

# STEWKLEY PARISH NEIGHBOURHOOD PLAN

## MINUTES OF A MEETING OF

### 2017 STEERING GROUP MEETING

MONDAY 10 JULY 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  
Janette Eustace (JE)  
Emma Galvin (EG)  
David Lett (DL) - Youth Group  
Philip Delafield (PD)– Employment Group

#### ITEM

#### ACTION/DECISION

1 **Apologies for Absence:**

Laraine Chappell, Steve Nicholl

2 **Minutes of the meeting on 8 May 2017**

The minutes had been circulated and there were no comments. They were agreed as a correct record.

3

**Matters Arising**

- |   |   |
|---|---|
| a. <u>HELP Policies and Report</u> Andrew had commented on the feedback from Paul Jobson relating to HELP and other overlapping areas such as Conservation, Heritage and Design and Roads and Infrastructure. The HELP report is still to be completed. See Item 4 below. | <u>Action:</u> AP and HELP Group to continue development of HELP report |
| b. <u>SPC Decision on Site 3</u><br>The PC had agreed to include Site 3 in the NP, making 14 sites in total   | <u>Decision:</u> Site 3 to be included in the plan                      |
| c. <u>Site 51 – Tree Report</u> The situation regarding a tree report had not been concluded  | <u>Action:</u> ND to follow up  |

- d. NP Website – Display of Policies  
Policies and recommendations on the website are now out of date and the latest version is within the actual working group reports. It was agreed that the summary document should be archived.  
Action 1: GM to arrange for the document to be archived
- e. Open Spaces Report  
A draft had now been prepared that would be circulated to the steering group along with the draft recreation report  
Action: JE to circulate
- f. Community Land Trust  
Feedback had been received that land prices in Stewkley might be prohibitive for CLT negotiations but this view was not shared by all. A business case would be required to clearly demonstrate and sell the benefits to a land owner. It was agreed that the NP would include a statement of intent (per Winslow NP).  
Action: Continue to promote the idea to land owners and DL to produce a business case for those interested  
Decision: Statement of Intent to be included in the NP
- g. Site 44 Dean Road letter. A response was sent to the owner of Site 44 and no further communication had been received
- h. Secondary Boundary Andrew presented a draft secondary boundary that had been reviewed by some other working groups. The boundary was agreed by the SG. It will be drawn onto a new OS large scale map and will be presented at the consultation event on 15 July  
Action: AP to transfer the drawing to OS map
- i. NP Exhibition 15 July – See Item 4
- j. Grapevine, Newsletter & Facebook – all actions to publicise the 15 July event (Item 7, Minutes 12 June) had been completed. In addition leaflets had been dropped to all homes, information included in school newsletters and chapel notices.
- k. Plan – Draft Vision, Introduction, Recreation Report & Diocese The vision statement had been submitted to Paul Jobson. Introduction – see Item 6. Recreation Report had been agreed by the Recreation Committee and will be circulated to the SG. A meeting will be held with the Diocese to discuss Glebe Land and the Vicarage.

- l. Parish Trees It had been established that as AVDC no longer carry out tree protection orders the cost of employing a specialist would be prohibitive. A first step of identifying important trees in the countryside was agreed. The Stewkley walkers will be asked whether they can help

Action: JE to email Stewkley Walkers to ask for their help

- m. Exhibition Publicity – See Item 5

#### 4 Working Group Policies

Paul Jobson's comments regarding the draft policies and recommendations had been circulated to all group leaders. Most had sent back comments and re-drafted policies. All feedback will be collated into a single document and circulated to the steering group and group leaders. A workshop will be held to finalise the wording for policies and recommendations.

Action: JE to combine all comments into single document, circulate and arrange a workshop date

Philip Delafield and David Lett attended the meeting to seek guidance about policies relating to business and youth groups. It was agreed that:

Action: PD to rewrite the policies and circulate

The two employment policies, 15 & 16, would be combined to create a single policy to focus on support for applications for small scale businesses; complement existing clusters of activity; allay the potential loss of Manor Business Park and/or create opportunities for alternative use of surplus agricultural units – provided that it would not create significant additional traffic movements.

Action: JE to ask Keith Higgins to contact BCC to find out whether plans for a path had ever been considered

Youth Group recommendation 4 – check whether BCC had scoped a cycle route or path from Stewkley to Wing to determine whether it would be feasible to rework the recommendation into a policy to safeguard land.

#### 5 NP Exhibition 15 July – Final Arrangements

The loan of 15 A3 boards had been offered by the Church – it was agreed that 'Your' 'Plan' 'Have' 'Your' 'Say' would be written onto individual boards and erected on the three main roads into the village. Members were asked to let Neil know what their availability would be for Saturday – he will then produce a rota. Karen to be asked whether she would be able to take photos and all members asked to bring a camera so that we will have plenty of photos of the event. Neil, Steve and Paul will collect display boards from the School and set up on Friday evening from 5.30pm. Pam will organise teas and coffees on the day. Gill will produce

Action 1: ND to erect boards. JE banner

Action 2: ND to circulate a rota for Saturday

Action 3: ND to ask Karen to take photos

Action 4: ND, PS, SN set up on Friday

Action 5: GM timeline

a timeline for the NP and circulate. Comments received on proposed sites and draft policies from the previous consultation event will be made available. Feedback forms will be printed. £200 had been spent so far.

Action 6: ND feedback forms  
Action 7: Pam teas & coffees

**6 Structure of Introduction to Plan**

A discussion about the introduction to the plan concluded that Neil, Steve, Gill and Jenny would meet with Emma to agree the key points to be included in the introduction and the source documents to use, so that Emma could draft the introduction to the NP. It should be short and concise and in plain language.

Action: EG to draft the introduction to the NP

**7 Progress of Draft Plan & SEA** A weekly progress meeting with Paul Jobson will be held on Wednesday 12 July.

**8 Any Other Business**

None

**9 Date & Time of Next Meeting.**

Monday 14 August 2017 at 7.30 pm at Red Farm Barn

J Eustace  
13 July 2017