

## Appendix to Barkway Parish Council Meeting – 12/11/2019

### Notes from Barkway/Nuthampstead NP SG meeting 24<sup>th</sup> October 2019

Attendees: Bill, Catharine, Elena, Jackie, Julia, Peter, Ruth, Sue

Apologies: Louise, Mike

1. Declaration of Interest: Julia – pecuniary interest in property in Nuthampstead
2. Feedback from the open day:
  - a. Minor change to be made to policy BNT3 – Public Rights of Way to change ‘lead to loss or disruption of public right of way’
  - b. Request to add solar panels as a requirement in a housing policy. Decided that this would be better to be phrased as micro energy generation
  - c. Might want to add postbox in Newsells to undesignated heritage assets
  - d. Want to add extra LGS for Nuthampstead
3. Review of latest version (9.4) of draft NP:
  - a. Will need a cover, probably best done by someone with desktop publishing experience.  
**Action: Ruth to arrange quote from person who did Braughing & MH documents;**  
**Action: Elena to ask someone she knows for a quote**
  - b. Need a foreword (MH one provided as an example). The chair of the PC is away for some time so won't be able to do this (Bill is acting Chair). **Action: Catharine to ask Nicholas Tufton about providing a foreword**
  - c. Missing stats for Nuthampstead (1.13-1.17) have now been provided by Julia
  - d. Section 1.19 – need to remove 3<sup>rd</sup> sentence as it is out of date
  - e. Section 2 – Vision – needs a change to say at least eight instead of six centuries
  - f. Policies Map (3.1) needs to be split into 2 or 3 maps as individual sites can't be seen properly
  - g. Section 3.2.1 – Needs precis of key points of the housing needs survey. **Action: Catharine to produce a summary**
  - h. Section 3.2.2 – Need photos of different styles, including ones showing different styles next to each other. **Action: Catharine to send example photos.** Also need to know the status of the Conservation Area Appraisal. **Action: Catharine to check status**
  - i. Policy BN H1 (pg 11) – Need to add extra section on Sustainability to include micro energy generation, smart homes to support those with dementia, adaptable houses as peoples needs change. **Action: Julia to put some words together for this extra section**
  - j. Local Green Spaces (pg 17). Need picture of village pond. **Action: Catharine to provide picture.** Also need information on small copse in Nuthampstead as an extra LGS – **Action: Julia to provide photo, description & name of site & send to Ruth**
  - k. Section 3.3.2. Need to include extra info on chalk rivers
  - l. Section 3.3.5. **Action: Sue to speak to Cokenach gamekeeper re info on specific local wildlife**
  - m. Section 3.3.6. **Action: Peter to provide info on Cokenach Park**
  - n. Section 3.3.7. **Action: Elena to provide info on Rokey Wood**
  - o. Section 3.3.8. **Action: Peter/Elena to find out if there are any designated wildlife sites**
  - p. Section 3.3.9 (Views). **Action: Catharine to send updated picture of V7 (without tortoise)**
  - q. Section 3.4.8. Description of bollard to be changed to say WW2 bollard. **Action: Elena to take a picture of Cart Barn. Action: Sue to take pictures of the pillbox and Clockhouse**
  - r. Section 3.4.10 (archaeology). Action: Bill to write summary section on archaeology incl. picture of the Barkway hoard and info on local castle
  - s. Section 3.4 (pg 30) needs to be changed to 3.5 - & all subsequent sections changed

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- t. Nuthampstead leisure facilities (pg 31) need to be added as per recreational open spaces
  - u. Community Hub text and policy BN L3. **Action: Julia to provide some extra text for both including feedback on health (meeting planned with Health Service on 30<sup>th</sup> Oct)**
  - v. Section 3.4.9 on pg 32 (will be 3.5.9). **Action: Catharine to provide descriptions of recreational open spaces**
  - w. section 3.5.2 (will be 3.6.2). **Action: Julia to update statement to provide more info incl. equestrian & home working.**
  - x. Section 3.5.4 (will be 3.6.4) – remove 2<sup>nd</sup> half of last sentence
  - y. Section 3.6.2 (will be 3.7.2) – change because it is now clear (following discussion with school head) that there aren't surplus places and children are being turned away at reception and nursery level. An expansion is needed to the school to meet current needs which will be greater if BK3 goes ahead
  - z. Section 3.8.2 (will be 3.9.2) pg 33. **Action: Julia to provide updated statement on health following her meeting on 30<sup>th</sup> Oct**
  - aa. All agreed that existing appendices A, B & C should be removed
  - bb. Appendix I (Housing Needs Evidence). **Action: Catharine to provide a draft summary of key information (the parts that support statements in the NP) from the recent housing needs survey**
4. Next steps:
- a. Pre-submission (regulation 14)
    - i. other documents needed for pre-submission:
      - Consultation statement. Action: Jackie to complete the draft statement
      - Basic conditions statement – this illustrates how NP policies fulfil district, national & EU policies
      - SEA screening report
      - Summary NP document (this isn't mandatory but the team agreed that this was a useful document for delivery to each household)
    - ii. All agreed that we should be pushing to complete the above documents in Dec so that pre-submission can start in January (earlier probably isn't feasible as it isn't a good idea for the pre-submission period to include Christmas/New Year)
    - iii. When completed, all the documents need to be put on a website
    - iv. Preferably need to arrange for an online feedback form as well as the one included in the Summary NP
    - v. A Summary NP (including a feedback form) should be delivered to every household at the start of pre-submission and other consultees should be contacted by letter/email providing them with a link to the online documents and feedback form
    - vi. Pre-submission lasts for 6 weeks and should include an open day to give everyone an opportunity to view the full NP document and ask the team questions. Hard copies of the full NP should be made available at specific sites e.g. the Reading Room, during this period
    - vii. Pre-submission gives everyone contacted (residents plus other consultees e.g. NHDC, Historic England etc.) the opportunity to provide feedback on the NP document – these comments need to be collated and an action determined for each, probably including some changes to the NP document. Note that the processing of comments can take several weeks

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- b. Submission (regulation 15) - submit the set of documents (including amendments from pre-submission) to NHDC.
  - c. Submission consultation (regulation 16) – NHDC will arrange a formal 6-week consultation with mandatory consultees (this will include residents)
  - d. Independent examination – NHDC will appoint an external examiner (note that you can put forward a recommendation of an examiner you would prefer e.g. one who has done rural NP examinations before) who will review the set of documents. It is likely that (s)he will request some changes which must be made.
  - e. Referendum – following the changes requested by the examiner, NHDC will arrange a referendum (similar to a local election) for residents to vote Yes/No to adopt the NP – >= 50% of those who vote need to vote Yes and the plan will then have legal status
  - f. Plan adoption – following a Yes vote, NHDC will adopt the NP (this is a formality)
5. Other Actions
- a. Ruth to sort out all the amendments to the draft NP, incorporating text/changes sent by the team as per the actions above (any items above without specific action will be completed by Ruth)**
  - b. Ruth/Jacqueline to create basic conditions statement, SEA screening report and Summary NP**
  - c. Ruth/Jacqueline to provide a quote for the work to do the above changes**
6. AOB:
- a. Bill raised concern re copyright on pictures. Shouldn't be an issue provided it is known who took the pictures and they have given permission. Bill will write a statement to cover picture copyright
7. Next meeting – Wednesday 27<sup>th</sup> Nov 7.30pm