

Minutes of the meeting of the Stebbing neighbourhood plan steering group

1st November, 2016. Friends Meeting House, Stebbing

1. Members present

Robert James
Christina Cant
Bernard Bazley
Jackie Kingdom
Andrew Martin
Val Stokes
Greg King

2. Apologies for absence

John Evans, Francine Morgan and Judith Farr were not present at the meeting

3. Public Questions

No members of the public were present.

4. Actions from previous meeting.

a, Robert was actioned to write to UDC to advise that The grant application had been made to Locality and to apply for the UDC grant.- Completed

Robert added that Francine and Greg had been completing the due diligence for the Locality grant, Greg reported that the current position was that the grant had been approved, but Locality required a more up to date bank statement for the account that the grant was to be paid into. This was ordered last week and arrived today.

Robert reported that the UDC grant was up to £5000, but this is not paid up front, invoices have to be supplied and the Parish Council will be reimbursed.

b, Robert to write a piece for the Stebbing Scene – Robert has circulated a draft for comment.

c, Andrew to liaise with Francine to produce a response to Locality on their queries re the grant application - Completed

5. Summary of questionnaire results – agreement required on article for publication

Several people have already commented on the draft article for publication, Jackie said she had noticed a couple of errors in wording and that she would get her comments back to Robert the next morning.

6. Questionnaire Update

John had circulated the questionnaire from Lavenham, it was thought that the questionnaire was for Stebbing purposes far too long with quite a lot of questions that don't really apply, but

that it was a very good starting point. It was agreed that Jackie and Andrew would work with John to create a draft questionnaire for Stebbing.

It was agreed that the questionnaire could take place at the same time as the Landscape and sensitivity and capacity appraisal.

There was a long discussion regarding how to engage with the residents to try and get the maximum response to the next longer questionnaire. It was thought that the best way was to hand deliver the questionnaire to each property and then collect it after a few days. It was thought that we could possibly ask some of the people that put their names forward at the public meeting to assist in the delivery and collection of the questionnaires. It was also thought that those people may need a brief update on the reasons for the questionnaire and be briefed on the current position etc so they would be able to answer some of the questions they may be asked by householders.

Action: - Robert to email Greg with what the delivery volunteers would be required to do.

Action: - Robert to email Greg with the list of email addresses collected at the Village Fete to add to the list of possible Volunteers.

Action: - Greg to email possible delivery volunteers with what they would be required to do once an approximate date is known.

It was also thought that there could be a prize draw to try and encourage people to complete the questionnaire and whilst we do not ask for names and addresses, people could be asked to provide a mobile number or email address if they wanted to be entered into the draw.

It was thought that the questionnaire should be able to be produced prior to the next meeting, agreement could be by email. Val confirmed that printing of the questionnaire should be approximately 2-3 days.

7. Project Plan – updates / review status on tasks due for completion (as assigned in project plan) – next steps

Francine was not present at the meeting but Robert reported that Francine had advised that 2.0.2, 03 and 04 have been completed

8. Update from Andrew on the Landscape Sensitivity & Capacity Appraisal including concerns regarding scope

Andrew reported back on the 3 quotes received for the Landscape Sensitivity & Capacity Appraisal, it was felt that using a company with local knowledge may be better. 2 of the quotes were within a reasonable amount of each other, the third was almost double the cheapest.

Andrew met with John and Robert to look at the quotes to ensure that all 3 were quoting for the same work, especially the one that was twice the cost of the others. It was considered that all the quotes covered the requirements.

It was decided by a show of hands to go with the quote from The Landscape Partnership at a cost of £5181 +VAT, they were also able to start within a reasonable timescale.

Action:- Robert to email Greg with the request to spend the money on the Landscape Appraisal to take to the Parish Council.

Meeting ended at 8:35 PM.