**Sandy Neighbourhood Plan Steering Group**

**Thursday 17 August 2023 at 7.30pm**

**Sandy Town Council Chamber, 10 Cambridge Road, Sandy**

**Minutes**

**Present**: Nigel Aldis, Rob Baker, Richard Barlow, Sally Chapman, Arnie Gilpin, Joanna Hewitt (chair), Anthony Lock, Ruth Lock and Chris Patterson

**Apologies**: Anne Elliott-Flockhart, Jennifer Ivanciu-Wilkinson

**Not Present**: Lorraine Ivanciu-Wilkinson

**1. Approval of Minutes from 6 July 2023**

The minutes were approved.

**2. Resignations and Membership**

The Chair reported that:

* Jennifer and Lorraine had both confirmed that they wished to remain members of the group;
* Sue Bell wished to be kept updated on the progress of the group but would not participate in meetings;
* Lewis Headly wished to join the group and should be invited to future meetings;
* The newest members of the Town Council had not yet been consulted on whether they would be interested in joining the group, but the Chair would speak to them shortly.

**3. Sandy Town Centre Improvement Study (TTC) – Business Consultation**

Richard would draft an invitation to local businesses to attend the consultation on the Town Centre Improvement Study, for delivery by Arnie.

The consultation would be held at the Council offices on Thursday 21 September, on a drop in basis between 3.00pm and 7.00pm.

The Chair would arrange a rota for manning of the consultation. In addition to the Chair, Arnie, Nigel and Richard all expected to be available.

Existing materials would be recycled for the consultation, which would have an aspirational and future looking theme, but having regard to Council members’ reservations about removal of too many car parking spaces.

It was noted that the funding for the town centre and High Street study had been a one-off, but Chris would now investigate alternative streams for future funding.

**4. AECOM – Update – SP Master Plan**

The SP masterplan would now be presented to Sandy Town Council on 18 September instead of 7 August.

The presentation would be based on a word document, rather than by a Powerpoint slide show, and would be given by a member or members of the group.

The Chair would encourage the CBC Ward Councillors to attend this presentation.

The Chair reported that CBC had agreed that no demolition works would take place at SP until there had been consultation on this.

**5. AECOM – Update – Design Guide**

Arnie was still working through the Design Guide so as to supplement the comments already submitted to AECOM by Chris. The aim was to make the document more palatable especially through use of “what we want” and “what we don’t want” photographs. AECOM had been seeking final comments by 15 August so this work needed to be completed as soon as practicable.

There was support for use of the visionary picture of a future Sandye Place as the cover picture for the Guide.

**6. Green Infrastructure Plan**

STC had now seen the GIF, and some adverse comments had been made on the detailed conclusions. However, since those conclusions arose from the consultation exercise, they could not now be changed. The Chair would however recirculate the maps for any further comments on clarity and factual accuracy.

**7. Plan Structure and Progress**

Sally summarised the proposed structure, content, and progress of the Plan with particular reference to the following:

* The group needed to distinguish between the Plan itself and the separate background documents – the Town Centre Improvement Study, the Design Guide, and the Green Infrastructure Plan – which, while referenced in the Plan, sat outside it and were aspirational in nature. Sally’s advice was that the group now needed to focus on the Plan itself. Sally emphasised that she did not wish to be copied into discussions between group members on draft parts of the Plan, but only wished to see the agreed outcomes of those discussions. Once agreed, all materials should saved onto the dropbox file;
* **Non-Designated Heritage Assets** – The list previously prepared by Richard now needed to be reviewed and “proved” (and probably slightly reduced in length) having regard to Historic England Advice Note 7. It might also be appropriate to provide a map showing the locations of the finalised list. Sally provided a copy of Advice Note 7 to Richard, who would now work on this;
* **Audit of Main Employment Areas** – Arnie and Richard would liaise on a page or so summarising these;
* **Traffic and Transport** – Chris would draft a section summarising the issues and aspirations, but without attempting to set out a policy;
* **Walking and Cycling** – Arnie would liaise with Sally on this;
* **New Development** – It was not proposed to allocate areas for new development, but to focus on quality and sustainability of infill sites. Arnie would liaise with Sally on this;
* **Allotments** – Richard would draft a brief section on allotments for review;
* **Policy Maps** – A decision would be required on whether maps should be located together or distributed through the text;
* **Habitat Assessment** – This would be undertaken and funded by CBC after all other documentation had been completed.

**8. Grant Application**

Chris would be preparing the grant claim for Sally’s drafting work and other costs, and the following was discussed in that context:

* There was already money in the kitty so Sally did not need to delay drafting work until the grant was approved;
* Sally would submit her quote to the Chair;
* The budget would need to cover the printing of the Plan and the separate background documents (A4 size, with use of colour), but Sally suggested that only 20 copies of each of the background documents would need to be produced;
* Sally recommended that two engagement events be held during the formal consultation period, with appropriate display materials;
* A decision would need to be made on whether a house to house delivery should be made (to some 6000 houses) and, if so, whether this should be entrusted to the Post Office. Nigel would ascertain costs;
* There would need to be paper and on-line response facilities for the formal consultation;
* There would need to be arrangements to analyse and reply as appropriate to the responses received; the timetable and scope of this phase was difficult to assess, but it was anticipated that the group would handle the more straightforward cases and Sally would be involved with those that were more complex. This exercise would include dealing with comments from CBC;
* It was expected that local media would be used extensively to publicise the formal consultation stage, and that this would be treated as news and therefore free of charge, but it might be wise also to budget for formal press advertisements.

**9. Engagement**

* **Carnival Feedback** – Rob had yet to analyse the feed back from the Carnival including the content of the post-it notes.
* **Community Day, 15 July** – The Community Day had been cancelled.

**10. Any other business**

* **Roman Sandy** – a summary of the AOC Archaeology Report on Roman Sandy prepared by Sandy Historical Research Group and signed off by AOC would be sent to the Clerk shortly. Richard would draft a paragraph based on this for inclusion in the NP.
* **Press Officer** – it was agreed that a Press Officer be appointed, ideally from a new member of the group who was not a Councillor. The Chair would follow this up. It was confirmed that it would not be appropriate to ask STC to provide a press service, but STC could be asked to issue its own press releases referring to the group’s work and progress, and to place materials on its website. The Press Officer would need to liaise with Chris on the consultation record.
* **Publicity Materials** – it was reported that former Chair Amanda might still be storing some publicity materials. The Chair would follow this up.
* **East/West Rail Impacts** – Sally advised that it would be inappropriate to suggest policies in relation to developments outside the parish boundary, especially when there was as yet no clear evidence of implications for Sandy. It would however be appropriate to acknowledge the potential implications of East/West Rail through a couple of paragraphs explaining the context. Richard would circulate a draft for comment.
* **Consultation Record** – Chris was working on a consultation document detailing all the consultation in relation to the Plan. Sally emphasised the importance of this document, and said that Chris’s draft so far was on the right lines. The content should include individual lobbying eg on Sandye Place. The Chair would pass some relevant documentation to Chris.

**11. Date and time of next meeting**

The next meeting will be on Wednesday 13 September 2023 at 7.30pm at Sandy Town Council.

RAB/SNP/24.08.2023