

STEWKLEY PARISH NEIGHBOURHOOD PLAN

MINUTES OF A MEETING OF

2017 STEERING GROUP MEETING

TUESDAY 14 FEB 2017 AT RED BARN FARM

Present:

Neil Dickens (ND) – Chairman
Jenny Wodey (JW) – PC Chair
Paul Smith (PS) – PC Deputy Chair
Margaret Burgess (MB) – PC Councillor
Gill Morgan (GM) – PC Councillor
Andrew Pryke (AP) – PC Councillor
Steve Nicholl (SN)

ITEM

ACTION

1 Apologies for Absence:

Janette Eustace
John Sheldon – declined, pressure of other work
Beth Stedman – resigned, pressure of other work

Note: the resignation of Beth as secretary makes a replacement secretary an urgent issue. Possible replacements were discussed.

Action:
ND to invite a suggested new sec and consider a new non-PC member.

2 Minutes of meeting on 8 Feb 2017.

There were no objections to the minutes and the meeting moved ensuring decisions were actioned (next item).

3 Matters Arising & Actions to be taken.

- a. Letters to those leaving the Steering Group
- b. Number of homes required. The types of houses required by the village must also be addressed.
- c. Public Meeting 11 March.

Action: ND & JW but note WG reports to be on Dropbox.
Action: AP to organise a meeting with Nigel and ND next week (20 Feb+)

- i. Venue. JW confirmed the venue would be the village school. Steering Group access would be available from 9am to 6pm with public access 10am to 5am. People would have to be cleared promptly at 5pm to

Action: ALL

- allow time to pack up. Additionally, the layout, people flow and method of display would need to be set well in advance. Additionally, it was noted that (a) some landowners might want input and (b) Housing Policies should be included in the displays. Action: ND & JW to visit venue.
- ii Plain English comments on site schedule. In hand. Format needs to be larger than A4. To meet subsequent printing deadlines, this would have to be completed by 1 March. Action: GM & MB, deadline 1 Mar 17.
- iii Draft Flyer. The format of the flyer (A5 size) was agreed. Distribution should follow as soon as practical after publication of the Grapevine notice. (agreed as 4th/5th March). A sizeable team needed to be identified for the task. Action: ND & JW (assisted by GM)
- iv Details of meeting published in Grapevine. In hand. This would effectively require insertion in the village diary and thus be on the website. Action: ND & GM
- v Print Flyer. [Site information, maps and housing policy displays also need printing. AP maybe able to help.] Action: ND & JW
- d. Formal quote from Paul Jobson. ND has requested a quote, including his views on the scope of the work. The scope would need to be agreed formally; Jobson and the SPC should meet. (The unsuccessful bidder has been informed by GM). Action: ND & JW (and AP?)
- e. Drop Box and Web Site. There was extensive discussion of Drop Box access and admin rights. Janette Eustace had left handover notes (JW has). It was agreed that actions required were:
- i First, admin rights
 - ii Access for all SPC and SG members
 - iii Get all WG reports/papers on to Drop Box
 - iv Agreed Policies/papers to go on web site
- Actions:
- i GM speak to Natasha
 - ii Natasha/GM as admin
 - iii WG Chairs
 - iv SPC Councillors to review.

TORs also needed review and acknowledgement/signature. Not all SG members had received them.

Action: JW to circulate. All to 'sign'..

- f. Letters to all Landowners. ND has written to all landowners advising them of comments on their sites and giving them notice of the public meeting on 11 March.

No further action

4 SPC responses to emails and letters on the NP.

There has been no systematic check of the NP email account since Janette Eustace left.

Actions: GM to (a) check account works (Natasha as 'checker').

It was agreed that the FAQ list should remain the primary response to avoid open-ended email exchanges. For future responses, it may be appropriate for the future SG secretary to write, as a perceived neutral.

Three letters needing response were discussed in some detail:

From Brian Carter on effects on house values

(b) draft a response

From Colin Owens focused on lack of detail and clear policies.

(c) respond offering Public Meeting on 11 March as clarification.

From Rachael Webb, a well-thought out critique with a number of suggestions.

(d) respond to include: suggestions have largely been incorporated; policy (and site details) will be available at 11 Mar meeting.

5 "Stay Informed" access on Village Web Site.

The "Stay Informed" button on the web site adds the user to a mailchimp distributor. However, the mailchimp is not being loaded with items for dissemination to the mailchimp addressees.

Action: ND to get an estimate from the site developer for removing the "Stay Informed" button and improving search and file structure

It was agreed that, properly populated (see Item 6b below) and with better search and file structures, the web site would obviate the need for the "stay Informed" process.

All those on the "Stay Informed" list would need to be told of the change.

Action: ND, via developer if possible.

6 NP Progress Map and other papers to load on website.

- a. Progress Map. The map format was agreed but requires an "as at" date and issue number. It should be attached to the back of the next News

Action: GM & ND

Letter.

- b. Papers for the Website. It was agreed that work in progress should not be publicly accessible on the website. However, the following should all be accessible: Action: JW, ND and Natasha
- i TORs
 - ii Policies
 - iii WG Reports
 - iv Survey of sites
 - v Minutes of Meetings
 - vi Flyers
 - vii Results of all village consultation

7 AOB.

- a. TORs all to review and send a signed copy to Natasha. Action: ALL
- b. Minutes of Combined Meeting 10 Jan 17. The minutes had not been approved. John Sheldon and perhaps others had noted omissions/errors. Action: All present at that meeting to review and send corrections to GM

8 Date & Time of Next Meeting.

Tuesday 7 March 2017 at 8pm at Vicarage Farm.

SM Nicholl
17 Feb 2017