

Minutes of the meeting of the Stebbing neighbourhood plan steering group

3rd August, 2016. Friends Meeting House, Stebbing stop

1. Members present

Robert James
Christina Cant
Francine Morgan
John Evans
Bernard Bazley
Val Stokes
Andrew Martin

2. Apologies for absence

Apologies received from Greg Smith, Jackie Kingdom and Judith Farr

3. Public Questions

No members of the public were present.

4. Actions from previous meeting.

- a. The updated expenses policy was completed
- b. The updated expenses policy have been approved by the parish council at their last meeting
- c. Peter Hall had been contacted regarding the use of his artwork on the steering group website and leaflets etc. and he was agreeable to this
- d. John Evans has commenced the second stage of analysis and is carrying out a comparison of the 2005 local plan with the 2014 withdrawal local plan.
- e. Bernard Bazley has completed website and all associated matters.
A brief discussion was held regarding the information on the website pertaining to the steering group membership and it was agreed that photographs along with a very short biography of each member would be useful and appropriate.
- f. Greg is a has yet to confirm that he has emailed the new neighbourhood plan email address to his list of contacts
- g. Val Stokes obtained proofs of the flyers and posters. These have subsequently been approved, printed and distributed
- h. Obtaining key data community profile from RCCE remains outstanding. Francine Morgan compiled the project plan.

5. Finance report

To date we have £1500 of funding. We have spent £630 which includes room hire and Greg's costs.

We need to start giving consideration to future costs in order that we may apply for funding in good time.

6. Project plan

The project plan was presented to the working group. It is not known exactly how long it is going to take to produce the neighbourhood plan and so an estimate of 24 months was assumed for the purposes of this exercise. Like any project plan durations of the tasks can be shortened or lengthened as necessary although an overall targeted two years was considered to be achievable. Several items on the project plan particularly in the first part 1.0 Set up were already either complete or in progress.

Section 2.0 Prepare Draft Neighbourhood Plan. An estimated three months had been allowed for this but once again task duration will need to be reviewed in due course. The various tasks were discussed at length and allocated to individuals to complete. At this point in time we did not consider it necessary to review beyond section 2.03.04 as we need more information and data in order to continue.

An up-to-date copy of the project plan will be available on Dropbox. If anyone is not able to access Dropbox for any reason, Robert James will be able to send them a copy.

7. UDC local plan update.

John Evans presented the working group with further outline notes providing a comparison between the Oxford local plan adopted in 2005 and the 2014 withdrawn local plan.

8. Braintree local plan

Andrew Martin provided an update on the emerging Braintree Local Plan and the Joint Strategy/Andrews field broad area of search. There was considerable discussion regarding whether this development is likely to proceed or not and if it was, when it might happen and what impact it might have on Stebbing Parish.

9. Uttlesford local plan.

This item was covered during the discussions of items 7 and 8.

10. Community engagement strategy.

It was decided that Robert James will analyse and summarise the results obtained from feedback from the website and questionnaires.

11. Feedback from meeting with Roy Ramm of the Felsted neighbourhood plan committee.

These items had been discussed during the course of the meeting and it was not necessary to highlight them again.

Meeting ended at 9:35 PM.