

## STISTED NEIGHBOURHOOD PLAN

### STEERING GROUP

#### Notes of meeting held 7<sup>th</sup> February 2018

Attendees: Alan Moor (SPC) AM  
 Melissa Hewitt (SPC) MH  
 Christine Marshall (SPC) CM  
 Alan Routledge AR  
 Dave Willingham DW

No.	Item	Action
1.0	<b>Notes of NP meeting held 17<sup>th</sup> January 2018</b> It was agreed that MH should approach Howard Hollands and Derek Pryke to ask if they will assist in the preparation of Stisted's historic profile.	MH to contact
2.0	<b>Project Plan</b> Project plan/timeline was tabled and considered. These times have been estimated according to the stages explained at the last meeting and it is understood they will change as work progresses.  A large scale version will be made available for the community meeting on 24 <sup>th</sup> February.	MH to provide
3.0	<b>Website</b> DW to be put in touch with Xavier Hodgetts to discuss the design of the Neighbourhood Plan section of the new Parish Council website.	
4.0	<b>Research</b> To be discussed at 24 <sup>th</sup> February meeting as Topic Groups are formed.	CM to prepare agenda
5.0	<b>Demographics</b> To be discussed at 24 <sup>th</sup> February meeting relative to Topic Groups formed.	CM to prepare agenda
6.0	<b>Business involvement</b> The involvement of the business community in Stisted is essential.  Businesses of all sizes, including sole traders, to be identified	MH to investigate
7.0	<b>Topic Groups</b> AR advised that he has made a start on defining questions that may be helpful in obtaining information and evidence in respect of housing. The type of information required was discussed and it was stressed that this must include detail of numbers living in properties, both adults and young people, including age grouping with an indication of when they will be looking to obtain a property in Stisted, if appropriate.	

	<p>Additional Topic Groups were identified: Businesses - MH agreed to lead on this. Services – DW agreed to lead on this.</p> <p>Environment Topic Group remit to include traffic flows.</p> <p>MH will produce topic group overviews for 24<sup>th</sup> February meeting.</p>	<p>AR</p> <p>MH</p>
<b>8.0</b>	<p><b>Grant process</b> To be deferred until next Steering Group meeting.</p>	
<b>9.0</b>	<p><b>Community Open Meeting 24<sup>th</sup> February</b> Agenda to include:</p> <ol style="list-style-type: none"> <li>i. Steering Group update</li> <li>ii. Agree Topic Group themes and memberships <ul style="list-style-type: none"> <li>Housing</li> <li>Demographics</li> <li>Communications</li> <li>Environment</li> <li>Economics (business)</li> <li>Heritage</li> <li>Services</li> <li>Data Analysis</li> </ul> </li> <li>iii. Project plan</li> </ol>	<p>CM</p> <p>MH</p> <p>MH</p> <p>Lead – LC and AM</p> <p>Lead - AM</p> <p>Lead – DW</p> <p>Lead – AR</p> <p>Lead – MH</p> <p>Lead – RJ</p> <p>Lead – DW</p> <p>Lead – AR</p> <p>MH</p>
<b>10.0</b>	<p><b>Publicity</b> Notices will be posted around the village publicising the meeting on 24<sup>th</sup> February.</p> <p>It was agreed to obtain estimates for banners (various sizes) and large posters.</p> <p>Positioning to be discussed at 24<sup>th</sup> February meeting but in the meantime ownership of land for suitable locations to be determined.</p> <p>SWOT sheet to be included with the Parish Council Newsletter for residents to complete and return to PC suggestion boxes located in Village Shop and telephone kiosk.</p> <p>An additional question will be raised in the Newsletter seeking more volunteers.</p>	<p>MH/CM</p> <p>Banners – MH</p> <p>A3 laminated posters – AM</p> <p>AM to look into</p> <p>CM to produce</p> <p>CM to produce</p>
	<p><b>Date of next meetings</b></p> <ol style="list-style-type: none"> <li>i. Open community meeting - 11.30am – Saturday 24<sup>th</sup> February 2018 (to update on Project Plan and determine Topic Groups). Venue – Village Hall</li> <li>ii. Steering Group Meeting – 7.30pm Thursday 15<sup>th</sup> March 2018. Venue – Montefiore Institute.</li> </ol>	