openness between houses and the fact that most houses have a view of open space or farmland should form an important part of our recommendations. We were also reminded of the fact that the two wards of the parish, Thriplow Village and Heathfield, are very different and will have different needs and aspirations.

Sarah agreed to get a list of 'undesigned areas'

SC

Tim referred to the list of Stakeholders prepared by Pat & David and said that we need to keep them informed and get them involved.

The draft Heritage statement produced by Shirley Wittering needs expanding with information about farming & agricultural history (see notes of meeting on 28.11.18)

**2. Grant Application**

It had not been practical to submit a grant application at the end of last year as any money granted has to be spent in the year in which it is awarded. It was announced this month that applications for the financial year 2019/20 will now be accepted.

A few changes to the draft grant application were agreed. Some date changes are necessary because we are now into another financial year.

Up to date quotes are needed from the consultants –Tim & Philippa will get these.

TH/PM

All quotations from professionals/consultants must be submitted with the grant application therefore proper quotations are needed.

The quotes must state whether VAT is payable. Because the Parish Council can claim back VAT any VAT in the quotes will be deducted from the grant awarded. Any VAT amounts need to be made very clear on the application form and if there is no VAT payable on any quote then this should also be clearly stated.

A maximum of £9000 can be applied for but it was felt that we should not apply for this all at once as it would be better to keep some in reserve for the next financial year

Philippa will amend the grant application and will circulate it to all for approval/checking before submitting it.

PM

The meeting closed at 9.45 pm

**Notes of Neighbourhood Plan Steering Group meeting held on 28.11.2018  
In the Village Hall meeting room, Thriplow at 7.30 pm**

Action

**Present:** Tim Holmes, Geoff Axe, Philippa MacGarry, Kit Jackson, Mark Brogan, David & Pat Easthope

1. **Apologies:** Sarah Clarkson, Richard Webber

2. **Notes of last meeting**

Having previously been circulated they were agreed as a correct record of the meeting.

3. **Report to Parish Council Meeting on 12.11.18**

David read out the following report which he had presented to the parish councils' November meeting:-

*The steering group met on 10<sup>th</sup> October to discuss the various reports following assessment of the questionnaire. Not all of the reports were available and it was agreed with Cambs ACRE that they would not attend.*

*Two reports – Housing and Community Spirit will be given to the clerk as appendices to the minutes of this meeting.*

*Philippa MacGarry – a latecomer to the steering group - attended the meeting at Huntingdon and has worked hard since then. She has done a tremendous amount of work and taken many photographs for the Character/Rural Assessment report, covering Heathfield and some two thirds of Thriplow village. We are awaiting input from another member of her team regarding the Lower Street, Lodge Road, Fowlmere Road, The Green and Sheralds Croft Lane areas.*

*We have Initial reports on Transport & Infrastructure and Facilities & Amenities although we are still waiting for a Design Policy report.*

*It was hoped to hold a meeting early this month however this has been postponed until 28<sup>th</sup> November to allow more time for the reports to be completed.*

*Tim Holmes has been in contact with Cambs ACRE regarding a grant application and last week sent a draft application form for comments. Some amendments are required and when Tim has made these I will submit the application on behalf of the parish council. The form also states that the Parish Council will be the fundholder for any grants received and the Neighbourhood Plan group will ask the clerk for payments to be made when necessary.*

*The Cambs ACRE Housing Needs Survey was sent out in September with a deadline of 12 October for replies. We have not yet had any feedback from Cambs ACRE on this.*

*As the plan gets more under way the amount of organization/admin work to be done will increase and it has been suggested that the group advertise for an administrator, perhaps for a small remuneration.*

*Pat and I have been quite disillusioned when emails to the group go largely unanswered and things don't get done as promised. Pat is not a member of the group and I persuaded her to attend meetings purely to take minutes, however, she has ended up, as usual, doing far more than originally intended. She definitely does not want the job of administrator.*

*Finally, I must say that now that the Grain Store site application has been refused the impetus for the Neighbourhood Plan appears to have waned.*

David had also sent the Housing and Community Spirit reports to the parish council and it is understood that these will form appendices to the PC minutes.

4 **Matters Arising**

Tim said that having a Neighbourhood Plan would help if there was a future planning application for the grain store site.

It was agreed that we should finalise the various reports and then get Cambs. ACRE involved.

- 5. Grant Application**  
 The application will be submitted by the Neighbourhood Plan Group on behalf of the Parish Council with David named as the contact.
- Tim asked for any more costs to be sent to him. Philippa will contact the landscape lady to find out what her costs might be. PMcG  
 Tim has a few more amendments to make and when these are done he will get the application to Pat who will then submit it. TH/PE
- 6. Further work on Character Assessment**  
 In Sarah's absence it was not known what progress has been made. Philippa will contact Sarah in an endeavour to get the assessment finalised. PMcG  
 The parish boundary to the east of Heathfield runs through IWM land beside Pepperslade and includes some listed buildings. The listed buildings index refers to them as "*Buildings 7, 8, 9 & 13 (airmen's barracks), Thriplow North Camp. I.W.M.*" David will prepare a map showing the Heathfield listed buildings. DE
- 7. Design Assessment**  
 After discussion it was agreed to look on line at other parish design statements and hopefully use these as a basis for our own. Philippa and Tim will look into this. PMcG/TH
- 8. Historic Thriplow**  
 Shirley Wittering has prepared a draft Heritage statement which has been circulated. It was agreed that some additions/alterations are needed, e.g. farming & agricultural history, and all will give some thought to this. ALL
- 8a) Historic Heathfield**  
 A Heritage statement will also be needed for Heathfield and Mark offered to look into this. MB
- 9. Cambs ACRE Housing Needs Survey**  
 The results have been circulated and the parish council were also included in the circulation.
- 10. Stakeholder List**  
 Residents are stakeholders but other building or landowners are also stakeholders. Pat had made a start on a list of these other stakeholders. Some additions were suggested and also that organisations who use the village or its facilities should also be included. Pat will amend the list and circulate it as an appendix to these notes. It will then be adjusted again to take account of any further comments made. PE/ALL
- 11. Date for Next Meeting:** It was agreed that this should be some time in January. When the Character and Design assessments are ready for consideration Philippa will advise us so that a date can be set. PMcG/PE