

Stagsden Parish Council
Neighbourhood Planning Steering Group

Thursday 23 March 2017
Village Hall Room at 7:00pm

Minutes of Meeting

Present:

Mandy Jauncey - Chair
Lyndsay Maguire
Jan Holmes
Amy Jarvis
Kate Fletcher
Helen Smith
Nik Carden
Roger Heron

Apologies:

Phillip Brown
Esther Dickson
Dick Thompson
Stephen Cox
Gavin Todd

1.	Updates Since Last Meeting	Actions
23/2	- 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. - Draft a brief Business summary to add to section about Stagsden - Reformat the dates in the table and change the Attendance column heading to Respondents - 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. Revised Vision and Objectives Distributed to the Team. - 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. - 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. - 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. 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. - 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.	Jan – 26/2 - Closed Mandy 4/3- Closed Amy/Helen 23/3 - Closed Mandy 5/3- Closed ALL – 23/3 - Closed Kate – 24/4 - Mandy 27/2 Closed Mandy 20/3- Closed

	PC approved proposed budget. Need to obtain quote for consultation estimate.	Mandy 5/4
2.	Site Assessments	
23/3	Site 697 – Formal rejection and site assessment sheet sent to Land Agents for Diocese 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 – 6/3 – Closed Mandy - 31/3
3.	Neighbourhood Plan Document	
	Revisit draft Objectives documented last year. These were issued to the team for review prior to the meeting. Comments on amendments to be sent to Gavin. The team agreed that the Objectives should be SMART (Specific, Measurable, Assignable, Realistic, Time Related) 1. Collate or request photographs of the Village for the front cover. 2. 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.	All -17/3 - Closed Amy/Helen – 23/2 - Outstanding Amy/Helen – 20/2 – Closed Mandy 31/3
4.	Project Plan	
23/2	1. Reviewed updated plan with Mandy prior to meeting. Revised Plan to be sent to Mandy – 2017 planned tasks from amended plan have been posted on the PC NHP website	Gavin – 7/3 Closed
5.	Next Steps	
	1. Amend the Vision and Objectives and re-issue 2. Review Site layouts circulated during meeting and feedback any comments to Mandy. These will then be collated and distributed.	Mandy 31/3 All - 7/4
6.	Date of Next Meeting	
	Next meeting: 27 April 2017, 7.00pm, Village Hall	

Mandy Jauncey, Chair, 29/3/17