

STISTED NEIGHBOURHOOD PLAN STEERING GROUP

STEERING GROUP

Notes of meeting held 21st June 2018

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

No.	Item	Action
1.0	<p>Apologies Received from Alan Moor. MH advised that in a telephone conversation with Luke Cook he had resigned from the Steering Group due to work pressures. It was agreed not to replace him at this stage, but to keep the situation under review.</p>	
2.0	<p>Communications/advertising Banners were well produced. It was agreed that they should be put up two/three weeks prior to community meetings only so that they are not seen as always being there and consequently not looked at.</p> <p>Flyer CM produced draft flyer that took a more direct approach than explaining about the Neighbourhood Plan. This will just a picture of Stisted now and an image of what Stisted could become without a NP. It was agreed to remove the date from the flyer and to use the same design for some A3 posters around the village.</p> <p>It was also agreed that the reverse side of the flyer should include a form that could be returned to the Steering Group if people want to become involved or want more information.</p> <p>As there had been some comments reported at the Parish Council meeting that the NP was a Parish Council initiative, DW was asked if he would be prepared to be the contact person for enquiries. DW agreed and his details will be added to the flyer and poster.</p>	<p>CM</p> <p>CM</p> <p>CM</p>
3.0	<p>Topic Group updates</p> <p>a. Housing: With LC stepping down, this would leave AM as the sole topic lead. It was agreed that CM will talk to him about this at their meeting on the 25th to discuss how to take this forward. DW suggested that some of the initial research work could be undertaken using property websites such as Right-Move and Zoopla that will provide details of bedroom numbers, garaging, etc. It was also felt that a lot of information could be added to the data gathering from individual knowledge of the families residing in the village.</p> <p>MH suggested that as the Economic Group now had an additional volunteer, she would be able to assist with obtaining the research information and the Steering Group will help as well if needed.</p> <p>A copy of a sample Housing Needs Assessment has been provided to the Steering Group for information.</p>	<p>CM/AM</p>

	<p>b. Environment: AR advised that he was looking into cost involved in obtaining landscape, environmental and character assessments of the village.</p> <p>c. Wildlife and bio-diversity – potential for children at the school to become involved. This was to be raised at the next Stisted Joint Community Meeting, but the school are unable to attend so this will be discussed separately.</p> <p>d. Footpaths – a review of footpaths needs to be undertaken to consider whether there are sufficient in Stisted. Enquiries to be made about the designation of “Quiet Lanes”. CM to follow-up with County Council.</p> <p>e. Roads – it was agreed that this should be a separate topic once more progress on others has been completed.</p> <p>f. Services – volunteers working on producing list of doctors and surgeries. Need to determine whether any local surgeries are taking on new patients.</p> <p>g. Communications – MH/CM confirmed that the new Parish Council website would not host the Neighbourhood Plan. Instead this will be a direct link and the Steering Group should set up a separate site. DM agreed to take this on and will aim to have the home page available for display at the next community meeting. It was agreed that with the school holidays imminent it would be unrealistic to complete the site, but documents could be prepared to be loaded on.</p> <p>Information for website will be put together utilising the flyer as the home page. DW will organise the domain name and take care of other steps needed. For the time being a home page will be created with the site being live immediately and information added as it is available. Cost are estimated at about £100 for the domain and hosting with the template being in the region of £120. It was agreed to include this in the grant application.</p> <p>h. Business (Economic) – A third volunteer has come forward to assist MH and Christine White. One of the first tasks they will be doing is to determine the aims and what is achievable before this can be presented to the community.</p>	<p>AR</p> <p>CM</p> <p>CM</p> <p>DW</p>
	<p>Date of next meetings AR advised that the date for the Open Community Meeting on Saturday 14th July, will not be well attended as there is a large party in the village for one of its long-time residents. It was agreed that in view of this and some other events on that day, it should be postponed. A new date was agreed of Saturday 15th September subject to Village Hall availability.</p> <p>Other dates are: Thursday 26th July to run through data collected for each of the Topic Groups. 7.30pm in The Montefiore Institute.</p>	<p>CM</p>

	<p>Pre-planning meeting for the next Open Community Meeting, date tbc 7.30pm in The Onley.</p> <p>Saturday 1st September – Open Community Meeting 10.00 – 12.00.</p>	
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