

Minutes of the meeting of the Stebbing neighbourhood plan steering group

28th February, 2017. Friends Meeting House, Stebbing

1. Members present

Robert James
Christina Cant
Bernard Bazley
Jackie Kingdom
Andrew Martin
Val Stokes
Judith Farr
John Evans
Greg King

2. Apologies for absence

Francine Morgan

3. Public Questions

No members of the public were present.

4. Actions from previous meeting.

1. Andrew to speak to Simon re availability for presentation to the group – Completed
2. All to get any questions on the Landscape assessment for Simon to Robert to collate before the presentation, comments by 8th Feb - Completed
3. Francine to check whether the landscape assessment needs to be invoiced prior to the 31st March or paid prior to the 31st March for the grant. - Completed
4. Greg to email list of contacts once Bernard advises the blog is live - Ongoing
5. Can all members read the questionnaire and email any comments to Robert asap - Completed
6. Greg to email contact list asking for volunteers to deliver and collect questionnaire - Completed
7. Val to come up with words for the roadside notices by the weekend- Completed

5. Project Plan Update / Review

Good Progress is being made

6. Questionnaire and Delivery arrangements

Robert has sent the draft questionnaire out to the delivery volunteers to review, some comments have been received already.

We have 21 volunteers including the members of the steering group. Robert has split the parish into 21 routes and has printed the routes off. There are approx. 25 – 35 houses in each round depending on area, fewer houses where they are further apart, more where they are easily walkable between.

It was agreed that the training for the questionnaire delivery people should be completed prior to the cheese and wine evening so they can be introduced to the public at the cheese and wine.

John has put together a Q & A sheet for the delivery volunteers.

7. Publicity for Questionnaire

The roadside advertising banners for the questionnaire need to be done approx. 2 weeks prior to the planned start of the delivery.

8. Community Engagement

Val has been making enquires re availability of the Village hall for the launch of the questionnaire. Have looked at the OFMH also but village hall has a proper kitchen and more parking than the OFMH. Available dates are 13th and 20th March. The 13th is too soon and some people were unavailable for the 20th. Val is going to check for availability at the start of April, possibly 3rd April. The Launch evening needs to be advertised, this could be done via the email list, Village Notice boards, the shop, possibly the Schools parent mail system if they are agreeable and possibly estate agent type boards.

Extra item not on the Agenda

9. Landscape sensitivity and capacity appraisal

Andrew reported that he had received the quote for the inclusion of photographs which is £366.00 + VAT. 2 more viewpoints were identified in addition to the ones marked.

ACTION – Greg to obtain agreement from Parish Council for this additional spend

Jackie said that she felt that there should be more mention of Boxted Wood specifically, rather than it being included as part of 'Andrewsfield' or west of Braintree development as it is a separate area and could be developed stand alone.

Meeting ended at 8:30 PM.