

Stagsden Parish Council
Neighbourhood Planning Steering Group

Friday 8 July 2016
Village Hall Meeting Room at 7:00pm

Minutes of Meeting

Present:

Mandy Jauncey - Chair
Esther Dickson
Gavin Todd
Amy Jarvis
Lyndsay Maguire
Roger Heron
Kate Fletcher
Nik Carden

Apologies:

Julie Betts
Phillip Brown
Dick Thompson
Helen Smith
Stephen Cox
Jan Holmes

	Updates Since Last Meeting	Actions
1.	Beds. Council have changed the end date for the local plan to 2035. We need to understand impact on this on our plan activities. 10/6 Email Sonia at Beds. Council. 8/7 Sonia has advised that we don't have to have the same date as BBC Plan. The reason for the change is date is due to a number of sites being put forward for new settlements which means they need more time for assessments and their plan has to cover a period of 15 years. 8/7 Start of the Site assessment for Wick End was undertaken on 24/5 by Mandy and Phil. 2 more meetings are planned with site surveyors for Oakcroft and Bedford road sites. Meetings held on 14th and 20th June. See below for updates on Site Assessments.	Mandy – 17/6 – Closed 17/6 Mandy/Phil – Closed 5/7
2.	Site Assessments	
8/7	Mandy provided an update on the meetings attended by herself and Phillip Brown. See below. Meeting held on 14/6 with Paul Watson, Land Surveyor for Oakcroft Site. He has met with Mr & Mrs Barker and agreed to provide additional information on the site. Meeting held on 20/6 with Peter Sayer Land Surveyor for 50-90 Bedford Road site. He has provided us with Photos of the site. Meeting held on 28/6 with Diana Hudson Part owner of the Frossell's sites. The sites are owned by Diana, her sister and Brother and there are trustees. We visited Bunyan Farm. Awaiting response to email clarifying the situation with the sites, as they were put forward by a Land Surveyor who is no longer acting for them. Meeting held on 5/7 with Mr & Mrs Newman for Brookmead Farm sites. Sites were put forward by a Land Surveyor. They offered to provide example layout based on their preference. Most site densities have been calculated without thought to any layout, therefore it is likely there may be a variation of the individual site estimates, if ownership passes from the current landowners to developers. The visions expressed by the current landowners are likely be revised due to commercial pressures by professional developers in the future - as amply demonstrated in the recent past.	Mandy - 30/7 Mandy - 30/7 Mandy - 30/7 Roger 31/7

	We viewed site photos taken by Roger. The team requested additional photo's which show site entrances.	
3.	Neighbourhood Plan Surveys	
10/6	Draft Survey questionnaire produced by Esther / Lynz / Steve and Kate was reviewed during the meeting. Team need to review and provide comments to Esther by 17/6. Introduction, Site Map and Closing page wording to be added. Purchase Survey Monkey License.	ALL – 17/6 - Closed Mandy – 17/6 – Closed Mandy – 24/6 - Closed
8/7	Amend Survey Questionnaire and input to Survey Monkey The revised Survey Questionnaire is to be finalised during meeting of 8/7 for discussion and approval at Parish Council meeting on 18/7. Questions not yet entered into Survey Monkey. Team reviewed latest version of survey plus comments received. It was agreed that some additional amendments were required. Mandy to amend Introduction and Proposed Site sections. Kate to undertake additional amendments as agreed during meeting. Send Draft Survey to Jemma BRCC for independent review. It was agreed that the survey should have a return date of 30/9/16. We would hold 2 Site Information events 3-4 Sept and 24-25 Sept. for provide additional info. On proposed sites to help with completing survey questionnaire. Obtain agreement at Parish Council meeting 18/7.	Esther/Lynz/Kate/ Steve – 8/7 – Closed Mandy – 10/7 Kate 13/7 Mandy – 11/7
4.	Project Plan	
22/4	Draft plan immediate tasks reviewed and assignments agreed. Gavin and Mandy to refine plan further. Outstanding due to holidays.	Gavin/Mandy – 8/7 - Closed
10/6	Met on 7/7 Gavin to add Risk/Issues to Plan and additional columns for identifying deliverables etc. Mandy to make amendments from the meeting and send latest version to Gav.	Mandy – 26/4 – Closed
10/6	Draft discussed at meeting and everybody agreed the document is looking good. Helen to make some minor changes as per meeting discussion. Amendments made, however, document is quite large. Document purpose clarified, as repository for reference material that can be used for input into NH Plan document. Send OS Map reviewed during meeting for inclusion into document.	Helen/Amy – 8/7 – Closed Mandy – 15/7
5.	Next Steps	
10/6	1. Add Communication methods for updates to the Agenda – Will be added into Project Plan. 2. Check wording on Vision to make sure it reflects that it's in the future and not current state. Still outstanding. 3. Send Front page of Survey Questionnaire to Roger for printing on envelopes that he has kindly donated. 4. Roger to print logo on envelopes 5. The following people agreed to distribute surveys end of Aug. to 1st week in Sept:- Jan – Bedford Rd/ Spring Ln, Wick/Bury End including Kinsbourne Units Lynz/Helen & Gav – High Street Nic/Steve/Kate – Oakcroft Roger – Church/Turvey Rd & North End Mandy – Firs Farm units West End	Gavin – 31/7 Mandy 30/7 Kate – 13/7 Roger - 31/7 ALL – 4/9

8/7	Mandy to ask Jim Watson if he can do the rest of West End Where possible deliverers should endeavour to speak to people and ask if they would like survey's collected 1. Check with Sonia Beds. Council if the Policy Map will change or be affected once the NH Plan is adopted? 2. Seek approval from Parish Council to include 2 copies of each survey per household. This would require approx. 340. 3. The meeting in August will primarily be focused on putting surveys into envelopes.	Mandy – 15/7 ALL
6.	Date of Next Meeting	
	Next meeting: 18 th August 2016, NFU Meeting Room, 7pm	

Mandy Jauncey, Chair, 9 July 2016