

# Meeting Minutes



## Stevington Neighbourhood Working Party (SNWP) Minutes of meeting held 18th November, 2015

**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).

### 1. Approval of Minutes of 3<sup>rd</sup> November

Point 3 under Matters Arising should read: 'The housing allocation covers the period 2021-2032 so houses currently being built in Stevington should count towards our allocation.'

### 2. The Questionnaire

AL has all the feedback from various consultations and events to prepare the questionnaire. AL and LM will work together on producing draft questionnaire by Monday, 30<sup>th</sup> November. Each question will have four possible comments: Strongly agree; agree; disagree; strongly disagree. Each section of the draft will be circulated to all members of SNPWG for comment before the whole document is passed to the Parish Council for authorisation. The aim is to deliver the questionnaire to every household in Stevington on, or as close to 7<sup>th</sup> December as possible. The questionnaire will also be available online.

#### **Action: AL and LM prepare questionnaire**

**All members of SNPWG send comments on sections back to AL/LM asap**

**GR/AL submit questionnaire to Parish Council for approval**

**AL arrange printing of final questionnaire**

**All members of SNPWG deliver questionnaires to allocated streets.**

A team of 'Champions' will follow up residents who have not returned questionnaires, encouraging them to complete one - spare copies will be available.

Provisional Champion team (all additional volunteers welcome). Champions may wish to work in pairs.

Graham Hart-Ives:	West End
LP:	Court Lane
HE:	Park Road
MM:	Silver Street
GR:	Farley Way & Burridge's Close
Sarah Bush/AL:	Church Road
Sam Stapleton:	Foxbrook

### 3. Other actions

Banners and large posters reminding people to compete and return the questionnaire are in hand.

**Action: AL/LP to organise printing and display**

The Stevington News cover promoting the Neighbourhood Plan is finalised and HE has submitted an article on progress and Launch Phase 2. AL has emailed update to all on email contact list.

**Action: AL/LM submit short, punchy article to reinforce importance of the Neighbourhood Plan.**

Blank forms for residents to comment on BBC Local Plan 2032 are in the Community Shop.

**Action: GR to put 'exemplar' response form in the shop for information.**

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#### 4. Budget

GR will submit return to RB. Once the questionnaire is completed and future costs are identified, a submission for additional grant will be submitted. Preparing the Plan will require expert planning input. Quotes will be sought from planning consultants with expertise in Neighbourhood Plans.

#### 5. AOB

There was some discussion about the withdrawal of the ability to appeal against planning permission granted against the wishes of the Parish Council. Additionally, the Parish Council should be told the grounds on which planning permission is granted on developments that they have opposed.

**Date of next meeting: Wednesday, 9<sup>th</sup> December, 7.00pm at GR house.**

Linda Penney

19 November 2015