

Minutes of the meeting of the Stebbing Neighbourhood Plan Steering Group

29th November, 2016. Friends Meeting House, Stebbing

1. Members present

Robert James
Christina Cant
Jackie Kingdom
John Evans
Francine Morgan

2. Apologies for absence

Val Stokes, Greg King, Bernard Bazley, Judith Farr and Andrew Martin

3. Public Questions

No members of the public were present.

4. Actions from previous meeting.

All actions highlighted on the minutes of the previous meeting were completed.

John, Jackie and Andrew met during the month to discuss the questionnaire.

Robert wrote a letter to Uttlesford district council to advise them that RCCE had allocated us funds. Uttlesford district council subsequently confirmed they had allocated an additional £5000 for completion of the project. This is not a cash allocation but rather a maximum that can be invoiced to them.

During the month, Val, Chris and Jackie attended the RCCE coffee morning. They were given a copy of Eight Ash Green Parish's Project plan which was cited as a good example in-so-far as it was slightly more comprehensive than ours because it was also used as a diary of events. We will review our project plan to fit this role.

Christina attended the local plan meeting on 28th of November at which time Thaxted presented their Landscape assessment and their Historic Assessment. They were asked what the terms of reference were having said that Rachel Hogger had approved everything beforehand. It was suggested that we get Rachel Hogger to review and approve our terms of reference before proceeding. However regarding the landscape assessment, we have already appointed contractors to carry out this work. It was generally agreed that for future reviews and assessments that we would seek Rachel's approval.

Robert to send landscape assessment ToR to Rachel for approval and comment.

It was noted by John that within Uttlesford there are only seven parishes with approved areas compiling neighbourhood plans. John commented that whilst we in Stebbing were engaged in conducting the work ourselves, Great Chesterford had appointed consultants to carry out all of the work for them.

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.

There was a discussion about the historic assessment of the parish and what we needed to do with regard to what we would need to include in the NP.

Christina was going to look for the information that was compiled when Stebbing won the Essex Village of the year some 16 years ago to see if any was useful and relevant for our NP.

Jackie volunteered her husband to carry out a review of the listed buildings in the parish. Jackie also said she had given Andrew a document called "Prospect for survival" which contains a lot of information in a variety of categories which may be useful for the report.

Francine suggested we compile a list of all the relevant and useful information that we have available.

We need to review the historic list to find the gaps and so on.

We discussed how we can interact with the residents. Cheese & wine, exhibition, on-going notice board

Something on the website to compare the NP & Cercle? (Bernard)

5. Questionnaire Update

Robert said that he had reviewed the questionnaire and that he felt there were questions and information that were not relevant to the plan. For instance, we had agreed at the previous meeting that the questionnaire was to be completed as a paper only document and that on-line returns were not what we wanted. The reasons for this was that we were going to knock on people's doors and find out how many questionnaires were required household and the collector was then going to return to the house and collect the same number of completed form and that we thought this would be the best way to get the maximum return. We discussed the need to have the relevant number of questionnaires printed so that every resident will have the opportunity to complete a form and that after say, two unsuccessful attempts to collect the form we should deliver a slip through the letterbox advising that the form can now be completed online.

Also at the previous meeting we had agreed that in order to facilitate ease of completion of the questionnaires by the residents we would have multiple choice questions only. However the new questionnaire contained comment boxes for written feedback. Francine volunteered to analyse written feedback should that be the agreed method.

Robert raised his concerns that some of the questions appeared to be "loaded", For instance, Is there enough parking for the village school? What not ask the same question regarding the shop or the church?

Robert also confirmed that he had generated a list of all of the addresses in Stebbing with assistance from Greg that can be used for the questionnaire delivery.

Robert to contact Rachel Hogger to ask her when she would like to see the questionnaire.

NP Questionnaire publicity posters

Discussions around the placement of “estate agent” type posters encouraging residents to complete the neighbourhood plan questionnaire and any potential conflict with the parish council who are planning to locate posters encouraging opposition to the Andrews field development. It was agreed that there is not a lot we can do apart from put these in position a short time before the questionnaire is circulated and hope that the residents do not become too confused differentiating between the neighbourhood plan and SERCLE.

Improved map for website

Bernard had asked it would be possible to supply a higher quality map of the parish to be put on the website.

We were advised that the parish council has an OS license and the Brian Martin was the person to contact. Robert will do this

Landscape sensitivity and capacity appraisal

A meeting was held last week with The Landscape Partnership’s Simon Neesom at Andrew’s offices along with Robert and Jackie.

We discussed the scope of work and were presented with their methodology. We had agreed originally to use this company on the basis that they had carried out the Felsted appraisal which turned out not to be the case, however they have done the East Bergholt appraisal. On the basis of our meeting it was agreed that they should go ahead with this appraisal.

Traffic speed in the parish.

One item that was highlighted from the original questionnaire as being of concern to the residents was the speed of traffic in the parish. This is not an item of reference for the Neighbourhood Plan but one which cannot be ignored completely. As such it was taken up by the Parish Council who requested ECC to conduct a traffic speed survey throughout the village. The results are available in the minutes of the December meeting of the Parish Council.

Meeting closed at 8 50.