

Minutes of Steering Committee No 12, 26th November 2020, 7.30pm to 9.15pm

Present: Mike Kelly (Chair), Rob Buick, Fred West, Terry Barnett, Alan Sloan, Melanie Frobisher

- 1) Apologies for Absence;** Erik Juul Mortensen, Debi Hallett
- 2) Approval of Minutes of Meeting No 11;** Approved
- 3) Declaration of personal interest in topics to be discussed;** None declared
- 4) Financial Report;** No change since last report
- 5) One year point from start of Forum noted!**
- 6) Progress on Actions arising from Meeting no 11;**
Following the same order as Minutes no 11;
 - 1) Banners and posters have been put all around the village and the response has been very good with more people completing the questionnaire.
 - 2) Progress on assigned sections of the draft plan- not much progress to date- these are difficult sections. (see also below)
 - 3) Alan is making progress with RHUL but their response time is measured in months rather than days and RHUL have yet to approve any form of publicity of either the Forum or the Questionnaire, thus effectively disenfranchising their entire workforce. Mike Berry is supposed to be coming back to Alan 'shortly' to confirm when and how publicity can be distributed for the Forum and the Questionnaire. This is after 10 months of trying re the Forum and 5 months re the questionnaire.
 - 4) Alan has assembled a considerable amount of further information and maps on the history and archeology of the Area, and has finalised his work, but awaits the end of covid restrictions to allow him to get prints of some additional maps. Once he has these he will call on Debi to format the information and integrate it into the History research document.
 - 5) Mike continues liaison with AECOM. No feedback or draft codes yet.
 - 6) It would be difficult to separate out the bar chart from the rest of the Questionnaire spread sheet, but during the meeting Rob was able to forward to the committee a screenshot of the bar chart which gives all committee members a good idea of what questions are popular and therefore informs their thoughts about the Plan section they are developing.
 - 7) Melanie said that there were still a number of sections requiring completion (and subsequently has issued a situation summary and who needs to take action)
- 7) Discussion re publicity for Questionnaires.**
No further ideas re additional publicity. The posters and banners round the village seem to be working, and Melanie deserves a lot of credit for the idea.
Fred has paid for and awaits a date for distribution of the leaflets and arrival of the remaining leaflets. Posters and leaflets for shops, notice boards and so on to be distributed when they arrive.

Alan to continue to push RHUL to take posters and leaflets.

8) Discussion Housing Audit

We have missed the schedule date of 13th November to complete the preliminary photo survey, so we need to try and do the outstanding photography as soon as possible. (see also 5(7) above)

9) Discussion- Consultants?

It was decided to review this in our next meeting and agreed the time to bring in consultants would be when we are further on with the outline Plan.

10) Discussion- Progress versus Schedule.

Last months comments re timing of closing the Business and Housing Questionnaire stand. To be reviewed each monthly meeting.

Audit photography is over running the scheduled time- it was due completion by 13th November but will now likely run till next meeting, 17th December.

Preparation of outline Plan is progressing but with everyone looking at their assigned sections we need to review this in our next meeting for timing. It was scheduled for completion 20th November, but although the 'skeleton' is on the google drive, it was agreed that the work on the assigned sections needs to take place before we go out to consultants, which will take us to beyond Christmas.

Looks likely we will need to target appointment of consultants early / mid January 2021.

11) Progress on writing the draft Plan

Mike has completed section 1 (Introduction) as far as it can go at this stage and put some headings in the other sections, so it can be an ongoing working document to be expanded.

It was noted that the following committee members are developing the following sections;

Rob- The Natural Environment

Fred- The Built Environment

Alan- Identity, Appearance and Heritage

Mike – Transport and Infrastructure

Terry - Community.

Some alarm was expressed at the size and complexity of each of the sections if based on some of the examples of Plans that the committee has seen.

Mike advised this needs to be a step by step process. We are not planners and do not have the expertise, nor can be expected, to know the reams of planning information necessary to provide a finished Plan. We are, however, able to define the points we wish to address in the Plan and the results we would like to see, using the local knowledge we have accumulated through our research and the responses to our questionnaire as to what everyone feels strongly about. We would then bring in experts to shape the Plan in 'planner speak' and identify deficiencies in the support for our proposed policies and aspirations.

Stage 1 is to assemble a check list of points we wish to address in each section. This can be done by a) first reading through the various examples of finished Plans and extracting any headings/ points that are relevant and b) looking at the answers to the questionnaire to see what people consider important and c) using our own knowledge, and the objectives we have already defined in Section 1 to complete the list.

Mike emphasised that reference to other Plans should only be to extract headings, not to try and copy.

Once Stage 1 is over, Stage 2 is to flesh out the headings with sub headings, and take it as far as we can go without expert input.

12) Actions arising from Meeting No 12

All- Assist distributing posters and leaflets to outlets in the village

All- Progress assigned sections of the draft Plan

Alan- Progress liaison with RHUL

Alan and Debi- Finalise the additions to the History report

Mike- continue liaising with AECOM on Design Codes

Debi and Rob- continue to attempt to separate out those who said they wanted to join the Forum and get them automatically transferred onto the Forum membership list. (If it can't be done automatically it will need to be done by hand at a later date)

Also, try and separate out those who have ticked the box for a) volunteering to help and b) joining the committee- we need more hands to the deck!

Melanie- chase up everyone to complete the photography phase of the Housing Audit and start sorting out the Housing Audit information into a useable file ready to be reduced into a report

13) AOB

None

14) Next Monthly Meeting

Thursday 17th December 2020, 7.30 pm