



## Steering Committee Meeting 03 March 2021

**Present:**

Cllr John Crawford  
Cllr Jean Curteis  
Cllr Kate Walder  
Irene Dibben  
Joseph Franklin  
Siggi Nepp  
Sue Quinton  
Graham Smith  
Helen Whitehead

**Apologies:**

Stephen Sidebottom

**Also, in attendance:**

Tony Fullwood

**01. Minutes from last Meeting**

Minutes of 17 February 2021 were accepted and approved.

**02. Matters arising**

Tony asked for the current status of the list of side projects, which was briefly discussed at the 17th Feb meeting. Siggi reminded everyone that the working groups should forward a list of projects to Stephen for discussion at the next SC meeting. Tony requested that this list should be circulated to committee members ahead of the meeting.

*(Action: Working Groups to forward a list of projects to Stephen for discussion at next SC meeting. Project list to be circulated in advance of the meeting)*

**03. NP draft chapter**

Siggi raised a question on behalf of Richard M asking why only one site had been mentioned under the heading of Informal/Natural Green Space. Tony responded that he was concerned with identifying such spaces *within the town*, and believed it to be the only such space. Sue agreed that this was the case, supported by Kate.

Tony stated he would add a reference in the draft of all playing fields referenced in the ABC Playing Pitch Strategy.

There were no other comments.

The draft chapter was approved subject to the amendment above.

*(Action: Tony to update the text as agreed; Tony to forward the second draft 'chunk' before the next meeting)*



#### 04. Letter to landowners

John's revised template letter had been circulated in advance of the meeting. Each letter will explicitly state the land parcel in question. Sue reported that Richard had come back with a few minor points which she would forward to John. Letter was approved by the committee.

*(Action: Sue to forward Richard's email to John)*

#### 05. Other matters

There was a short discussion about the Historic Routeways map. Helen asked Tony to confirm which maps he still needed to see.

*(Action: Tony to email Helen)*

Kate asked Tony when the Consultation Statement was needed. Tony responded that it would be good practice to have it ready for the Reg 14 stage, but that as a living document it would very likely be updated between Reg 14 and Reg 15 in any case.

John mentioned that as part of the SEA screening process he had been asked by ABC to supply a number of maps relating to specific policies within the Plan.

*(Action: Helen to send required maps)*

Siggi mentioned that she had received the latest draft of the Design Code. She, Tony and John are due to meet Wednesday 10th to discuss it in detail. Sue suggested other members of the committee might want to provide comments. Kate asked if there was a good design code to use as a model; Tony said that there is a national code, and Kent has a design guide, however ideally a design code should be unique to the place it serves and meet the specific brief.

*(Action: Members of the SC to submit comments to Siggi by Friday 5th)*

#### 05. Working Groups update

**Biodiversity:** Sue reported on behalf of Richard M that the Biodiversity paper was still a work in progress subject to some further input from KWT.

*(Action: Richard to send final version of evidence paper to Siggi)*

Tony left the meeting.

**Local Green Spaces:** Nothing to report. Siggi commented that Gravity will be working on the format of the LGS material next.



**Landscape:** Siggie asked for comments on the Landscape evidence documents that Gravity has been working on which had been circulated to the group. The general consensus was that they look very good.

**Routeways:** Nothing to report.

**Local Economy:** Nothing to report.

**Heritage:** Nothing to report.

**Comms:** Kate reported that all outstanding actions are in hand. The team has a number of minor issues to discuss with Fera Urbanism prior to sign-off. The framework is in place for the design of the Reg 14 leaflet, with the text to be finalised when the team have seen the completed draft Plan. There was some discussion about who to approach regarding the production / printing / distribution of the leaflet. Siggie offered to raise this with Gravity. Members of the SC expressed a willingness to deliver leaflets if necessary.

Kate reported that she has applied to the Brissenden Trust for a contribution towards Comms expenses. It is understood they make decisions on funding applications in March and September.

It was noted that any help from outside bodies would be acknowledged in the Plan.

*(Action: Siggie to contact Gravity regarding leaflets)*

**06. Action list:** Sue asked for members of the SC to notify her of any completed actions so that they can be taken off the list.

*(Action: SC members to confirm completed actions with Sue)*

**07. Treasurer's report:** FU's first invoice has been passed for payment, representing 35% of their fee. The budget is on schedule at present. Kate reported that FU would let her know if there was any likelihood of costs exceeding the agreed fee.

**07. AOB:** None.

The next meeting will be on 17th March.