

## STISTED NEIGHBOURHOOD PLAN

### STEERING GROUP

#### Notes of meeting held 17<sup>th</sup> January 2018

Attendees: Alan Moor (SPC) AM  
 Alan Routledge AR  
 Christine Marshall (SPC) CM  
 Jan Stobart (RCCE) JS  
 Luke Cook LC  
 Melissa Hewitt (SPC) MH

Apologies: Dave Willingham DW

No.	Item	Action
1.0	<b>Notes of NP meeting held 13<sup>th</sup> December 2017</b> There were no comments or matters arising.	
2.0	<b>Terms of Reference</b> Amendments included from previous meeting now confirmed. TOR v1.2 adopted. Outstanding action: Enquiries to be made for adding members to Parish Council insurance policy.	CM to arrange
3.0	<b>Code of Conduct</b> Amendments included from previous meeting now confirmed. Code of Conduct v1.2 adopted.	
3.1	<b>Declarations of Interest</b> Declarations of Interest to be completed.	All to complete and return to CM
4.0	<b>Steering Group Tasks</b> Officer descriptions were adopted but it was noted that these will change throughout the preparation work. Any amendments or additional tasks to be advised to CM for inclusion at next Steering Group meeting.	All
5.0	<b>Stisted "Have your say"</b> The Parish Council will be providing a suggestions box to be available in the Post Office for residents to raise or comment on ideas for the Parish Council.  It was agreed this could be used for the Neighbourhood Plan as well and the next issue of the Stisted Newsletter issued by the PC will include a specific question about the NP to seek more involvement.  It was suggested that an individual SWOT exercises could be included as well.	CM to produce  MH/CM to produce
6.0	<b>Neighbourhood Plan publicity</b> As well as continuing with articles in the Newsletter, Parish Magazine and website, it was agreed to obtain costs for banners that can be displayed at the entrances to the village.	MH to investigate

7.0	<p><b>Other items to note:</b>  <b>Period:</b> Plan to cover a specific period, e.g. to match BDC Local Plan to 2033.  <b>Development land:</b> Any land included must have land owner's permission.  <b>Basic conditions statement:</b> to detail how each of the planning policies is met in line with BDC Local Plan, National and European Legislation, promotes sustainable development.  <b>Examination stage:</b> Whilst a distant objective, the Neighbourhood Planning Independent Examiner Referral Service (<a href="http://www.RICS.org.uk">www.RICS.org.uk</a> and search for NPIERS) provides services relating to independent examination as well as how to obtain a "health check" review of the NP.</p>	
8.0	<p><b>Project Plan</b>  JS took the meeting through the various steps and the group identified potential timelines. See separate schedule.</p>	
9.0	<p><b>Date of next meetings</b></p> <ul style="list-style-type: none"> <li>i. Steering Group – 7.30pm Wednesday 7<sup>th</sup> February 2018 (agenda items to include website, budget, grant process). Venue - Montefiore Institute</li> <li>ii. Open community meeting - 11.30am – note revised time - Saturday 24<sup>th</sup> February 2018 (to update on Project Plan and determine Topic Groups). Venue – Village Hall</li> </ul>	<p>CM to organise</p> <p>CM to organise</p>
10.0	<p><b>Future SG agenda items:</b></p> <ul style="list-style-type: none"> <li>Strategic Environmental Assessment Research</li> <li>Business involvement</li> <li>Demographics: medical facilities</li> </ul>	