

## Stanwick Neighbourhood Plan Steering Group

### Minutes to the meeting held 3<sup>rd</sup> March 2015

Present: Amanda Michel  
Sue Kitchener  
Nick Peck  
Neil Brailsford  
Jenny Hodgson

Note: all actions will be detailed at the end of these minutes.

#### 1. Apologies for absence

Apologies were received from Sylvia Glanville Hughes, Sue & Bob Bister, Dave Munday

#### 2. Business questionnaire survey results

It was agreed that the steering group had made a good effort to secure input from local businesses but the low response rate was disappointing.

The data generated requires a preamble/narrative to finish off the report.

The steering group will need to refer back to the report when considering further community consultation.

#### 3. Open Space, Sport & Recreation report

Further to the report by Community Resource Planning, JLH provide a written report on the options available to the steering group.

It was agreed that the steering group should produce a desk based report for Stanwick, rather than wait for East Northamptonshire Council to commission and produce an update to their 2006 report.

Stage one of the report will be to produce a map identifying areas of open space and together with key identifying data such as area size and purpose, comparing the availability of open space to the standards identified in the ENC Open Space Supplementary Planning Document.

#### 4. Car parking pressure points

Further to the report by Community Resource Planning, JLH provide a written report on the options available to the steering group.

It was agreed that the steering group:

- Would consider including a draft policy that prohibits any business expansion/development without provision of adequate parking.
- Should look at how to maximise available parking space
- Make enquiries as to the feasibility of the Education Authority acquiring land adjacent to the school for parking/drop off purposes
- Should look into ways of discouraging car use within Stanwick.
- Should consider identifying the Hawkes Technical site as a potential windfall site for allocate some of the land to address parking issues.

The next steering group meeting will focus on car parking issues.

#### 5. Settlement boundary

It was noted that East Northamptonshire Council had started work on defining settlement boundaries as part of the Four Towns Plan. It was agreed that further enquiries should be made with the officer to determine whether the steering group accepted the proposals for Stanwick prior to considering whether this if something the steering group should undertake.

#### 6. Heritage Audit Report

The draft of the heritage report was favourably received. There were some queries regarding the time periods used.

It was agreed that the report should be expanded

- To include industrial heritage such as the factory buildings on Church Street.
- To include photographs
- To identify heritage assets that should be included on the local list with a rationale

#### Defined Character areas

Following on from the Heritage Audit Report it was agreed that it would be appropriate to identify character areas such as

- High Street
- East Street
- Dolben Estate
- Church Street/ High Street/ The Hollow
- Mallows Grange

#### 7. Services & facilities Audit

It was noted that JLH had not received any further amendments from members of the steering group.

Further to the report by Community Resource Planning, JLH provide a written report on the further options available to the steering group.

It was agreed that the it was not viable for the steering group to seek to provide missing community assets such as dental practice or doctors surgery.

It was agreed that the report should be extended include relevant data from the Parish Plan with appropriate commentary.

#### 8. Previous action points

The actions included in the Minutes for the 3 February 2015 were reviewed and reported on.

#### 9. Neighbourhood Plan topic matrix

The Neighbourhood Plan topic matrix produced by East Northamptonshire Council was briefly considered. See action plan.

#### 10. Next meeting

The next meeting will be held on 21<sup>st</sup> April 2015 and will focus on parking/traffic volume issues.

### Action Plan arising from meeting held 3<sup>rd</sup> March 2015

Action	Who	By when
Business Questionnaire <ul style="list-style-type: none"> <li>Finalise the report</li> </ul>	SB/BB /JLH	30/04/15
Open space report <ul style="list-style-type: none"> <li>Produce first draft of the Stanwick Open Space report</li> <li>Investigate requirements for green area designation</li> </ul>	JLH JLH	18/04/15 18/04/15
Car parking pressure points <ul style="list-style-type: none"> <li>Invite Mr Churchward to the next steering group meeting</li> </ul>	JLH	27/03/15
Settlement boundary <ul style="list-style-type: none"> <li>Contact planning officer to discuss ENC progress with settlement boundary</li> </ul>	JLH	04/03/15
Heritage Audit report <ul style="list-style-type: none"> <li>Discuss with DM the comments raised at the meeting</li> <li>Extend report to include industrial heritage and photographs</li> </ul>	JLH DM	04/03/15 30/04/15
Defined Character Areas <ul style="list-style-type: none"> <li>To find out the best way to proceed</li> <li>Locate previous research for the Village Design Statement</li> <li>Talk to Pete Brown about his long term plans for his farm</li> </ul>	JLH AM JLH	04/03/15 30/04/15 30/04/15
Service & Facilities Audit <ul style="list-style-type: none"> <li>Extend the report to include relevant data from the Parish Plan with appropriate commentary.</li> <li>Include section of assets of community value</li> </ul>	JLH JLH	18/04/15 18/04/15
Neighbourhood Plan topic matrix <ul style="list-style-type: none"> <li>Review matrix and identify what actions Stanwick NPSG should consider undertaking and advise JLH</li> </ul>	Everyone	13/03/15
Stanwick Neighbourhood Plan main document <ul style="list-style-type: none"> <li>Continue work on main structure of the principle document</li> </ul>	NP	30/04/15
Stanwick Neighbourhood Plan progress <ul style="list-style-type: none"> <li>Meet with Jennie Johnson to discuss NPSG progress to date</li> </ul>	JLH	09/03/15
Footpaths <ul style="list-style-type: none"> <li>Make enquiries with the Open Spaces Society as to the best way to register now public rights of way</li> </ul>	JLH	13/03/15