

LONGSTOWE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Meeting held on 7th March 2022 at 7.30pm

Present:

Barbara Cooper (Chairperson for the Meeting), Patricia Ayton, Will Bevan, Alex Bowden, Maddy Crowther, Mrs Bobbie Coe, Deborah Hog, Mrs Christine Morton, Louise Murden, Steve Owen, David Waddington, Sharon Brown (Secretary for the Meeting)

1. APOLOGIES FOR ABSENCE

Bill Allan and Simon Wade.

2. PURPOSE OF THE STEERING GROUP

Barbara Cooper (acting chairperson) outlined the purpose of a Steering Group for a Neighbourhood Plan, covering gathering the views of the whole community / assessing evidence / writing a Plan / submitting a Plan for review and referendum.

The need for a Steering Group Constitution was introduced¹. The difference between a Neighbourhood Plan and a Community Plan was then discussed². It was noted that Grant support could be up to £9000 for the former and £2-3000 for the latter. The amount of influence of a Neighbourhood Plan on County / District / Local Planning decisions was discussed, as compared to the little or no influence of a Community Plan, and that LPC dealt with many community issues. The difference between SCDC and GCSPS was noted and the fact that planning matters are now the responsibility of the latter.

3. APPOINTMENT OF THE CHAIRPERSON

Christine Morton was asked if she might take up the post, to which she agreed. Agreement of the Meeting was unanimous.

4. APPOINTMENT OF THE SECRETARY

Maddy Crowther offered to undertake this post. Will Bevan proposed the motion and Christine Morton seconded. The Group was also in unanimous agreement.

5. APPLICATION PROCESS

The application process was explained, including the need for a referendum in the village, which requires 51% of the vote before the document can be passed.

6. AGREE APPROACH FOR CONSULTATION

The previous housing survey undertaken in the village in 2018 was noted³. The lack of a current SCDC Local Plan was also noted, as was the call for development sites by GCSPS in January / February 2020. As GCSPS is to produce the report from this by mid-summer / autumn 2022, the need to produce any Neighbourhood Plan within a similar time frame was thought desirable.

There was discussion as to known issues of concern in the village, including transport and housing. However, it was also thought that the fullest range of concerns and interests had not yet been fully explored. The use of further village surveys was thought desirable and the need to make closer contact with local people.

Resolved to hold a further Open Village Session on Saturday, 26th March, at 11 am – 1 pm at the Village Hall. Once views have been gathered from this Session, further action will be defined.

Agreed that 26th March Open Session would be interactive in encouraging village people and businesses to come along with their views / ideas / and needs. The involvement of the village children in putting their views forward was also considered valuable. Boards and post-it notes will be available for ideas, the LPC website will have a section for posting ideas / replying and there will also be outreach to people who would not normally / or could not attend the session.

Agreed a further Steering Group Meeting on Monday, 14th March, to finalise setting up the Open Session.

Agreed that notice of the Open Village Session would be posted on the LPC website (Bobbie Coe), the noticeboards, Longstowe village Facebook page (Deborah Hog) and a flyer circulated to all people and businesses in the village by 18th March (Maddy Crowther and Alex Bowden to draft flyer). It will also be introduced at the Afternoon Tea on Friday, 25th March, when boards and post-it notes will be available for people to input to the Open Session at that time as well.

7. A.O.B.

Further background documents^{4,5} available to the Steering Group for the meeting were noted, as were those on the SCDC and GCSPS websites.

8. DATE AND TIME OF NEXT MEETING: MONDAY 14TH MARCH AT 7.45 PM, AT LONGSTOWE VILLAGE HALL.

Signed by

Date

Chairperson

APPENDICES

1: Draft Terms of Reference / Constitution for a Neighbourhood Plan Steering Group

2: Differences between Neighbourhood Plan and Parish / Community Led Plans

3: Data in Pie Charts from Longstowe LPC Housing Survey 2018

3: Other Neighbourhood Plans – Map.

4. Cottenham Neighbourhood Plan 2017 – 2031.

GLOSSARY

GCSPS: Greater Cambridge Shared Planning Service

LPC: Longstowe Parish Council

SCDC: South Cambridgeshire District Council