

Stanwick Neighbourhood Plan Steering Group

Minutes to the meeting held 3rd February 2015

Present: Amanda Michel
Sue Kitchener
Sue Bister
Bob Bister
Jenny Hodgson

1. Apologies for absence

Apologies were received from Dave Munday, Nick Peck, Neil Brailsford and Sylvia Glanville-Hughes

2. Terms of Reference for the Steering Group

It was noted that the Parish Council had adopted a set of Terms of Reference for the Steering Group and all members of the Group had received a copy prior to the meeting.

The Terms of Reference require certain post holders be appointed. Following discussion, nomination and voting it was agreed that the posts be assigned as follows:

Chairman – Amanda Michel

Secretary and Financial controller – Jenny Hodgson

Communications Officer – Sue Kitchener

Volunteer co-ordinator – Sue Bister

3. Report by community resource planning consultants re the existing evidence base

It was noted that the report without appended extracts had been circulated to all group members prior to the meeting and there was a general discussion about the report content.

The agreed action arising from the report is shown in the table at the end of these minutes.

4. Business Questionnaire responses

It was noted that there had again been a limited response to letters sent out to encourage businesses to complete the questionnaire. The majority of response received were to advise that the business was no longer operating.

The agreed action arising from this project is shown in the table at the end of these minutes.

5. First draft of the 'Services and Facilities'

The first draft of the services and facilities audit was circulated to all group members prior to the meeting. It was agreed that the finished document should be shared with residents and comments solicited.

6. 'Stanwick Housing Needs and Mix Requirements Assessment'

It was noted that East Northamptonshire Council has produced this report and the conclusions were discussed. It was noted that this report would be significant when the group was ready to examine land allocation and housing need.

7. Actions are outstanding and to agree timescales

The action plan arising from the meeting held 18th November 2014 was reviewed and it was agreed that the outstanding items be carried forward into the action plan from this meeting.

8. Date and time of the next meeting

The next meeting will be on 3rd March 2015 at 7.15pm in the Committee Room of the Village Hall.

Meeting closed at 8.15pm

Action Plan arising from meeting held 3rd February 2015

Action	Who	By when
Evidence base report		
<ul style="list-style-type: none"> Contact the NNJPU to find out why they did not respond to the consultants request for information 	JLH	3/03/2015
<ul style="list-style-type: none"> Determine whether the ENC Open Space Supplementary Planning Document (adopted 2011) is relevant to the evidence base review 	JLH	3/03/2015
<ul style="list-style-type: none"> Contact the Definitive Maps Team to determine whether they have scheduled a review of Rights of way within the parish 	JLH	3/03/2015
<ul style="list-style-type: none"> Contact the Definitive Maps Team to determine how to create new rights of way 	JLH	3/03/2015
<ul style="list-style-type: none"> Investigate what other information NCC Flood team have relating to Stanwick 	JLH	3/03/2015
<ul style="list-style-type: none"> First draft of the heritage audit report (as per meeting 18/11/14) to be presented at the next meeting 	DM	
<ul style="list-style-type: none"> Analyse the evidence base report and identify one or two key topics for the next agenda 	AM	25/02/15
Business Questionnaire		
<ul style="list-style-type: none"> Produce a spread sheet of data collected to be discussed by the Group 	SB	3/03/15
Services & Facilities Audit		
<ul style="list-style-type: none"> Review content of the draft report Where an omission is identified, JLH to be informed together with appropriate description for item. 	Everyone Everyone	On-going until next meeting
Neighbourhood Plan Forum meeting 12/02/15		
<ul style="list-style-type: none"> Feedback to be given at next meeting 	JLH/SB/ BB/SK	3/03/15