

STEWKLEY PARISH NEIGHBOURHOOD PLAN

MINUTES OF A MEETING OF

2017 STEERING GROUP MEETING

TUESDAY 7 MAR 2017 AT VICARAGE 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/DECISION
1 <u>Apologies for Absence:</u> Janette Eustace	
2 <u>Minutes of meeting on 17 Feb 2017.</u> There were no objections to the minutes and actions/decisions were considered in the next item.	
3 <u>Matters Arising & Actions to be taken.</u>	
a. <u>Membership and SG Secretary.</u> ND had approached several people as potential secretaries to the group but all had declined. There was considerable discussion over new members. There is a clear need for extra 'workers' and for more analytic and independent minds, however the immediate tasks are to prepare for and analyse the results of the 11 March NP Exhibition.	<u>Decision:</u> Janette Eustace would be invited to be Secretary on her return. <u>Decision:</u> Consideration of new members deferred to next meeting (10 Apr)
b. <u>Letters to those leaving the Steering Group.</u> All had been sent except one, for Beth, who is still doing SG work.	<u>Action:</u> ND to ensure a letter is sent once Beth finishes.
c. <u>Research into number of homes required.</u> AP updated the meeting. He was still awaiting (from Nigel) numbers from the national policy and bulk mix, However, Nick has reviewed the desired numbers expressed in the village survey and also	<u>Decision:</u> It would be very useful to have numbers by type, both desired and required, , available for 11 Mar.

- compiled data from build in the local parishes. Action: SN to review Nick's spreadsheets and try to extract succinct numbers for 11 Mar.
- d. School (11 Mar Public Meeting venue) Visit. ND and JW had visited the school. Although not perfect, it would work. Decision: The 28 site schedules as prepared by the SG, giving information on all sites in a common format, should be displayed in one area, with reference material (policies etc) in another. Landowners' individual inputs (not seen or reviewed by the SG as a whole nor in common formats!) should be displayed completely separately as far as possible.
- e. Re-formatted site schedules update. GM updated the group. All had been reformatted with site pictures, maps and comments and were ready for printing. (The map of the Potash site shows the wrong part of the Potash complex; we will attempt to paste on an accurate map!) Action completed.
- f. Production and distribution of Flyer. Completed. It was estimated that 99% or more of the village has had flyers delivered. Action completed.
- g. Publication in Grapevine. Completed. Action completed.
- h. Printing of Exhibition items. Awaited decisions under Items 4 and 5 below. Once those items were agreed, arrangements were in hand to get everything required printed by 16.30 hrs Friday 10 Mar when the venue will be set up. Action completed.
- i. Quote from Paul Jobson. The Parish Council meeting on 6 Mar 17 had approved the quote and the work. Action completed.

- j. Update on DropBox and web site documentation. Deferred to Item 7.
Although much has been done, this was a thematic discussion in much of the meeting, summarized under Item 7.
- k. TORs circulation and signature. There were some Actions. ND
difficulties with the TORs. They are to be redrafted and circulated rapidly.
- l. Check of Emails and Letters. As Item 3j above. Deferred to Item 7.
- m. Stay Informed Button. Not required or useful Action completed.
now. It has been removed from the website.
- n. Progress Map. This was a very good example of The website Is the
the issues to be addressed under Item 7. GM had authoritative version.
created and published on the website a definitive Progress Map. However, Neil S had created a revised version to match the content and format of the Newsletter; there might be perceptions of “alternative facts”.
- o. Papers on the website. Deferred to Item 7.
- p. Minutes of 10 Jan 17 Review and Sign Off. Action completed.

4 Changes & Approval of circulated documents for 11 Mar. Action: ND and GM

Agreed the format of the 28 site schedules; all to be printed A1 size for display. A few erroneous comments from independent reviewers to be removed.

Agreed the format of draft policies, recommendations note, etc. All to be printed A3 size.

Agreed the format of comments forms (one for Policies etc, one for sites) and 200 copies of each to be printed.

5 Other supporting documents required.

Agreed the key elements of HELAA version 4 should be made available. Action: ND/GM

Agreed an overview of how recommendations will be taken forward – and preferably a summary of the main recommendations – should be displayed. Action: ND & GM

If possible, a summary of housing numbers (desired, required and mandated) should be made available. Action: SN, see Action at 3c above.

6 Role and purpose of the NP Facebook page.

A small number of an important demographic (young parents) had provided feedback that Facebook (FB) would be appreciated as an important channel of communication. However, it is clearly not working in its present form, not least because it is not monitored regularly by the NP SG (or SPC).

Agreed that FB was not a suitable as a primary outward dissemination medium, nor should we get into “off piste” discussion on FB. Nevertheless, someone should trial monitoring FB for feedback and to feed links to website FAQs. That could not be Natasha, already fully committed to the website, see next item.

Action: SN

7 Improving NP Web Pages.

A robust web page control process is now in place with GM providing SG direction to Natasha (SPS Clerk) who inserts/updates data on the web page.

Not all the documents that the last meeting agreed should be on the web site have yet been uploaded. However, importantly, the SPC agreed to fund an extra 4 hours/week for Natasha that should ensure faster upload and update.

Additionally, Agreed that a link to HELAA Version 4 should be available on the web site (in FAQs) with the important covering caveat that HELAA conclusions on site suitability are NOT final decisions but one input to the planning process.

Action: GM/Natasha

8 Communication Strategies other than Social Media.

The village survey had shown Grapevine to be much the most important source of information to village households. We should utilize this resource better.

In particular, following the 11 March exhibition, there would be only a small window before the deadline for April’s Grapevine in which to report on the exhibition and feedback received.

Action: ND to lead a team to analyse feedback forms and prepare a Grapevine “release”. [Monday 13 Mar, Vicarage Farm.]

Focus on the April Grapevine also gives an opportunity to seek feedback from those who are unable to come to the 11 March exhibition. All the data needed for residents to make their own assessments will be on the website. If response forms can be downloaded from the website and we agree a drop-off point then we could

Action: SN to test the ability to print from website. (Completed satisfactory.)

include in the Grapevine a plea for further responses by midnight 8 Apr, giving 2 days for collation prior to the next NP SG meeting (10 Apr 17).

Action: ND to agree drop-off point.

9 Paul Jobson; Next Steps.

As reported above (Item 3i), the PC has approved Jobson to work the draft Plan, final pre-circulation for consultation version.

Action completed

10 Email from NB dated 3 Mar 17.

As indicated at Item 3a above, the current priorities are: preparation for the 11 Mar exhibition; first cut analysis of the outcome and feedback; preparation of an input to the Grapevine; analysis of 11 Mar feedback and implications for further work.

Decision: defer response to next meeting (10 Apr 17)

11 Completion of NP Open Spaces Research.

AP has a map of current knowledge of Open Spaces, which will be available at the 11 Mar exhibition and will be sufficient to meet the needs of that meeting. Subsequent refinement can be deferred for preparation of the final draft Plan.

Action: AP and Housing Group

12 Staffing of 11 Mar 17 Exhibition.

It was agreed that we require 3 people present at all points through the 7 hour public opening.

Pam Dickens has very kindly offered to provide refreshments for those "on duty".

ND took a list of those available and when. There appears to be enough flexibility to meet the need, just!

Action: ND

13 AOB.

There was some uncertainty over the flexibility in finance for the NP work. Monies not used for specified elements of the work may need to be transferred back to the PC and then reallocated. Funding for the SEA causes particular uncertainties as, depending on the requirement, costs could vary by a factor of ten!

Action: SPC/Parish Clerk.

14 Date & Time of Next Meeting.

Monday 10 April 2017 at 8pm at Red Barn Farm.