Stagsden Parish Council

Neighbourhood Planning Steering Group

Thursday 27 April 2017
Village Hall Room at 7:00pm

Minutes of Meeting

Present:
Mandy Jauncey - Chair
Lyndsay Maguire
Esther Dickson
Gavin Todd
Jan Holmes
Kate Fletcher
Helen Smith
Roger Heron
Joanne Hodson – Stagsden PC Chair

Apologies:
Phillip Brown
Nik Carden
Amy Jarvis
Dick Thompson
Stephen Cox

1.	Updates Since Last Meeting	Actions
23/3	1. Revised version to be reviewed by all. The vision and objectives were reviewed in the meeting and it was agreed to remove reference to the High St, as this was too much detail and based on comments received, slightly confusing in relation to the Village Green. It was agreed to keep the Vision high level and ensure the detail in in the Objectives and Policies. Roger proposed an additional objective, which was agreed by all.	ALL – 23/3 - Closed
27/4	Amended Vision and Objectives were issued to the team on 31/3. No additional comments have been received.	
	2. Draft Issues and Options Survey to be drafted using Bromham as an example. It was felt as we now only had 4 sites the document would be quite brief. Kate agreed to draft with help from Mandy. Additional information provided by Mandy on site assessments.	Kate – 24/4 - Closed
27/4	Initial draft was reviewed and discussed by the team, with numerous amendments required on site information and wording. Graph of site assessment data agreed for inclusion. This will also be published on PC website. Amendments to be made and re-issued prior to PC meeting on 8/5	Mandy/Gav – 7/5
	3. As part of trying to preserve the village rural feel and character it was agreed to discuss with the PC about considering applying for either Conservation Area status for Parts of the High Street from Village Hall to the Church. Or listed building consent i.e. Bunyan Farm buildings, which includes the old Chapel. Issue Guidelines on these to Esther and Roger for discussion at PC.	Mandy 12/5
27/4	This was discussed at PC meeting on 20/3 and the PC have requested additional information, including any potential costs. Mark Smith agreed to provide this. This will be reviewed again at the PC meeting on 8/5. Update to be provided after PC meeting	
	4. Budget was reviewed and agree to be discussed and agreed at PC meeting on 20/3, so that next tranche of funding could be applied for to support the next 6 months activities.	
27/4	PC approved proposed budget. Need to obtain quote for consultation estimate. Unable to obtain consultation costs therefore it was agreed by	

	everybody to adjust the budget. The costs for printing have increased to allow for Issues and Options printing and Pre-submission of NHP document and associated maps etc. for Events. PC to be update on 8/5 and application to be made for grant of approx. £2500	Mandy - 8/5
27/4	Joanne Hodson attended the meeting as Chair of Stagsden Parish Council, in order to observe the work involved in the Neighbourhood Planning process.	
2.	**Site Assessments**	
23/3	Outline Draft Site Layouts received for Sites: 255,625 & 627 and reviewed by Mandy and Phillip. After meeting with Site agent and Architect for Site 627 the layout is being amended. Revised layout due by 31/3, to be circulated when available. It is important to understand that the layouts are more for illustrative purposes, so that people can get an idea what the sites might look like, if they were ever developed. The initial sample site layouts were reviewed. Consensus was that 2 of the sites are quite large. Comments from Phillip Brown were received prior to the meeting, which have been included below. Mandy agreed to provide feedback on site 255 to the owner. Discussed Local Plan 2035 consultation and Group 3 village content. Extract of document to be circulated.	Mandy - 31/3 Closed
27/4	Revised site layouts received for both 627 and 255. These will be included in the Issues and Options paper. Comments received on site layouts were circulated to the team 23/4.	Mandy 23/4 - Closed
3.	**Neighbourhood Plan Document**	
27/4	1. Draft outline Headings and structure for Plan document The outline document containing the following initial headings:- Introduction/About Stagsden/Vision/Objectives/Proposed Development Site and Consultations were briefly reviewed Draft amended document, minus the maps were reviewed and everybody agreed that the table which can be used to map objectives to policy areas was a good one and would aid to the flow and understanding the NHP document. Draft document to be circulated.	Mandy 31/3 Closed
4.	**Project Plan**	
	1. No updates to plan since last meeting	
5.	**Next Steps**	
27//4	1. Ask NFU if people can deliver completed Issues and Options papers to them. Also could they hold spare blank copies. 2. Roger to produce notices for letterbox at NFO and Garage at 10 Bedford Rd. 3. Send Draft SNHP document to Roger, along with sample policy statements 4. Draft policy statements for NHP document	Helen 2/5 Roger 27/5 Mandy – 3/5 Roger – 14/7
6.	**Date of Next Meeting**	
	Next meeting: 25 May 2017, 7.30pm, Village Hall	

Mandy Jauncey, Chair, 27/4/17