



Stagsden Neighbourhood Plan

Working Group Meeting Minutes

21st February 2018

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	21/02/2018
Location	Roger's House
Time	18:00
Who	Attendance
Gavin Todd (Chair)	YES
Roger Heron	YES
Jan Holmes	YES
Amy Jarvis	NO
Esther Dickson	NO
Nik Carden	NO
Kate Fletcher	NO
Stephen Cox	NO
Margaret Hakim	YES
Kathy Wallis	YES (m)
Lindy Morrison	YES

Stagsden Neighbourhood Planning Working Group meeting minutes

Email: stagsdenneighbourhoodplan@hotmail.com

Information:

- GT spoke to Sonja at Bedford Borough Council (BBC) re impact on the land west of Spring Lane of the current local plan expiring – confirmed that the red chevron will disappear. Also there is a process to follow to have a village green.
- BBC plan consultation has been delayed from 5 March to 29 March, meaning they will miss the deadline from central government and therefore may have to allocate an additional 5k housing requirement which could impact Stagsden
- 90 Bedford Road have agreed to re-plan, need to ensure density statement is included in our plan
- Update provided on Manor Farm proposal – noted that they intend to develop either housing or commercial – Stagsden Plan to ensure includes policy statement on Commercial developments and also includes business input
- Discussion on options for a village event, potentially in May to coincide with Royal Wedding, however impact/opportunities to leverage existing village events to be reviewed. JH to discuss with Village Hall committee

Decisions:

- To include Land west of Spring Lane in our Neighbourhood Plan we would have to go back through site assessments and resurvey the village, therefore, it was agreed that we will not include this development in our new Neighbourhood Plan other than the Village Green aspiration. This development should follow the current local plan and is outside the scope of this Working Group.
- It was confirmed that the Brookmead Farm development proposal is a firm commitment over a 10 year timeframe
- Postpone March recommendations to Parish Council until we know (May?) if Stagsden will get an allocation from BBC additional 5k homes

Actions:

Area	Action Id	Action	Owner	Target	Status	Update
Finance		Produce a closure report for the finances for period Jan-May18	Gavin Todd	10-Jun	DDNE	Dec 17 - worked with Mandy I did 80% and Mandy reviewed and submitted now closed
Finance	18-01-10 (1)	Create a budget request for period Jan-May18	Gavin Todd	23-Feb	Open	7/2/18 - Working on updates
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
Finance	18-01-10 (3)	Create a budget request for period Jan-May18. This needs to include consultant	Gavin Todd	07-Feb	Open	21/2/18 - consultant name provided by JH, GT reaching out for 10/1/18 - assumed consultant £500per day for 5 days 21/2/18 - new budget can not be submitted until 1st April
Comms	18-01-10 (4)	Create a Parish Council report for 15/1/18 PC meeting and an associated Newsletter update	Gavin Todd	10-Jun	DDNE	18/1 submitted and then revised post the PC meeting and final version sent to Julie Betts PC Secretary
DocMgmt	18-01-10 (5)	Put the relevant documentation on a stick for Kathy to organise on the SNHP Cloud	Gavin Todd	07-Feb	Open	
GroupUpdate	18-01-10 (6)	Gavin to send out the Local Bedford Plan link and PDF document to the team	Gavin Todd	20-Jan	DDNE	18/1/18 - Sent to the team via email in SNHP mailbox
WorkingGroup	18-01-10 (7)	Print hard copy of the Bedford Local Plan 221 pages for Margaret and Roger	Gavin Todd	23-Feb	Open	
WorkingGroup	18-01-10 (8)	Lindsay to contact Phil Newman to arrange a slot/get some feedback on the site plans for Brookmead	Lyndsy Morrison	19-Feb	DDNE	7/2/18 - Gavin sent onto Lindsay
WorkingGroup	18-01-10 (9)	Gavin to create a summary of the minutes from last meetings so they can be updated on the Parish Council SNHP website so external stakeholders can see there is progress	Gavin Todd	19-Feb	DDNE	3/2/18 - Loaded up PC updates, newsletter and plan of 18/1 onto Parish Council website
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	Open	
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	Open	
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	
		Next Meeting: 21st February 2018 18:00 and 7th March 2018 18:00 at Roger's House			Note	
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	Open	
WorkingGroup	18-02-21 (6)	Options for a village event, potentially in May to coincide with Royal Wedding, however impact/opportunities to leverage existing village events to be reviewed. Discuss with Village Hall committee	JH	07-Mar	Open	
WorkingGroup	18-02-21 (7)	Update Martin Page/Spring Lane re decision to exclude development from new Neighbourhood Plan	GT	07-Mar	Open	

Stagsden Neighbourhood Planning Working Group meeting minutes

Email: stagsdenneighbourhoodplan@hotmail.com