**MINUTES OF THE NEIGHBOURHOOD PLAN WORKING PARTY MEETING HELD ON MONDAY 20 FEBRUARY 2017 IN THE ROBING ROOM, THE CASTLE, HERTFORD**

PRESENT: Councillor P Boyle, S Cousins, B Deering

IN ATTENDANCE: Mr J Whelan, Town Clerk; Dr Maria Iancu, Project Officer; Cllr Peter Ruffles; Mr Timothy Goodwin, Regeneration Officer at Network Homes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Downs (prior engagement).

1. DECLARATION OF INTERESTS

 None.

1. THE MINUTES

The minutes of the meeting held on 21 November 2016 were approved as a correct record and the Chairman authorised to sign the same.

1. **QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public wishing to speak.

1. DISCUSSION ON NEIGHBOURHOOD PLAN SURVEY RESULTS AND PROPOSED FRAMEWORK

The Working Party noted that the survey responses were balanced on most questions. Exceptions are the questions on traffic and on community activities for teenagers (predominantly negative feedback) and the questions on access to the countryside and on green space (predominantly positive feedback).

It was agreed that the online survey should be kept open in order to gather as many responses as possible. However, it was noted that there is no set target for the number of returned surveys and that the feedback gathered to date is satisfactory to create an evidence base on the public’s opinion. It was also observed that the responses are relatively representative, considering the population breakdown by estate.

The members of the Working Party agreed that survey results should be made available to the public, schools, developers and any other stakeholders involved in the Sele Neighbourhood Area Plan. It was also suggested that the progress of the neighbourhood plan should be advertised on Hertford Town Council’s website.

The Working Party endorsed the proposed framework for the advancement of the Sele Neighbourhood Area Plan, which was deemed as achievable. A second round of public consultation was considered for a day in early September. This will offer the people in Sele the chance to state their opinion on the neighbourhood plan’s policy directions, which will be developed in due course.

487. DISCUSSION ON THE INITIAL DRAFT OF THE ACTION PLAN

 The Working Party noted the Initial Draft of the Community Action Plan and wanted to congratulate the Project Officer for elaborating it.

**488. DISCUSSION ON THE APPOINTMENT OF A PLANNING CONSULTANT**

It was agreed that for the next stages for the development and writing up of the the Sele Neighbourhood Area Plan the advice of a Town Planning expert is required.

The Working Party endorsed the appointment of a consultant that is to be considered at the Development & Leisure Committee meeting on 27 February.

It was **RESOLVED** that:

The Neighbourhood Plan will advance according to the proposed framework.

A Town Planning Consultant will be appointed at the Development & Leisure Committee meeting on 27 February 2017.

There being no further business, the meeting closed at 17:45.