

Stagsden Parish Council
Neighbourhood Planning Steering Group

Thursday 25 May 2017
 NFU Meeting Room at 7:30pm

Minutes of Meeting

Present:

Mandy Jauncey - Chair
 Dick Thompson
 Amy Jarvis
 Gavin Todd
 Helen Smith
 Roger Heron

Apologies:

Phillip Brown
 Nik Carden
 Jan Holmes
 Esther Dickson
 Stephen Cox
 Lyndsay Maguire
 Kate Fletcher

1.	Updates Since Last Meeting	Actions
25/5	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 Document finalised, printed and put into envelopes for distribution by 1/6/17 1. 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. Update to be provided after PC meeting PC Agreed not to pursue this based on feedback received from conservation officer.	ALL 25/5 Closed
25/5	2. 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. 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. Final budget was £2450 the grant has now been agreed and paid to the PC council	Mandy 12/5 - Closed
25/5	3. Ask NFU if people can deliver completed Issues and Options papers to them. Also could they hold spare blank copies. NFU have kindly agreed to this and Helen took spare copies issued at the meeting	Mandy - 17/5 – Closed
25/5	4. Roger to produce notices for letterbox at NFO and Garage at 10 Bedford Rd. Roger produced and distributed this prior to the meeting	Helen 2/5 - Closed
25/5	2. Site Assessments	Roger 27/5 - Closed
25/5	Material for the Event on 16th June will submitted by the owners or their	Mandy 31/5 -

	agents will be printed in A3. Along with the assessment analysis. A link to the analysis sheet has been put into the Issues and Options Consultation paper and published on the PC website.	Closed
3.	Neighbourhood Plan Document	
25/5	1. Send Draft SNHP document to Roger, along with sample policy statements 2. Draft policy statements for NHP document	Mandy – 3/5 - Closed Roger – 14/7
4.	Project Plan	
	1. Plan updated to reflect started and completed activities for Issues and Options	Mandy 1/6 - Closed
5.	Next Steps	
25/5	1. The following people agreed to distribute the Issues and Options Consultation paper to various parts of the village, including businesses:- Helen/ Dick/ Roger/ Gavin/ Esther/ Nik/Lyndsey & Mandy. Jim Watson kindly agreed prior to the meeting to deliver in West End. 2. Check out online link 3. Order Velcro for June 16 Event. 4. high level plan and objectives for printing 5. Put leaflets in noticeboards for June 16 Event 6. It was agreed that Site information, Maps and Site Assessment analysis data and possibly the High Level Plan should be printed in A3 format. The survey analysis data and Objectives A4 printing. The analysis data is also available on the PC website. 7. Request any supporting material from site owners and/or agents 8. Organise refreshments for 16 June Event 9. The following people agreed to help set up the Village Hall on 16/6 starting at 4pm:- Dick/Roger/Amy & Mandy	ALL – 1/6 – Closed Gavin – 1/6 Roger 16/6 Roger -12/6 Roger 1/6 – Closed Mandy/Roger 12/6 Mandy 12/6 Mandy 12/6
6.	Date of Next Meeting	
	Next meeting: 16 June 2017, Issues and Options Event 5-9pm, Village Hall	

Mandy Jauncey, Chair, 25/5/17