

Neighbourhood Plan Meeting Wednesday 17 July 2019 19:30 hrs

PRESENT: Dave Willingham (DW) Dave Burge (DB – PC Chair)
Alan Routledge (AR) Mark Hughes (MH – PC Link)
Melissa Hewitt (MRH)

- The housing survey was discussed and it was stated that there had been a response online from 33 households (removing the duplications)
- It was agreed that with the remaining areas of 'non replies' these would best be served by volunteers attending the identified properties, having the areas divided up and allocated to individuals/couples to cover.
- MRH agreed to dig out the original list of volunteers from the NP initial meeting.
- MRH offered to help with this analysis and cover what areas he could as he had a greater knowledge of the houses/residencies within the Stisted boundary.
- AR agreed to send the list of 'non replies' digitally to MRH for allocation of volunteers.
- MH identified several issues with the current list, in particular the fact that Gowers farm was now split into 7 different residencies, The Barn needed adding to the list.
- MH asked for a digital or paper copy to be sent to him
- MRH agreed to email Jan Stobart to ascertain clarity as to 'residency' or ownership for the purpose of accurate completion of the survey.
- MRH agreed to carry out any printing required for the housing survey process.
- It was agreed that volunteers would attend the 'non responding' property, if no answer, leave the survey with them along with a covering note to say that it would be collected 3 days later and could be left outside for collection in a (provided) plastic bag.
- It was agreed that at the next NPSG meeting a date would be set for closing responses to the housing survey.
- DW agreed to revisit the 'Services' Topic Group and re-survey which medical centres were available and taking on NHS patients. To include for GPS, Dental etc.
- AR stated that two quotes had been received for the Landscape Character Assessment Survey, with the remaining one being available in the first week of August. So far prices received were between £7-10k
- It was discussed if, with regard to the grant application, there was anything that could be agreed in advance. AR to contact the PC clerk to see if anything was needed.
- All agreed that we needed to apply for the Design Code Package. MRH to email Jan Stobart as she indicated previously that this package could open up to more funding.
- DW to email PC Clerk with invoices for expenses undertaken so far as they required payment (NP Website hosting, email and various costs DW had personally undertaken so far).
- The need for a Public Consultation was discussed and generally felt that as matters are now moving forward, it would be prudent to update and hopefully engage the public. Dates were discussed and it was agreed that two would be required to ensure there was sufficient flexibility to cover both day and evening time. Therefore, Wednesday 02 October 2019 19:00-21:00pm at the Montefiore & Saturday 05 October 09:00-11:00 again at the Montefiore, were agreed. MRH to book the Montefiore.
- It was discussed as to whether display boards needed to be purchased and the suggestion was that Howard Hollands may have some that could be borrowed. To be followed up nearer the time.

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- Other options for display boards were identified as: Christine Marshall, The Village Hall, The Church have an overhead projector that could be borrowed and failing that Kent County Supplies were very competitive if purchases have to be made.
- It was discussed with DB & MH that the PC need to have on the next agenda approval of the NPSG Project Plan and budget and this would need to be ratified. MRH raised the concern that the next PC meeting was now not until September and as such this would cause untold delay to the NPSG as they had been requesting since March for this process to be undertaken. DB stated that the PC had been busy with the councillors departures and re-elections/co-options.
- An extraordinary PC meeting to undertake this process was suggested and DB agreed that this was an option.
- It was confirmed that the PC had been in receipt of the Project Plan and Budget plus the amount of funding required to move on with the NP.
- It was agreed that a Steering Group Terms of Reference would be required for the purpose of procedure.
- It was identified that the University of Edinburgh was a good resource for mapping.
- It was noted that there was another BDC full Council meeting to be held 22 July 2019.

Next meeting 7 August 2019 19:30hrs

Meeting closed at 20:55