

Minutes of the meeting of the Stebbing Neighbourhood Plan Steering Group

2nd May, 2017. Friends Meeting House, Stebbing

1. Members present

Robert James
Francine Morgan
Christina Cant
Bernard Bazley
Jackie Kingdom
Andrew Martin
Val Stokes
John Evans
Greg King
Rachel Hogger from Modicum Planning

2. Apologies for absence

Judith Farr

3. Public Questions

No members of the public were present.

4. Declarations of Interest

A revision to the constitution regarding declarations of interest for the members of the Steering Group was discussed to ensure complete transparency.

It was agreed that declarations of interest should be declared at the start of every meeting much the same as happens at Parish Council meetings.

Action: John Evans to circulate his suggested amendment to the steering group constitution regarding declarations of interest ready for discussion in more detail at the next meeting

5. Rachel Hogger

Rachel went through her role regarding the Neighbourhood plan and the ways in which she will be able to assist going forward. Rachel clarified the way that the support she gives as part of her employment by UDC is spread about the District. Rachel believed that we were at a critical point in our plan and she was aware that Stebbing had asked very little of her to date so suggested that we take full advantage of the time she can give us.

6. Review of the questionnaire collections

Robert James reported that the response to the second questionnaire had been excellent, 480 paper questionnaire responses were received and 45 online responses, totalling 525 responses. Each response could be for more than one person. Robert has analysed the questionnaires he

collected and it worked out that each completed questionnaire represented approx 2.2 people. Using this average across the full number of questionnaires completed, it equates to representation of 1058 people in the village. Some areas there was an almost 100% response whereas in other areas it was much lower.

The issue now is how to crunch the data, Bernard is going to check whether the IP lock can be taken off to allow more than one entry from an IP address to be entered. The most time consuming part would be inputting the free format text, it was decided that the free format text would be looked at separately, with just the tick box data being entered onto survey monkey to allow the stats to be gathered.

It was agreed that the 10 members of the Steering group would input the data to survey monkey and a smaller group of people would look at the freeform data and summarise it.

Val asked Rachel what might be a good way of presenting the results back to the public. Rachel didn't feel that it required a dedicated event, but could form part of a future combined event, possibly the start of a framework of the priorities that are going to form part of the Neighbourhood plan. There will always be some items that cannot be addressed in the Neighbourhood plan, but indicating that they have been heard even though it is outside the scope of the neighbourhood plan will keep public engagement. The figures from the number crunching can be uploaded onto the website and while it will be too late to get the figures into this next Stebbing Scene, there could still be a piece about the high level of response and that the figures will be available on the website.

Business responses have to date been rather poor.

Jackie, Robert, John and Andrew will be looking at the freeform text to analyse and summarise that.

Rachel asked whether Sarah Nicholas has asked the Stebbing Neighbourhood Plan steering group to present the key findings of the Landscape and Character Assessment report at the PPWG meeting, to date we have not been asked. Rachel will ask Sarah if it possible to get this on the agenda for the 17th May, failing that it would be the meeting in June. John Evans agreed to do the presentation to UDC / BDC .

Rachel asked whether our landscape assessment have been scrutinised by any other bodies. She recommended that it was sooner rather than later as any issues can be resolved prior to the plan being submitted and then possibly not being found robust. It is potential developers that may question the plan if land has been marked as low capacity.

Simon from the Landscape Partnership has said that he will defend what is in the report and it may be a good idea to have Simon attend any PPWG meetings where it is to be presented to answer any queries raised.

7. Heritage and Character Assessment

Andrew has produced a draft briefing scope and suggests we invite several third parties to quote for the work. Andrew went through the list of companies and gave some background on each of them.

It was agreed to ask for quotes from everyone on the list plus the one that did Thaxted. Greg will send them out once all details are confirmed by Andrew and the errors identified are corrected.

There was a discussion regarding which files and documents would need to be sent or linked, Andrew will set up a new Dropbox for the documents or include the necessary links.

8. Fundraising and Budgetary Matters

Francine reported that John had forwarded some information regarding funding that he had from Lavenham, but it was more for business opportunities than for neighbourhood planning. Francine will call the bright ideas fund to discuss. Francine asked if we would qualify for the additional £6k as a complex plan, Rachel thought that because of the West of Braintree possibility we may qualify as a complex plan and would have access to increased funding and their experts / professionals.

Val's expenses claim for the cheese and wine for the public meeting was signed by Robert

9. Evidence base: Topics and task allocations for research, review and submission with commentary to central NP Database

John went through his document with those present to identify whether there were people interested in any particular topic who would like to take ownership of that topic and do the investigatory work ready to feed into the evidence base. We need also to take advice from Rachel as to what we need to include and decide whether to contact the statutory bodies sooner rather than later to let them know that we will be in touch with them, this way we may save time later by already having contact details etc.

Rachel also offered advice on what parts of the evidence base could be started now without possibly wasting time on items that won't form part of the plan once the policies start to form. Rachel also offered assistance in the form of looking at the collated response from our questionnaire.

Meeting ended at 9.50 PM.