

**Stagsden Parish Council**  
**Neighbourhood Planning Steering Group**  
**Thursday 23 February 2017**  
**Village Hall Room at 7:00pm**

## Minutes of Meeting

**Present:**

Mandy Jauncey - Chair  
 Esther Dickson  
 Gavin Todd  
 Amy Jarvis  
 Kate Fletcher  
 Helen Smith  
 Nik Carden  
 Roger Heron  
 Jan Holmes

**Apologies:**

Phillip Brown  
 Lyndsay Maguire  
 Dick Thompson  
 Stephen Cox

| 1.   | Updates Since Last Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Actions                        |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 20/1 | Minutes and action from last meeting were reviewed and agreed. All actions were completed.<br>Updates were provided to Parish Council at the meetings in November 2016 and January 2017. Plus updates in village newsletter and PC website, which were done in December 2016.<br>The committee asked that we seek clarification on what happens if a site owner applies to develop a site before the NHP is Adopted.<br>Mandy to seek clarification from BBC Planning contact.                                                                                                                                                                                                                                                                                       | Mandy – 31/1<br>Closed         |
| 23/2 | <b>Due to current and future planning policies any large scale development could be rejected if it didn't demonstrate there is a need for large scale development. Decisions on developments in villages will be down to parish councils and NH Plans. Any development of green belt land would be rejected as it doesn't comply with NPPF Para 55. BBC Local CSRIP policies CP2,13 &amp; 14.</b><br>A meeting took place between Mandy, Amy and Helen to discuss the structure of the neighbourhood plan and Amy circulated a copy of Tetenhill and Rangemore NHP which the group discussed.<br>Additional examples of Upper Eden and The Lyn NHP were suggested by Esther as possibly good documents for small villages.<br>Mandy to distribute these to the team. | Mandy – 23/1 –<br>Closed       |
| 2.   | Site Assessments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                |
| 20/1 | Mandy provided an update on the site assessment analysis data, including input received from Bedford Highways Dept. and Philip Brown. A spreadsheet of the analysis data was circulated for the team to review and discuss. Based on this data and subsequent discussion, the committee agreed a shortlist of 5 sites. Follow-up discussions will now take place with these site Owners/Land Agents, as well as the site Owners/Land Agents that did not make the short list.                                                                                                                                                                                                                                                                                        | Mandy/Phillip –<br>20/2 Closed |
| 23/2 | On 21/2 we were notified of a new site 697 off Church Lane which was submitted back in Dec. 2105 but lost due to technology problems at Beds. Planning. This site will be assessed against the same criteria as the other sites. Although as this is a greenfield site and due to other issues it will not score highly.<br><b>Mandy &amp; Phillip had meetings in relation to 4 of the sites and Gavin attended one meeting. On the 5<sup>th</sup> site after much discussion and email exchanges the Site Owners decided to withdraw the site. They have been</b>                                                                                                                                                                                                  |                                |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                       |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <p>advised to notify Beds. Council planning. On the other 4 sites the owners or their representatives have agreed to provide high level site layouts which should be available prior to the PC meeting on 20/3. This data would then be used as part of the next consultation event in June and in the Issues and Options Survey.</p> <p>Committee agreed that there was no desire to extend the current 30mph limit for the village.</p> <p>Existing Footpaths, PRoW and Bridleways need protecting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                       |
| <b>3.</b>    | <b>Neighbourhood Plan Document</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                       |
| <b>18/11</b> | <p>See separate presentation material discussed during meeting.</p> <p>Amend slides on Sites to single bar to make it easier to see totals.</p> <p>Amend slides 8 &amp; 9 to show separate bars as per other slides which are not related to sites.</p> <p>Clarification is required on whether we can allocate a Village Green as part of the NHP document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Mandy – 21/11 – Closed                                                                                                                                |
| <b>23/2</b>  | <p><b>I have looked at the Policies Map and I assume the site you are referring to is on the corner of High St and Spring Lane. This is a designated Village Open Space and also has a small area allocated for housing in the Local Plan 2002 - Policy H23. The key principles of the site allocated in Policy H23 is for 'a small scale development of 6 houses accessed off Spring Lane in association with the provision of a 'village green' formed by incorporating the previously designated Important Open Space'.</b></p> <p><b>A starting point would be to contact the owner to see if they are willing to develop this land, especially considering there is still a current allocation. There is a process to go through in order to dedicate a village green, however it would need a lot of evidence and if there has been no public access, this may prove difficult to meet the criteria. Your application will need to show that the land has been used by a significant number of local people for recreation 'as of right' for at least 20 years. Further details are available in this guidance from the government - <a href="https://www.gov.uk/guidance/town-and-village-greens-how-to-register">https://www.gov.uk/guidance/town-and-village-greens-how-to-register</a></b></p> <p><b>Further details are also on our website here – <a href="http://www.bedford.gov.uk/environment_and_planning/common_land_and_village_greens.aspx">http://www.bedford.gov.uk/environment_and_planning/common_land_and_village_greens.aspx</a></b></p> <p><b>The other option is through Local Green Spaces which could be included in your Neighbourhood Plan, however you would need to provide evidence as to how it meets the criteria and why it was special. Further information on the draft methodology for Local Green Spaces was included in our previous consultation and the initial site assessments will be included in the next round of consultation. The draft methodology is available on our website see below link.</b></p> <ol style="list-style-type: none"> <li>1. Revisit draft Objectives documented last year.<br/>These were issued to the team for review prior to the meeting. Comments on amendments to be sent to Gavin.<br/>The team agreed that the Objectives should be SMART (Specific, Measurable, Assignable, Realistic, Time Related)</li> <li>2. Provide Text about Stagsden Village to Amy and Helen</li> <li>3. Collate or request photographs of the Village for the front cover.</li> <li>4. Write draft Introduction for Plan Document and send to Amy/Helen</li> <li>5. Draft outline Headings and structure for Plan document</li> </ol> | <p>Mandy - 31/1- Closed</p> <p>Gavin/Dick – 20/2 Closed<br/>All -17/3</p> <p>Roger – 14/2 - Closed<br/>Amy/Helen – 23/2<br/>Mandy – 14/2 – Closed</p> |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                    |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <p>The outline document containing the following initial headings:-<br/>Introduction/About Stagsden/Vision/Objectives/Proposed Development Site and Consultations were briefly reviewed</p> <p>6. Review distributed example of adopted NHP documents for discussion at next meeting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Amy/Helen – 20/2 – Closed</p> <p>ALL – 23/2 – Closed</p>                                                                                        |
| <b>4.</b>   | <b>Project Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                    |
| <b>23/2</b> | <p>1. Reviewed updated plan with Mandy prior to meeting. Revised Plan to be sent to Mandy – 2017 planned tasks from amended plan has been posted on the PC NHP website</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Gavin – 31/1 – Outstanding                                                                                                                         |
| <b>5.</b>   | <b>Next Steps</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                    |
| <b>23/2</b> | <p>1. Booking meeting room for 23/2 and 9/6. VH is Not available 9/6. Suggest 16/6 as alternative due to School holiday earlier in June.</p> <p>2. Draft a brief Business summary to add to section about Stagsden</p> <p>3. Reformat the dates in the table and change the Attendance column heading to Respondents</p> <p>4. Mandy to send Amy/Helen revised version with Table of Contents added. It was also requested that the Vision was re-visited with some suggested amendments.</p> <p>5. Revised version to be reviewed by all.</p> <p>6. 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.</p> <p>7. 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 for Bunyan Farm buildings, which includes the old Chapel. Issue Guidelines on these to Esther and Roger for discussion at PC.</p> <p>8. 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</p> | <p>Jan – 26/2</p> <p>Mandy 4/3</p> <p>Amy/Helen 23/3</p> <p>Mandy 5/3</p> <p>ALL – 10/3</p> <p>Kate – 23/3</p> <p>Mandy 27/2</p> <p>Mandy 20/3</p> |
| <b>6.</b>   | <b>Date of Next Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                    |
|             | Next meeting: 23rd March 2017, 7.00pm, Village Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                    |

Mandy Jauncey, Chair, 26/2/17

<http://edrms.bedford.gov.uk/OpenDocument.aspx?id=P7IXQwN7qIPiH%2b21jG1%2bTQ%3d%3d&name=Local%20Green%20Space%20Selection%20Methodology.pdf>