

Minutes of the meeting of the Stebbing neighbourhood plan steering group

1st May, 2018. Friends Meeting House, Stebbing

1. Members Present

John Evans
Christina Cant
Jackie Kingdom
Andrew Martin
Val Stokes
Judith Farr
Bernard Bazley
The Secretary

2. Apologies for absence

None

3. Minutes

The Minutes of the last meeting were agreed. The Chair commented that historically, the minutes have not been signed. The Secretary said that there is a requirement for the Parish Council minutes to be signed, but there is no reason for the Neighbourhood plan minutes to be signed unless we want to. The Chair said he was happy to continue as is.

4. Public Questions

There were no members of the public present

Actions List review

Action 25 – remains ongoing, the intention is to include this in one of the plans

Action 37 – remains ongoing

Action 39 – remains ongoing, this will be discussed later in the meeting

Action 40 – the reference to community housing was to be asked of Michael Kingdom. Jackie said that Michael said that there wasn't any change in particulars as he saw it but to leave it on and he would look at it again if required to later

Action 47 – John Said that he would report on further in the meeting under the specific agenda item

Action 48 – John said that he would come back to this later in the meeting under the specific agenda item

Action 49 – now completed, we do have an ordinance survey licence number as part of our Parish online subscription

Action 51 – completed

Action 52 – completed

Action 53 – will be discussed later under the specific agenda item

Action 54 – list of consultees is pending, John will do this for the next consultation meeting

5. **Budget/Funding (Locality funding rules extended)**

Francine has now looked at the updated funding arrangements that John reported on at the last meeting, she has looked at our current funding and spend, we have received and spent £11764 from Locality, this represents all of the basic grant funding that is available. However we may be able to obtain a further £5236 from Locality under the new scheme if we meet the criteria, that being if we allocate sites for housing or include a design code in the plan. John said that therefore our access to funds for producing printed material and hosting public events was therefore limited.

Val asked if we could get more money from Uttlesford, the secretary said that a grant of £5000 has been agreed with Uttlesford and to date we have called off £417 and £265 leaving £4318. Bernard said that we were coming close to the anniversary of the website, therefore there will be costs for the hosting, email address etc for the forthcoming year, the secretary said this should be claimed in the usual way via the expenses form

6. **Review of draft plan v05 and comments/amendments**

John said that he had accepted all the changes and comments after the last meeting into this current version of the plan. John asked whether anyone had any comments to make on the current version. Judith asked regarding the equality impact assessment, should it be a separate document or attached within, Judith will send to John once she has incorporated the information she has received from Andrew. Jackie said she would be looking at it closer shortly as she had been tied up. Bernard asked whether we would still be producing a mini digest version of the plan for uploading onto the website for those that would just like to read the 'edited highlights', it was agreed that there would be.

Jackie said that the Annual Assembly and AGM of the Parish Council was coming up shortly and she had been asked by the Chair of the Parish Council for an update on the progress of the plan and if we had an idea of a completion date that she could include as part of the Chairman's report of the year. The secretary said that for the annual assembly each year we do ask the organisations of the village to submit a short piece on their activities over the past year, perhaps the steering group could do this also. Jackie asked when these have to be in by, the secretary said that so long as they are received by the day before the meeting, which is 17th May that would be fine. John said that it fitted in well with the date for the Stebbing Scene whose copy date is the 15th, John said that he would draft something for the groups agreement by the end the following week (11th May).

ACTION:- John to email draft report for Stebbing scene and Annual Assembly by 11th May

7. **Update UDC responses (if any) to recent correspondence**

John reported that the secretary had despatched to the consultants retained by Uttlesford the agreed letter. To date there has been no response or acknowledgement, however John has also spoken to Uttlesford and a date of a week Thursday (10th May) at 10am has now been agreed to meet with them to discuss the heritage impact assessment, local green spaces, housing allocation and the green wedge. Christina asked whether John got the impression they were working on the housing allocation. John said he didn't ask about that, he had mainly spoken about the heritage impact assessment, he said that he had been advised by UDC that at this meeting it was felt that they would not be in a position to share their draft report even at this stage. John said that he felt it was important to get on with the meeting with UDC. Rachel Hogger and Simon Neesam will be attending along with himself, Andrew, Jackie and Christina who had indicated they were both available, it was not necessary for both to attend if they didn't want to. Jackie said that she would

attend with John and Andrew, Christina agreed to not attend. John said that it would be good to include in the pieces for both the Stebbing Scene and the Annual Assembly what Uttlesford have to say.

8. Photographs for Draft Plan

Bernard said that the group have about 15 photographs that it owned and that he had contacted Claire Basham-Smith who had contributed to the Stebbing Scene who has agreed to help. Bernard is meeting with her to look at her portfolio. He is hoping that she may have some pictures we can use and be able to take some more for us. He will report back after the meeting. Christina said that we have lots of photographs of historic Stebbing, however ought we include pictures of some of the more modern architecture in the village, eg Garden Fields, individual recent houses etc. She said that she felt that the plan needs to show that we do embrace new architecture as well old. Several suggestions were made of possible buildings and views that could be included. Bernard asked whether photographs of the proposed green spaces and possible development sites were required. It was agreed that aerial photographs of possible development sites might be a better option, several suggestions of who may be able to do these were put forward.

John said that he had also contacted the History society and he has been given a list of all the photographs they have as it may be an idea to use some of those in the plan, possibly showing early street scenes and taking similar ones of the same view now.

John said that photographs had also been taken by our consultants for the landscape and heritage assessments, Bernard said that he had emailed them to ask for permission to use them on the website but had not received a response.

The secretary reported that in recent conversations with the Parish Councils Solicitors, it has become apparent that even though Pulford playing field was gifted to the Parish with the condition that it should be retained in perpetuity for the use of the village, these conditions can be removed with the agreement of the heirs of the estate, so whilst we though Pulford playing Field did not need protecting as part of the list of green spaces, it should now be included. It was agreed to put Pulford playing field back in the list of green spaces.

ACTION:- Bernard to email landscape and heritage consultants again re use of pictures in their reports

9. Essex Design Guide

John reported that the design guide has lots of examples of things eg rooflines that in small villages are possibly more important than in a town street scene. Andrew said that because we are going for small scale growth, the policies cover the standard for this small scale development regarding preserving and enhancing the street scene. It will be interesting to see what UDC include in their plan regarding this, we may want to refer to this once it is published or include statements of our own similar to those in the Lavenham neighbourhood plan. John asked whether there was a reason that there had never been a design guide for Stebbing, other villages appear to have them. Christina said that she had a copy of one for Stebbing dating from the 1970's. Andrew suggested maybe putting some design guides for each of the possible development sites that we identify. It was thought that this would be a good idea rather than having a village wide design guide that could stifle individual architecture designs.

Bernard asked whether the Parish Council had any say on the designs for current planning applications. Jackie said that currently we don't, we can comment, but UDC has the final say.

10. Projects (wishlist)

John asked whether there was anything we could include in the plan for the youth of the village. It was agreed that something was required, previously there had been youth clubs etc but all have ceased and now are probably an outdated idea. Christina said that they do produce open shelter type structures that she thought would be ideal for youths to meet if a position could be found. Jackie agreed to look at this and write a section for the plan.

John asked whether there were any other project ideas – Jackie said that a lot of people put in the questionnaire that they wanted a restaurant.

Christina said that another issue is still parking; it was asked whether the church would make their car park when they get it, available for general parking. It wasn't known whether this would be the case or not. It was agreed that supporting the church car park should go on the wishlist as something that the group would support. John said that we ought to look at the results of the questionnaires again to look at anything else that residents would like for the village that may be able to be included on the wishlist.

It was agreed to gather together all the questionnaires as they are currently spread amongst the group, John said they could be stored in his granary for the time being and then later in the Parish archive once they have been finished with.

ACTION:- all to bring questionnaires they have to the next working party meeting

11. Monitoring post Plan

It was agreed to defer this and leave to a later stage.

12. Site Allocations

John thanked Andrew for this draft forms and guidance. Andrew handed out copies of plans showing the areas walkable from the centre of the village within 5mins, 10 mins and 15mins to try and determine what areas should be looked at. Bernard asked whether we had now agreed the sites, John said no, we have a list of possible sites but they have as yet to be assessed. Andrew asked if it would be helpful if he issued his sites plan with colour coding and grid references etc, John agreed this would be useful.

John asked the relevance of the isometrics, Andrew said it was in the interest of sustainability, people are more likely to walk to the centre of the village amenities rather than getting in their cars if any new development is within a reasonable walking distance.

Andrew said that highway access will be a big issue for a lot of the sites. Andrew suggested that we may need to contact ECC to look at the sites we put on the shortlist to see if they are likely to meet ECC highway standards re visibility, splays etc? it was agreed that this would be a good idea.

It was agreed that it might be better to go view the sites either individually or in pairs / small groups and then all meet after to discuss them.

John reported that we had received via the contact us feature on the website promotional material from Village Foundations, John asked in relation to this contact whether it was of any interest to us and did we have any interest in asking them to come and see us or was it just advertorial.

Andrew said that they made some valid points, but they are just developers under a respectable name. Andrew thought that they were no different to a lot of small builders, it's just clever marketing. Jackie said that when you drive around the country, there are so many developments that just all look the same, whichever town or county you are in, all 4/5 bedroom executive type houses. Andrew said that with the type of small scale sites that we are likely to be putting into our neighbourhood plan, we can put a design brief in for them to say there should be a mix.

Andrew suggested that we go back to Village Foundations thanking them for their interest etc

13. AOB

John said that we needed to set the meeting dates for the next period. John suggested we do this once the Parish Council has set its dates but maintain the current frequency. It was agreed to book the Old Friends Meeting house for the next 6 months once the Parish Council meeting dates have been agreed.

The meeting closed at 9.09pm