

**Minutes of a Meeting of the NP Residents Working Group**  
**Held at 19.30 Hours on Tuesday 30th April 2024**  
**At Collingwood, Cannons Lane, HBO**

Present: Mark Strutt (MS), Kerry Stedman (KS), Ellie Chinnery (EC), Mick Howarth (MH), Alan Fisher (AF), Garry Matthews (GM), Ben Craig (BC) by Zoom

**1. Resident Volunteer Recruitment**

Garry Matthews attended the meeting and confirmed he was happy to be a volunteer. It was agreed that more volunteers were required, members were asked, where possible, to contact their suggested volunteers and invite them to the next meeting. (All)

**2. Task List**

Note: Task list items, which were scheduled separately on the agenda have been minuted in accordance with the agenda schedule.

Kerry has contacted Historic England and obtained a list of Historic Assets; she has also contacted Hatfield Regis Local History Society and they have agreed to provide a written history of the Parish in readiness to include in the Plan. Kerry to request it be available by the end of July if possible. (KS)

Alan has obtained one quote for a Landscape Character Assessment survey, he is seeking further quotations. (AF)

The group will investigate volunteers to carry out a survey of all Public Rights of Way in the parish. Initially Mark will talk to Adrian Burt who may well have carried out some or all of this work. (MS)

It was also agreed that we should include a survey of all footways in the village and include a policy in the Plan for future maintenance of these.

It was agreed that we will put out a request for all clubs, societies and businesses to contact us so that a record could be made for future inclusion in the Plan. This would be via Facebook and Website in the first instance. (KS)

The Group agreed to carry out a biodiversity survey, UDC have confirmed they undertake Strategic Environmental Assessment/Habitats Regulation Assessment screening. This should be done when the plan has a clear indication of the policies and details of sites being allocated for development.

The Group agreed to carry out a flood risk survey, which would include drains and culverts. This may be carried out as part of the Landscape Character Assessment.

As part of a future economic and employment policy for the Plan, it was agreed that all employers in the parish would be contacted. UDC have confirmed they do not have records of this, a post code search is possible. (All)

A list of Local Green Spaces would be created. Mark thought there was one in existence now and would investigate. (MS)

### 3. Face to Face Meetings

Agreed that face to face meetings were extremely important and any opportunity for these should be exploited. This would include: The Flower Festival/10K Race, The Village Fun Day, a possible PTA event etc. (see 12 below)

The Village Hall Committee has agreed that we can put up an information board in the lobby of the village hall.

### 4. Local Plan Housing Allocation.

Alan and Mick presented the schedule of irregularities that they have found in the Services and Facilities scores to UDC via Teams on the 24th April. UDC have agreed to review this and respond within one month.

It was agreed that Keith Artus be asked to liaise with his contacts at UDC to highlight the importance of a speedy and thorough review by UDC officers. (AF/MH)

### 5. Meeting with RCCE

RCCE are attending the next Residents Working Group meeting, scheduled for the 9th May 2024. It is anticipated that following the meeting we will be able to create a project plan and set a broad-brush budget.

### 6. Meeting with UDC

It was agreed that a meeting with Demetria Macdonald (UDC) was not required at this time.

### 7. Draft Programme

Although a full project plan and programme could not be created until sufficient data was collected, it was accepted that, in broad brush terms, the following milestones would be aimed for:

Data Collection – End of 2024

Writing of Draft Plan – Spring 2025

Pre-submission Consultations – Summer 2025

Submission to Independent Examiners – Autumn 2025

Referendum and Plan Made – End of 2025

### 8. Parish Wide Meeting

It was agreed to defer the holding of a parish-wide public meeting until we have perceived a significant increase in the level of public interest in the Plan. This would now take place sometime in the summer.

### 9. Decisions Made by the Steering Group

The Group have been made aware of the limitations of decision making for both the Working Group and the Steering Committee.

#### 10. Photography

It was agreed that aerial photography should be obtained at the cost of £232.50, exclusive of VAT. It was also agreed that photographs of the parish and events involving the production of the Plan would be sought from any interested parties including “old” aerial photography. (EC)

#### 11. Social Media

Mark to make Facebook page live by w/e 3rd May, Kerry to send any Facebook information to Theresa for inclusion on the NP web page (on PC website) until Kerry has rights. A dedicated web site will be required in the future but until then the PC web site will be used but a NP tab will be inserted to make access to NP web page easier for phone users. (MS, KS)

#### 12. Flower Festival

A budget of expenditure to provide an exhibition of work carried out to date in the making of the Plan has been provided to the PC Clerk (£xxxx). The church has confirmed that the NP can have a stall on their land. Details of the presentation material will be discussed and agreed via WhatsApp. (All)

#### 13. Logo

Garry's design for a Neighbourhood Plan logo was discussed and following some amendments to the wording, agreed.

#### 14. Grant Applications

Locality has not yet released details of funding for 2024/25. However at the time of area designation UDC granted HBO £5,000 which is still available, costs for initial expenditure will be drawn against this. It was agreed that Locality need chasing. (AF)

#### 15. Consultations

Attached is an initial list of proposed consultations, if you have any other suggestions please add for discussion at the next meeting.

Date of next meeting – mid June 2024 (TBC), (lead TBC)

Venue - Sausage Factory (MS)