

Minutes of the meeting of the Stebbing Neighbourhood Plan Steering Group

28th March, 2017. Friends Meeting House, Stebbing @7.30pm

1. Members present

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

2. Apologies for absence

None

3. Public Questions

No members of the public were present.

4. Actions from previous meeting.

1. The signs are now all up on the roadside and Robert thanked Dave Stokes for his assistance with these.
2. The Village Hall is booked for a public meeting 3rd April to launch the questionnaire.
3. The Parish Council agreed the extra spend on the Landscape Appraisal for the photographs.

5. Budget Update

Francine reported that currently we had funding of £13582.00, this includes donation of £500 from Alan Mills and £500 from Marie Felton that although promised have not as yet appeared in the Parish Council bank account. There is additional funding of £2918.00 available from Locality as their max is £9000 and we have to date received £6082.00. Payments to date amount to £3906.23 with a further £3733.50 of invoices that will be paid at the next Parish Council meeting. We have un-invoiced committed expenditure amounting to £53.00, this is for room hire and the questionnaire prizes and an estimated forecast spend of £1308.68 covering room hire, Clerks time, website and the costs of the cheese and wine. We are currently underspent in relation to funds received and promised.

It was agreed that if possible we should use the locality grant first before calling on the UDC grant of up to £5000. This is because the UDC grant is paid to the Parish Council after the expenditure whereas the Locality grant is provided in advance of the expenditure.

It was asked whether there were any other sources of funding, the answer being only the Parish Council or fundraising once the locality and UDC grants have been exhausted.

6. Questionnaire Delivery and Collection arrangements –brief update

John gave the briefing / training to the delivery and collection volunteers on the 23rd March, there was a good turnout and it was agreed that the volunteers should do their deliveries and collection between 4th and 28th April, giving the householders a few days between the delivery and collection dates. Only 5 rounds outstanding now.

John agreed to do the same presentation at the cheese and wine event and it was agreed that there should be a few changes of emphasis for the general public and that overall it should be a shorter presentation.

7. Arrangements for 3rd April Cheese and Wine

Val reported that they had got the wine and soft drinks and some glasses to supplement those available at the village hall. It was agreed that the setting up should start at 6pm. Bernard said that his Wi-Fi did not reach as far as the village hall unfortunately so it would not be possible to have the actual online survey displayed, but after some discussion it was agreed that we should have a PowerPoint version of it looping.

8. Arrangements for issuing the business questionnaire

It was agreed that Robert would send the contact list for the business questionnaire to Francine and she would contact those where we had no email address to ask for their preferred method of contact and that Francine would then send the questionnaire out.

ACTION:- Robert to send list of Businesses to Francine

9. Arrangements for collating and analysing questionnaire results

It was agreed that the best way of analysing the questionnaire results would be to input them to survey monkey as this already has the ability to provide the analysis and graphs that are required. We have paid for 2 months of survey monkey and given that there is a month window for the delivery and collection volunteers to do their bit, this would leave one month to input the questionnaires and then download the results. It was felt that if the work was split up between the group members, this would be adequate time.

10. Consultation arrangements with any mandatory stakeholders – as mentioned by John (possibly including Wildlife trust)

John has compiled a list of the mandatory stakeholders, it was thought that UDC would probably have a list of contacts for the utility companies and may be able to add to the list.

ACTION:- John to contact UDC regarding contact names for the mandatory stakeholders

11. Final Landscape report

The latest draft of the landscape assessment will be sent out by Andrew for comment, it is not envisaged that there will be any material change to the report, just correction of typo's, place names and punctuation.

It was agreed that the final plan should with the agreement of the Parish Council be sent to UDC as soon as possible, as has happened with other Parishes so that the evidence can be fed into the emerging local plan.

The decision to send will have to be agreed via a proposal at the next Parish Council meeting, this requires that the final version of the Landscape assessment be with Greg no later than Saturday morning (1st April) in order to be sent out with the Agenda for the next meeting

ACTION:- Andrew to resend latest landscape assessment draft to all members

ACTION:- Andrew to check with Simon whether it would be possible to get the final version by close of play Friday 31st March

ACTION:- Greg to write proposal for the Parish Council Meeting

ACTION:- All members to read and comment on latest draft version of the landscape assessment and get comments back to Andrew by close of play Wednesday 29th March

12. Character / Architectural and Heritage Assessment

John said that although Andrew had volunteered to do this piece of work for the neighbourhood plan, he was aware that Andrew was currently very busy and wondered whether this might be given to a third party to complete . There would obviously be a cost incurred for this but given that most of the required information was already available, all that was really needed was it pulling together and a small amount of updating. It was agreed that this should be looked into and quotes obtained as this was something that we could request additional grant funding for via locality.

13. Photography (a [semi] Professional photographer in the village as a volunteer

Jackie Kingdom said she was aware of someone who may be suitable and she would pass the details to Robert

14. Additional item

It was proposed by Jackie that future agendas should reflect the Parish Council practice of including the requirement to declare interests in any of the agenda items be they pecuniary or otherwise. It was agreed by Robert that in future this would be included on the agendas he circulates.

Meeting ended at 9.25 PM.