

Minutes of the meeting of the Stebbing neighbourhood plan steering group

31st January, 2017. Friends Meeting House, Stebbing

1. Members present

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

2. Apologies for absence

None

3. Public Questions

No members of the public were present.

4. Actions from previous meeting.

a, Robert was actioned to send the terms of reference for the landscape assessment to Rachel Hogger.- Completed

b, Robert to contact Rachel Hogger and ask whether she want to see the questions for the second questionnaire – Completed

5. Budget Update

Budget circulated by Robert – another £500 received via Alan Mills from the new homes bonus. It was agreed that the financial situation was currently healthy.

6. Landscape Character Assessment

It was felt that the group needed time to assess and absorb the contents of the assessment. It was also thought that it would be advantageous to the group if Simon presented the assessment to the Steering group

Action – Andrew to speak to Simon re availability for presentation to the group

Action – all to get any questions for Simon to Robert to collate before the presentation comments by 8th Feb

Action – 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.

7. BLOG

Blogs need to be updated weekly to keep them interesting, Bernard suggests at least weekly. Bernard will send a link to the test blog for comments.

Action – Greg to email list of contacts once Bernard advises the blog is live

8. Questionnaire Update

New questionnaire has been to Rachel Hogger for comments. There are some things that still need changing.

Action – Can all members read and email any comments to Robert asap

Rachel Hogger will be attending the steering group meeting on 28th March.

There was a discussion regarding adding graphics to the questionnaire to make it look more attractive – this will be looked into by Val with the printers who have done the artwork for other banners / leaflets that have been produced.

It was agreed that the questionnaire should be available on the website for completion after the paper ones have been distributed and collected

Action – Clerk to email contact list asking for volunteers to deliver and collect questionnaire

Volunteers will need a briefing prior to delivering / collecting so they are able to answer any questions raised.

9. Publicity Posters for roadside to advertise Questionnaire

Robert has contacted Daniel Brewer to find out who does their boards and will contact them once the wording has been agreed. Locations need to be on all entrances to the village.

Action – Val to come up with words for the roadside notices by the weekend

10. Business Questionnaire and Contact list

Rachel Hogger has reviewed and commented. It was decided to email the business questionnaire to as many as possible and to the contacts for the local groups

11. Land Ownership

There was a long discussion regarding land ownership and Robert updated his list with names given by the members of the steering group

12. Mapping Software

Robert reported that we now have access to print parish maps, it is ordinance survey licenced

13. Listed Buildings

Robert has produced a list of the listed buildings from the historic England website

14. Project Plan update / review status of tasks

Robert asked for any comments on the updated project plan. Francine asked about the action to identify and contact key local partners – This is a list of interested stakeholders including people like the utility companies etc. Secondly Francine asked about the position in the plan of the sustainability appraisal, Andrew said that this needs to be completed nearer the end of the process. It's not a mandatory part of the neighbourhood plan and it would be worth asking Rachel about this.

Christina asked about the Historical survey, Andrew said that he had volunteered to do this and Jackie had already passed information to him regarding this.

Francine said that originally we had put in an arbitrary date to have the neighbourhood plan completed by May 2018, in order to get the neighbourhood plan in before the UDC local plan we really need to have our draft plan in before the end of 2017. There followed a discussion on what there was left to do and how long the remaining tasks should take.

Val asked whether we were still going to do something like a cheese and wine to villagers to come along to. It was agreed that this would be a good idea and Val and Judith agreed to look at this

Meeting ended at 9:15 PM.