

## Neighbourhood Plan Meeting WEDNESDAY 08 MAY 2019 19:30 hrs

PRESENT: Jan Stobart (RCCE) (JS)  
Dave Willingham (AW)  
Alan Routledge (AR)  
Melissa Hewitt (MH)

- First of all JS was brought up to speed with developments within the NP since our last meeting with her in 2018.
  - o Changes to Steering Committees
  - o Resignations
  - o Changes within the Parish Council
  - o Fresh approach and new start for the NP
- JS advised that a new member of the PC now needs to become part of the Steering Group and suggested the link person is Neil Denley (ND) as he is the RFO & the NP would need to deal with ND for budget funding requirements.#
- JS talked about the available £17k (in stages) and that the NP needed to work out what was needed and when.
- JS advised that we can put in an application to last 6 months. This would be applied via the PC< the money being paid to the PC and a monitoring report for the funds would be required. More than one application for funds can be made in any one year.
- AR discussed the decision and need for a Landscape Assessment Survey (LAS) and that 3 quotes for the work had been requested in August 2018. However, due to various circumstances these were not made available to the Steering Group until Jan 2019.
- JS also mentioned the possible requirement for a Housing Needs Assessment (HNA) which would look at possible windfall sites fulfilling any requirements. She noted that there had been 2 starter home developments within the last 6 years for Stisted.
- Guidance would be needed for the HNA survey and JS mentioned the 'free packages' available. After looking this up on line (mycommunity website & neighbourhoodplanning.org) she explained that there were 9 free packages that were standard and available to use.
- JS recommended selecting 'Design Codes' whether purchased or otherwise as she felt this rather imperative to the NP.
- JS also advised with regard to the HAS there was an option (as with some other requirements for the NP) to complete the work ourselves. She stated the need to read and decide if we wished to carry it out, look for the free package which will guide us through or there was always the option to pay for the work to be undertaken.
- JS mentioned the use of BDC housing statistics that are available, the housing waiting list and toolkit that shows you how to use the statistics to support your arguments.
- BDC annual monitoring report site gives all details of new builds, planning applications granted and in process and completed housing.
- Discussion moved back to the LAS and it was agreed that AR would contact ND of the PC to invite him along to our next steering group and be the 'link' between the NP & PC.

ACTION: AR
- JS advised that the PC are there to accept quotes, spends and budget *on advice of the NP*.
- Short term the PC need to resolve to make an application for the NP grant funding & technical data application.
- It was agreed that AR would re approach the three companies who tendered for the LAS and get a fresh price from them.

ACTION: AR

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- It was agreed by All that a meeting would be needed between the PC & the NP Steering Group members to bring them up to speed as to where we were and discuss and explain the workings of the NP as it was felt there was a general lack of knowledge.  
ACTION: ALL
- There was the need to know what was happening with regard to the PC website and to ask for it to be up and running for the NP pages and summary.
- Chicken Meadow was discussed as was the possibility to designate it as a 'Green Space'. JS pointed out the NPPF website, paragraph 100 which explains the need to identify spaces & survey the public as why these spaces are important to them. This would form the evidence base.
- Policies would need to be built, types of properties, inclusion of Farm House Diversity within the village for job creation as possibilities.
- Finally JS indicated that we should be thinking about starting to draft out 'What is a NP – Our Vision' statement.

Meeting closed 21:37