

Stagsden Parish Council
Neighbourhood Planning Steering Group

Friday 20 January 2017
Village Hall Room at 7:30pm

Minutes of Meeting

Present:

Mandy Jauncey - Chair
Esther Dickson
Gavin Todd
Lyndsay Maguire
Amy Jarvis
Dick Thompson
Helen Smith
Nik Carden
Roger Heron

Apologies:

Phillip Brown
Kate Fletcher
Jan Holmes
Stephen Cox

1.	Updates Since Last Meeting	Actions
20/1	Minutes and action from last meeting were reviewed and agreed. All actions were completed. 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. The committee asked that we seek clarification on what happens if a site owner applies to develop a site before the NHP is Adopted. Mandy to seek clarification from BBC Planning contact. 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. Additional examples of Upper Eden and The Lyn NHP were suggested by Esther as possibly good documents for small villages. Mandy to distribute these to the team.	Mandy – 31/1
18/11	<ol style="list-style-type: none"> 1. Review presentation of analysis data at PC meeting on 21st November. 2. Consult Bedford Borough Council and Highways Dept. 3. Write update on analysis in Village Newsletter 4. Agree short list of sites with Bed. Borough. SNHP team 5. Start formatting SNH Plan document and reviewing current data. 	Mandy – 23/1 Mandy – 21/11 - Closed Mandy/Phillip – 18/1 - Closed Mandy – 26/11- Closed ALL – 20/1 - Closed Amy/Mandy – 15/1 - 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. Committee agreed that there was no desire to extend the current 30mph limit for the village. Existing Footpaths, PRow and Bridleways need protecting	Mandy/Phillip – 23/2

3.	Neighbourhood Plan Document	
18/11	See separate presentation material discussed during meeting. Amend slides on Sites to single bar to make it easier to see totals. Amend slides 8 & 9 to show separate bars as per other slides which are not related to sites. Clarification is required on whether we can allocate a Village Green as part of the NHP document.	Mandy – 21/11 - Closed Mandy - 31/1
4.	Project Plan	
10/6	1. Add Risks & Issues into Project Plan.	Gavin – 20/1 - Closed
20/1	2. Reviewed updated plan with Mandy prior to meeting. Revised Plan to be sent to Mandy	Gavin – 31/1
5.	Next Steps	
20/1	1. Revisit draft Objectives documented last year.	Gavin/Dick – 23/2
	2. Provide Text about Stagsden Village to Amy and Helen	Roger – 14/2
	3. Collate or request photographs of the Village for the front cover.	Amy/Helen – 23/2
	4. Write draft Introduction for Plan Document and send to Amy/Helen	Mandy – 14/2
	5. Review distributed example of adopted NHP documents for discussion at next meeting	ALL – 23/2
	6. Draft outline Headings and structure for Plan document	Amy/Helen – 20/2
6.	Date of Next Meeting	
	Next meeting: 23rd February 2017, 7.00pm, Village Hall	

Mandy Jauncey, Chair, 23/1/17