



Stagsden Neighbourhood Plan

Working Group Meeting Minutes

9th April 2018

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|---|------------------------------------|----------|
| 1 | Welcome log attendees | Chair |
| | Agree minute taker | |
| 2 | Review open actions | (m) |
| 3 | Key updates | All |
| 4 | Review the plan | GTd |
| | Clear understanding | |
| 5 | Focus on next two months in detail | Subgroup |
| | Document status | |
| 6 | Consider what comms are required | All |
| | BBC, PC, Parish, sites, team | |
| 7 | AOB | |
| 8 | Agree Next Meeting date | |
| | (m) - minute taker | |

Date	9/04/2018
Location	Village Hall
Time	19:30
Who	Attendance
Gavin Todd (Chair)	YES
Roger Heron	YES
Jan Holmes	NO
Amy Jarvis	NO
Esther Dickson	YES
Nik Carden	NO
Kate Fletcher	NO
Stephen Cox	N/a
Margaret Hakim	YES
Kathy Wallis	YES (m)
Lindy Morrison	YES

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Key Discussion Points:

- Spring Lane Development – group discussion on the extent to which this group can/should get involved in any concerns raised in respect of this development. It was noted that we have no influence unless our new Policy is in force at the stage that detailed planning permission is sought, in which case it may be subject to such Policy. Agreed actions:
 - GT to provide feedback to developer on concerns that the size of the Village Green is being squeezed, requirement for single storey building for the end house and request clarification on the position on affordable housing
- It was confirmed that Manor Farm is Greenfield. New action: GT to adjust score criteria accordingly
- It was proposed that we should resurvey the village – New action: GT to check with Sonja/BBC on approach for this
- GT confirmed that Stagsden still has zero allocation from BBC
- GT advised that the Bedford Local Plan has to be implemented before our plan can get adopted – this takes our plan into Q1/Q2 2019
- GT advised that Sonja at BBC has agreed to review our draft plan and give informal feedback
- A5 summary document to be ready for Parish Council meeting on 15th May; needs to be provided to Parish Council members 3-4 days in advance
- There was discussion on the structure of a Village event including below key points:
 - 4 developers to present; timetabled event allowing 10 minutes presentation by each developer with 5 minutes Q&A
 - WG present pros & cons – factual based
 - Combine with a wider village event
 - Aim for a Saturday afternoon; 7th July proposed from 2.30 onwards (GT update after meeting: 14th July provisionally booked. Request for volunteers to be part of organising/planning sub-group)

Decisions:

- It was agreed that we should use a consultant to review the plan **only** if they will give us feedback on the legality of content on the draft e.g. density statement
- Next meeting on Tuesday 8th May @ 8pm in Village Hall

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Actions:

Area	Action Id	Action	Owner	Target	Status	Update
Finance	18-01-10 (2)	Research what consultants are available locally and associated rates and services	Jan Holmes	23-Feb	Open	10/1/18 Lindy Morrison to assist 21/2/18 - consultant name provided by JH, GT reaching out for quotes 9/4/18 - GT No progress, Jan can you pick back up (GT to email JH)
Finance	18-01-10 (3)	Create a budget request for period Jan-May18. This needs to include consultant	Gavin Todd	10-Apr	DDNE	10/1/18 - assumed consultant £500per day for 5 days 21/2/18 - new budget can not be submitted until 1st April 9/4/18 - replace with 18-04-09 (1)
DocMgmt	18-01-10 (5)	Put the relevant documentation on the SPAG area on Parish Council website	Gavin Todd / Kathy	07-Feb	Open	9/4/18 - GT gained access just working out how to upload, kathy to request access also 12/3/18 - GT to arrange for write access for GT and KW to PC website so we can directly upload PC updates 9/4/18 - GT has access; KW to request access from PC webpage
WorkingGroup	18-01-10 (7)	Print hard copy of the Bedford Local Plan 221 pages for Margaret and Roger	Gavin Todd	23-Feb	Open	9/4/18 - Still required ? YES - RH to print
WorkingGroup	18-02-07 (1)	Planning application for 6 houses + village green access from Spring Lane. JH to talk to Lesley Mackness; LM to talk to Berringtons	JH/LM	21-Feb	DDNE	19/3/18 - with developers to consider was mentioned at Parish when sites was presented by Martin 9/4/18 - GT to provide feedback to developer on concerns that the size of the Village Green is being squeezed, requirement for single storey building for the end house and request clarification on the position on affordable housing
WorkingGroup	18-02-07 (2)	Investigate whether the land at Manor Farm, and at 90 Bedford Road is Green Field or Brown Field.	RH	21-Feb	DDNE	21/2/18 - information on definition of Green and Brown field provided
WorkingGroup	18-02-07 (3)	Review example Policies and feed back to AJ, MH, RH on topics/commentary for inclusion in Stagsden plan	All	19-Feb	Open	
WorkingGroup	18-02-07 (4)	Acquire soft copy of current map of Parish	RH	07-Mar	Open	
WorkingGroup	18-02-07 (5)	Collect photos of village	All	07-Mar	Open	
WorkingGroup	18-02-21 (1)	Ensure a density statement is included in the Stagsden Plan	MH	07-Mar	Open	
WorkingGroup	18-02-21 (2)	Check with Sonja/BBC on what 'phasing' means	GT	07-Mar	Open	
WorkingGroup	18-02-21 (3)	Confirm what the requirements are for affordable housing for small developments (<10)	GT	07-Mar	Open	
WorkingGroup	18-02-21 (4)	Stagsden Plan to ensure includes policy statement on Commercial developments	MH	07-Mar	Open	
WorkingGroup	18-02-21 (5)	Update project plan to include local business input	GT	07-Mar	DDNE	9/4/18 - review the plan with the team
WorkingGroup	18-03-12 (2)	Engage with Village Hall Committee & Church to get input for village assets part of plan (to be included in Appendix)	GT	09-Apr	Open	9/4 - Jan to take into Village Hall meeting 10/4 9/4 - Gavin to send a note to Kate Smith and Di
WorkingGroup	18-03-12 (3)	GDPR statement/disclaimer to be put in place	ED	30-Apr	Open	
WorkingGroup	18-03-12 (4)	Develop a draft constitution	GT	30-Apr	Open	
WorkingGroup	18-03-12 (5)	Discuss lack of bungalows and phasing of affordable housing build at 90 Bedford Road with Peter Sayer	GT	30-Apr	DDNE	9/4/18 - Peter keen to meet, post this feedback
WorkingGroup	18-04-09 (1)	Complete the draft budget and submit	GT	20-Apr	Open	9/4/18 - Run through the plan to drive the budget requirement. Use local print services
WorkingGroup	18-04-09 (2)	Adjust score criteria on the basis that Manor Farm is Greenfield site	GT	08-May	Open	
WorkingGroup	18-04-09 (3)	Check with Sonja/BBC on approach for resurveying the Village	GT	08-May	Open	
		Next Meeting: 8th May 2018 20:00 in Village Hall (upstairs)			Note	

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