

Wendens Ambo Neighbourhood Plan Steering Group

Meeting 9: 25 April 2025, 7.00-8.15pm

Minutes and Actions

Attendees: Cliff Snow, Anita Chandraker, Ann Wade, Liz Johnson, Richard Walford, Brian Cole, Kathryn Butterworth, Alan Lovett, Alistair Forbes

Also in attendance: Nicky Joshua (RCCE)

Apologies:

1. Item 1: Minutes of the previous meeting were approved. Most actions have now been completed. CS noted that a lot of information has been circulated for review and requested that SG members review and provide comments on RW's review of the design codes and CS's initial analysis of the Community Survey in particular
2. Item 2: AC updated the group on budget status. The End of Grant report, along with invoices for amounts over £1000, has been submitted to Groundwork. Invoices for work completed have been paid. The unspent amount of £181.20 will be returned once approved by the Parish Council NJ confirmed that it is still not clear what the eligibility criteria for the next grant period will be. The group discussed what our options could be if we are not eligible for another grant which would mainly be required to engage professionals to support us with the development of policies and writing the plan and costs for engaging the community at the point we are ready for a referendum. Two options emerged:
 - writing the plan ourselves using the guidance that is available to save professional fee costs and seeking funding for other costs from the Parish Council
 - seeking funding from the Parish Council to cover all remaining costs to complete the plan.AL advised that any costs that need to be funded by the Parish Council would need to be included in the budget for the next financial year. The group will continue to progress the plan by doing what we can without any paid support until the funding eligibility criteria are issued and review the options at this point.
3. Item 3: The responses from the Housing Needs Survey are being analysed by RCCE at the moment. The final report will be ready in a few weeks – there has been a delay due to a reduction of staff who work in this area. NJ provided a high level summary of the responses
4. Item 4:
 - AC thanked CS on behalf of the whole SG for taking the lead on analysing the Community Survey responses and providing a consolidated data set of online and paper responses
 - The group discussed the responses and next steps. LJ suggested creating a word cloud to illustrate what respondents like about Wendens Ambo. CS and AC volunteered to consider how best to draw out and present key themes.

5. Item 5:
 - The group discussed how the Design Code could be developed and NJ provided input and examples of how other teams have done this. CS and RW will consider next steps, drawing on the guidance provided and seeking existing sources of information that will be required (eg historical development of the village, maps) and defining how to subdivide the village into a set of areas, each with distinctive characteristics
6. Item 6: AW reported that an update on plan progress had been published in Village Views in April but that no report was published in May. AC suggested that all Village Views updates are also circulated via Facebook and the village email distribution. AW requested feedback on a draft letter to additional stakeholders to be consulted. Organisations proposed include the Village Hall, the Pre-School, Audley End Estate, the station, the church. NJ offered to share an example of a questionnaire used by another area (AW left the meeting)
7. Item 8: AOB
 - AF to distribute notes from a Reg 14 webinar

Actions

Carried forward actions

- 5.2 Amended to: CS/RW to consider formulating a mutually supportive policy through discussion with Newport Neighbourhood Plan team regarding the land between Salmon Field and Rookery Lane
- 8.1 AW to draft a short introduction to the LCA for the website that explains what it is and how it will be used
- 8.2 CS to publish LCA with the introduction on the website
- 8.3 AC to request a print of the final LCA document from Liz Lake (awaiting cost estimate)

Actions from Meeting 9

- 9.1 Review and provide feedback or acceptance of information circulated for comment by team members (All)
- 9.2 Create a word cloud to illustrate what respondents like about Wendens Ambo (LJ)
- 9.3 Consider how best to draw out and present key themes from the Community Survey (CS/AC)
- 9.4 Discuss plan for developing a Design Code (RW/CS)
- 9.5 Circulate monthly progress updates through all Wenden comms channels (AW)
- 9.6 Provide feedback to AW on proposed letter to stakeholders (All)

Last week Cliff and I met to discuss how we can break down the work to move forward our development of the plan and Design Code. We came up with a few more practical steps / proposals that I have included below.

I will be away from 14th May to 4th June. The next meeting is on 5th June so papers and agenda may be a bit last minute.

Best

Anita

Additional actions:

1) CS to arrange meeting with Ian Poole, the consultant that worked with the Ashdon NP team, to seek his advice on our next steps and also see if he would be prepared and available to help us build our NP, should funds be available.

2) In Anita's holiday absence CS to contact team members to allocate 'organisation' reviews, so they can be complete for our next meeting in June.

3) CS to speak to Ashdon about using their NP document template, so we can start to populate with draft information in areas that we should now have enough knowledge to progress with, such as:

Mission and Objectives – *AW is leading on this*

Wenden past and Present – *WA Historical Society may be able to help us here.*

Community Survey – *AC is looking at best ways to present a summary of this in our plan as a SWOT analysis*

Housing Needs Survey – *Waiting for final results*

Design Code - *RW/CS to progress this per the discussion at the meeting*