

STEBBING NEIGHBOURHOOD PLAN STEERING GROUP

Notes of meeting 3 held on the 5th July 2016 at 7.30pm

Venue – The Old Friends Meeting House, High Street, Stebbing

1. **Present – Robert James (Chair), Francine Morgan, Bernard Bazley, Jackie Kingdom, John Evans, Judith Farr, Christina Cant & Val Stokes.**
Secretary- Greg King
2. **Apologies received from Andrew Martin.**
3. **There were no members of the public present**
4. **Actions from Previous Meeting**
 - a. Greg had already confirmed by email that declarations of interest are not required
 - b. Robert had distributed the revised Steering Group Constitution and it was agreed by all present to adopt it.

5. **Finance Report**

Francine reported that to date £80 had been spent, £36 of that, for meeting room bookings had been invoiced.

The potential spend forecast is as follows –

22 more meetings @ £352

Website (estimate £5 per month on 2 year contract) £120

500 Flyers £250 (estimate)

Village fete stall £7

Total £809

Funding secured £1500 from Parish Council

Until specific timescales are known for when funding is going to be needed, it is not possible to apply for additional funding as it has to be for specific expenditure and used within a specific time period.

The expenses policy has now been commented upon by the Parish Council, it was felt that the policy should state that expenditure should to be agreed by the Chair in advance and that in paragraph 2 there is a contradiction, it states that mileage is included in the things that do not need receipts and then in the guidelines asks for Fuel VAT receipts. Finally, it is felt that, it would be good to put in the first paragraph that,

postage, stationery, printing and photocopying should be undertaken by the Secretary but there may be exceptional circumstances when members may claim.

ACTION - Greg to update the expenses policy and email to Robert and Francine.

ACTION – Greg to take revised expenses policy to Parish Council for approval

6. Report From John Evans regarding the Key Points of the UDC Local Plan.

John reported on the UDC 2005 Local Plan and distributed copies of outline notes. Christina commented that there would possibly have been changes to some of the policies since the 2005 plan was adopted and that there was a comparison document available comparing it with the NPPF. John thought this may be available on the UDC website and would check. It was also thought that it might be useful to look at the 2014 failed Local Plan.

ACTION – Robert to see if the 2014 Local Plan is available to download and add to dropbox.

There was also discussion on whether the next stage of analysis of the 2005 Local Plan would be useful, it was thought that it would and John agreed to do this.

ACTION – John to do the second stage of analysis of the 2005 Local Plan

See Appendix A for John's complete notes regarding the 2005 adopted Local Plan

7. Neighbourhood Development Plan Area

Greg confirmed that he had that afternoon received the corrected map from Hannah and would forward it to the Steering Group members after the meeting.

8. Community Engagement Strategy

a. Bernard has now completed the initial design of the website.

There was a long discussion regarding website content and branding in relation to flyers, posters etc.

ACTION- Bernard to email link to all members by Monday 11th July, members should raise any issues and comments by Friday 15th July.

It was agreed that the website should have its own domain name and that there should be a link to this from the Parish Council website. It was also agreed that there should be a new contact email address for the neighbourhood plan, currently the parish Clerks email address is being used.

It was agreed that stebbingneighbourhoodplan.co.uk would be the website address subject to its availability.

ACTION- Greg to email the Parish Councils list of contacts with the new neighbourhood plan email address once this has been set up.

- b. Val reported that she had received a quote of £125 for the flyers from a company she has used previously. There was much discussion regarding a theme for the posters and flyers, it was agreed that Val should get some proofs for the members to review. Val also reported that the leadtime was approx. 4 days for printing once they receive the final design.

c.

ACTION- Val to obtain proofs of flyers / posters

ACTION – Greg to contact Peter Hall regarding using the Village sign design in conjunction with neighbourhood plan flyers etc

- d. Val & Judith presented their findings from looking at other questionnaires. A great deal of discussion took place upon the number and type of questions that this initial questionnaire should and should not include. It was decided that the questions should be kept to a minimum 2 or 3, with then an age group etc tick boxes at the bottom and this should be delivered with the flyer. Options to fill it in on-line or complete a paper survey using survey monkey were agreed.

ACTION – Greg to Contact RCCE to see whether they can provide the Key data community profile for Stebbing

- e. The stand has been booked for the village fete in September, do we need a banner for the front of the stall ? Val to investigate whether her printer can do banners.

9. Project Plan

There is no project plan as yet and it was agreed that Francine would create an initial Plan with just the main headings and would liaise with Robert to fill in the detail

ACTION - Francine & Robert to work on the project plan

ACTION – Greg to introduce Francine to Andy Bennett in relation to the key steps in their project plan and gain any learnings that we should build into our project plan in particular with regards realistic time frames to allow for activities.

10. Items for the next meeting to be held 3rd August 2016

APPENDIX A

STEBBING NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

OUTLINE NOTES REGARDING UTTLESFORD LOCAL PLAN (ADOPTED JANUARY 2005) (“The Plan”)

1. A 90 page document containing 8 Topics, referencing individual Policies, as follows:
 - a. Umbrella (eg major settlements, Stansted Airport, Metropolitan Green Belt and Countryside Protection)
 - b. General (eg Design, Flood Protection, Good Neighbourliness, Light Pollution, Nature Conservation)
 - c. Economic Activity (eg farm diversification/alternative use of farmland)
 - d. Environment, Built and Nature
 - e. Housing
 - f. Leisure, Culture and Community
 - g. Retail
 - h. Transport and Communication

2. Within the Topics set out, there are many individual Policies, namely the following, numerically:

a. Umbrella	8
b. General	8
c. Economic Activity	5
d. Environment etc	15
e. Housing	13
f. Leisure etc	6
g. Retail	3
h. Transport etc	4

3. Further reference will need be made to the latest Local Plan when available (the draft 2014 runs to 204 pp). There are also 7 Sub-Regional and 14 specific to Uttlesford which are in existence, prepared by various authorities and agencies, which are not detailed in The Plan. Further, consideration will have to be given throughout to issues arising out of NPPF and NPPG, and of these, examples particularly relevant to Stebbing might appear to include:
 - a. Protection of landscape, wildlife and historic features
 - b. How to show future housing requirements are to be met within sustainability criteria

4. As to the Policies, the following might seem of particular relevance to Stebbing in considering a draft NP:
 - b. General
GEN2. DESIGN. (as supplemented by detailed advices etc), so as to ensure compliance with scale, form, layout, appearance etc of neighbouring buildings; safeguarding of environmental features

GEN6. INFRASTRUCTURE. Provision of community facilities, schools, public services, drainage etc

GEN7. NATURE CONSERVATION. Wildlife and geological features not to be harmed

- c. Economic Activity
 - E4. Farm Diversification
 - E5. Reuse of Rural Buildings

- d. Environment etc
 - ENV1. Design of development within conservation Area.
 - ENV2. Development affecting Listed Buildings
 - ENV3. Open Spaces & Trees
 - ENV4. Ancient Monuments
 - ENV5. Protection of agricultural land
 - ENV6. Change from agricultural land to domestic garden
 - ENV8. Hedgerows, ancient woodlands

- e. Housing
 - H3. Infilling ("windfall sites") within development limits
 - H4. Backland development
 - H6. Conversion of rural buildings to homes
 - H8. home extensions
 - H9. Affordable housing
 - H10. Affordable housing on exceptional sites

- f. Leisure etc
 - LC1. Loss of sports fields/recreational facilities
 - LC5. Hotels and B&B by way of change of use

- g. Retail
 - RS3. Retention of existing retail and other community services