

# Meeting Minutes



Stevington Neighbourhood Plan

Valuing our heritage, securing our future

## Stevington Neighbourhood Working Party (SNWP)

### Minutes of meeting held 10th February 2016

**Present:** Graham Read (GR); Andrew Lockwood (AL); Heather Eadie (HE); Mary Morris (MM); Lucy Meakin (LM); Linda Penney (LP).

**Apologies:** Roz Buchanan (RB); Pat Olney (PO).

**Minutes** of 5th January were approved.

### Questionnaire

AL has completed the statistical analysis of questionnaire responses so building the Neighbourhood Plan (NP) can be started. All evidence from the questionnaire supports the proposed objectives and policies. Minimum level of support is 70% with most attracting 90%+ support, with a questionnaire return of over 60%. Main concerns expressed were around Heritage sites and the Red Lion site.

Free text comments on returned questionnaires will be used in the NP but will not be analysed quantitatively.

A flyer summarising the results of the questionnaire, outlining the consultation events which informed the questionnaire development, and providing a timetable of the next steps in development of the NP will be delivered to every house on 22nd February. HE has drafted an article for the March edition of Stevington News giving an update. The QR code printed on the flyers provide a link to the NP website for those who want more details and all documentation is available in the Church Room in printed format.

**Action:** GR to raise with Parish Council proposal received to designate as green space the land between Hart Farm and the renovated barns and the letter from the Stanbridge family proposing redevelopment of barns.

### 3. BBC call for sites

BBC are reviewing all sites submitted for development under the call for sites. The PC are not yet required to respond. The view of SNPWG is that we should get the NP in place to assist the PC in designating sites.

### 4. Development of the NP

The NP needs to have a Framework; Objectives; Policies based on objectives; Evidence for these; and to reference the relevant Legislation.

There was considerable discussion about how much involvement planning consultants should have, appreciating the need to balance expert input with cost. £4249.20 was under spent on the original grant, which RB has returned to Groundwork, and the PC has allocated some funds. Once consultant fees are known, RB will be asked to submit a further grant application.

**Action:** GR to update PC on spend to date and grant application

An outline timetable for NP development was agreed:

Plan and draft Framework: draft completed by 24th February and circulated to all members of SNPWG for comment by 28th February

**Action:** AL draft Framework and circulate

**all SNPWG members** return comments or agreement with draft to AL

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Agreed draft Framework to be produced by 11th March and discussed at SNPWG review meeting on 16th March. Meet with proposed consultants in week beginning 21st March to check agreed draft Framework covers all necessary points and to identify any further areas to include or modify before finalising Framework.

**Action: AL** to incorporate any amendments into Framework for review meeting

Identify which tasks SNPWG can complete and allocate these to members. Identify those which will require consultant expertise, such as legal statements and expert review of draft NP and seek quote for consultant work. Identify other costs associated with production of the NP, such as printing costs. Financial support from grant and PC will be sought once costs known.

**Date of next meeting: 16th March, 7.00pm at GR house.**

Linda Penney

18th February 2016