

STISTED NEIGHBOURHOOD PLAN STEERING GROUP

STEERING GROUP

Notes of meeting held 29th August 2018

Attendees: Melissa Hewitt (SPC) MH
 Dave Willingham DW
 Alan Moor AM
 Christine Marshall (SPC) CM
 Jan Stobart, RCCE JS

Apologies: Alan Routledge AR

No.	Item	Action
1.0	<p>Apologies Received from Alan Routledge. 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>Website It was agreed to release this when the new Parish Council website is live.</p>	
3.0	<p>Topic Group updates</p> <p>a. Housing: It was agreed to instruct RCCE to undertake a Housing Needs Assessment and a quotation will be sought. RCCE will check wording used prior to issue. Report will reflect trends in housing, take information from BDC data and housing register/lists in order to assess number and type of housing that may be needed over a defined period. Anticipated cost £4-600.</p> <p>JS explained that the assessment will be anonymous although each will have a unique reference number to track how many are returned. Methods for returning questionnaire were discussed to include reply paid envelope, collection box or collected by the NP group. The questionnaire will also be available on-line.</p> <p>AM confirmed preliminary questionnaire was being completed, although only volunteers are helping about one-third of the parish has been covered so far. This information will show the capacity of the parish as it is now, which alongside the Housing Needs Assessment, will show what the parish will look like in the future.</p> <p>b. Environment, Wildlife and bio-diversity: Quotations will be requested for a landscape assessment to be carried out. Copy of AR's report attached.</p> <p>c. 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>d. Roads – AR's report attached.</p>	<p>CM/JS</p> <p>CM</p> <p>CM</p>

	<p>e. Services DW has collection data on hospitals medical facilities, etc., but has to confirm whether any surgeries are taking on new patients. JS recommended speaking with the local Clinical Commissioning Group – CM to provide contact information.</p> <p>An enquiry should be made for the possibility of the parish providing premises, whether a local surgery could be prepared to use it for a local surgery at certain times. Consideration needs to be given to privacy, accessibility, parking facilities, etc.</p> <p>f. Communications DW confirmed domain agreed and it was agreed to approve the costs shown on the attached report.</p> <p>g. Business (Economic) MW confirmed content for questionnaire has been agreed, but a decision has not yet been reach on how to progress this. It was confirmed that this could be included in the Parish Council Newsletter as a separate document with a contact name/email for return as well as an on-line version. The three main employers will be individually visited to ascertain numbers of Stisted residents that are employed by them. No cost expenditure is anticipated.</p> <p>h. Conservation area enlargement Whilst not required for Neighbourhood Plan, this can be progressed through a study for the NP. BDC can be requested to undertake a survey as the first step. Quotation to be obtained</p>	<p>DW</p> <p>CM</p>
4.0	<p>Community meeting The format for the meeting was agreed to include:</p> <ul style="list-style-type: none"> • JS will provide an introduction • full briefing on what the NP is with emphasis on why it is being done and stressing how residents can help • preparation of a Vision Statement • question & answer session 	
5.0	<p>Date of next meetings Tuesday 9th October 2018 at 7.30pm at the Montefiore Institute.</p>	

Stisted Neighbourhood Plan [SNP]

Environment



Potential Areas to consider: **[We do need to remember to emphasise the positive as well as looking at the negatives]**

1. Landscape Character Assessment

We are now looking to commission an independent assessment of the landscape character of the village

Once this assessment is carried out it can be used to help answer many of the questions I have listed below in the various sections

From this it will be easier for us to focus on those areas where we need more evidence to back up any policies we wish to put into place

Background Document – ‘What’s Special to You’ [CPRE]

What is the character of the local landscape and what is special about it? [See separate map of Conservation area]

How can landscape be protected and enhanced?

How can the SNP influence planning decisions that may affect the local landscape?

Need to survey and identify where possible use of land in the parish area

Annotated map and photographs will be important

2. Local Green Spaces

Braintree Draft Local Plan identifies 3 areas of termed as ‘Visually Important Spaces’ [see separate map of Village Envelope].

Need to identify open spaces we value for their beauty, tranquillity or cultural/historic significance.

Are there other areas we may wish to designate as a local green space?

Annotated map and photographs will be important

Village survey/questionnaire as a source document

3. Conservation Area

The SNP process does give us the opportunity to look at the scope of the present Conservation Area.

We can recommend changes to the area currently defined

Village survey/questionnaire as a source document

4. Wildlife and Bio-Diversity

Emphasis on the special aspects that apply here and how they can be protected and or enhanced

Potential for the school to become involved

Garden Watch type survey or diary [RSPB style?]

We need to identify areas that are already protected [Natural England, Essex Wildlife Trust, Forestry Commission and CPRE]

Can we identify new areas for protection?

How can we maintain/improve Hedgerows to support bio-diversity?

5. Traffic

We will all have our anecdotes about the volume of traffic passing through the village. However, we do need to collect hard evidence to back up any policies we may wish to include in the SDP.

A traffic survey was undertaken as part of our campaign against the 'A120 Route A Proposal'. We do need to undertake a more thorough and wider survey.

The survey will need to:

- Cover different times on different days
- Give an assessment the volume of traffic using the village as a 'rat-run' e.g. travelling along Rectory Road and onto either Kings Lane or Water Lane
- assist to help gauge use by cars, vans HGVs and other non-visiting large vehicle

Enquiries could be made to ascertain how GPS systems differentiate between roads that are suitable for heavy vehicles and those are not

Impact of the proximity of the A120. Data from www.crashmap.co.uk, average time to egress Kings Lane and Water Lane, Screen Shots of Google traffic maps showing scale of heavy traffic flows

6. Physical condition of roads

Once again hard evidence will be required

Visual Inspection, including ditches and plotting on a map

Photographic evidence of potholes and crumbling verges/edges

Effectiveness of repairs and re-dressing

Road flooding hot [wet] spots

All above could be backed by survey/questionnaire

7. Footpaths and Cycleways

We are fortunate to have a village footpaths officer who keeps an eye on the condition of the local public footpath network

Does the current network suit the needs of the village?

Any potential for a cycle way from the village to Braintree?

Is there scope for lanes outside the village to be designated as 'Quiet Lanes' – reference is being made to ECC on this point

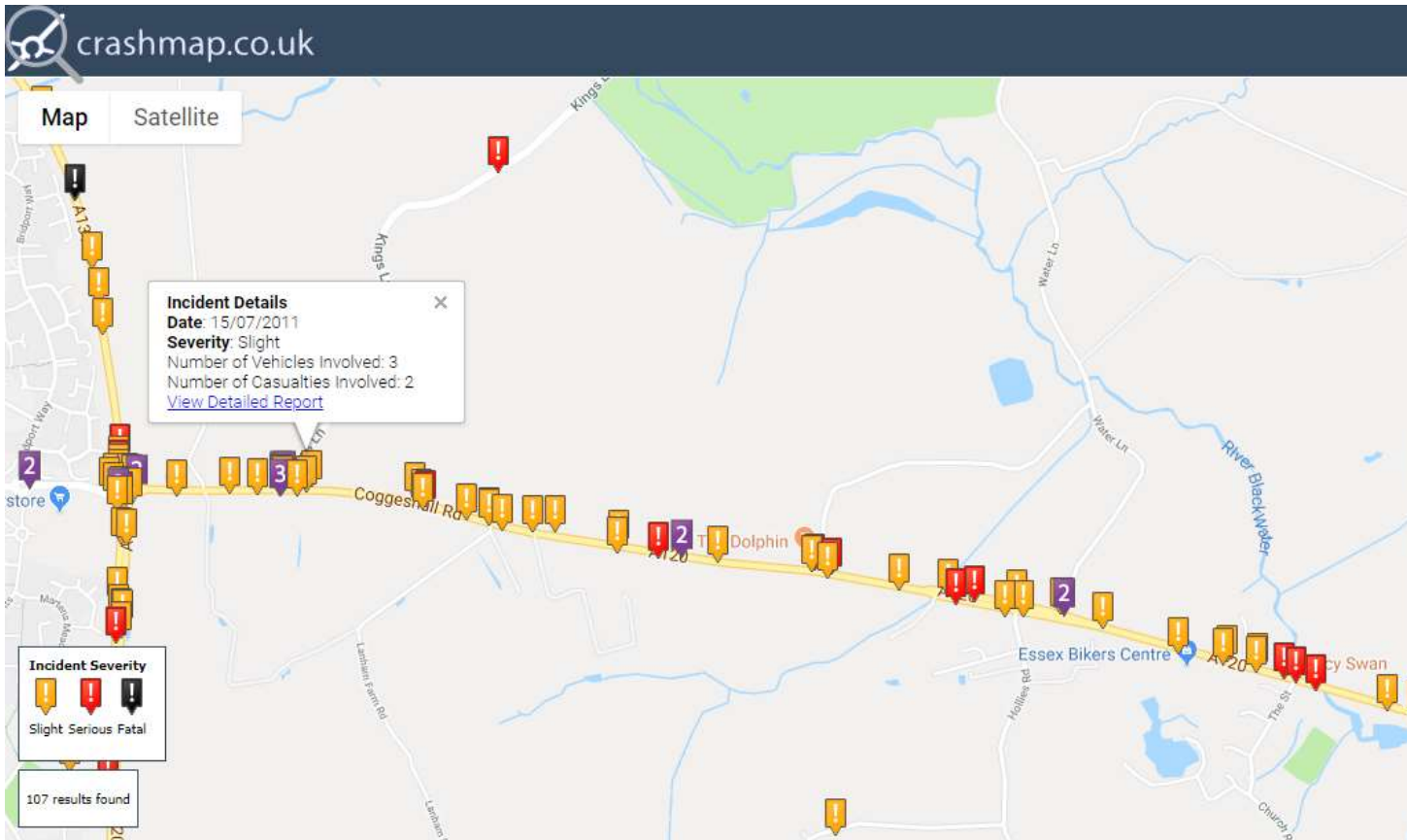
Main evidence for change will be by Village survey as a source document

We do have examples of other Neighbourhood plans that have been completed and of surveys that have been used.

The above is by no means exhaustive but does show the wide range of issues that need to be considered

As we go through the process, no doubt many other issues will be raised and need investigating

Road traffic incidents 2008 – Mar 2017 including Marks Farm Roundabout



Website and online services costs

Website

Description	Cost	One off cost	Annual Cost
Domain and hosting (inc email)	£4.49 ex VAT pcm (12 month contract)		£64.66 inc VAT
Design template and extended support	£120 ex VAT	£144.00 inc VAT	
Website design and management	£1,200 ex VAT*		£1440.00 inc VAT
Total			£1648.66

* - Estimate based on 4 hours per month at £25/hr labour rates

Online Services

Description	Provider	Service details	Maximum Annual Cost
Online Surveys	Survey Monkey	Free for up to 10 questions (£35 ex VAT pcm for more)	£504 in VAT
Newsletter Emails	Mailchimp	Free without custom branding (\$10 pcm)	£115.20 inv VAT
Online Storage	Google	GSuite Basic (c/w 30GB storage) - £3.30 per user per month	£237.60 inc VAT
Total			£856.80

Total forecast expenditure for 2018 – 2019 - **£2505.46 inc VAT**