

Fressingfield Neighbourhood Development Plan (NDP) Review Steering Group
DRAFT Minutes of Meeting
4th March 2025 : 7.00-9.00
Sancroft Hall

Attendees: Sheena McCallum, (SM) Paul Woodward, (PW) Hilary Day, (HD) Cindy Engel, (CE) Di Warne (DW) Sharon Lytton (SL), Sharon Wilson (SW)

Planning Consultant: Andrea Long (AL)

Invited contributors: 2 MSDC planning officers, Councillor Andrew Stringer

Apologies: John Kelsall, (JK)

Item	Discussion and Decisions	Action
1. Welcome PW	The Chair welcomed officers and Councillor Andrew Stringer from MSDC to the meeting alongside the group.	
2. Apologies for Absence Declaration of interests Lobbying DW	John Kelsall None	
3.Update on planning (MSDC) Briefing and questions	<p>Officers from MSDC outlined the timetable for the MSDC review of their Joint Local Plan. (JLP) The scheme is available to see on the Parish Council website : https://fressingfield-pc.gov.uk/parish-council/ndp-review/</p> <p>It is important that this is done in the light of the latest National Planning Policy Framework and the move towards Unitary Authorities. The MSDC plan will align with the other current plans across the county. It is expected that the plan will be adopted in 2029 and will run from 2024-2044. Our NDP also needs to align with the JLP.</p> <p>They explained that nationally there is an emphasis on housing developments catering for more affordable rented housing. However, they are mindful of viability of delivery. They said that infrastructure and a spatial strategy would influence where housing would be developed. Infrastructure is funded through building development under section 106 agreements.</p> <p>Water companies and the Environment Agency have realised that they need to be involved at the inception of projects rather than as a consultee after plans are submitted.</p> <p>A future mayor will be involved in determining the spatial policy for building developments.</p> <p>It was agreed that Affordable Housing is a confusing term and covers many different options. The general principle stands that where there are more than 10 houses built, or the site is</p>	

	<p>more than ½ hectare 35% should be affordable.</p> <p>There was discussion about the numbers of people on the current list for affordable housing in Fressingfield. Although it rests around 8 this number fluctuates. The figures taken from MSDC by AECOM are a snapshot in time. In several cases the demand is for very specific housing need which is not necessarily available. There are district wide numbers set for affordable housing.</p> <p>The housing number for MSDC has risen from 535- 734 per annum.</p> <p>Officers emphasised the need for Fressingfield to allocate sites for development, other-wise the Local Plan will need to in order to meet government targets. MSDC officer confirmed that it is possible to use phasing policies in NPs and that some other NPs have been successful using them at Examination. This would mean that not all allocated sites would come forward at that same time. The number of houses identified for Fressingfield Parish will be for a twenty year period from 2024. This figure should be available shortly. MSDC officers emphasised that the NDP enables the community to future-proof the housing stock.</p> <p>It is very important that the NDP is reviewed on a 5 year cycle. Under the new NPPF an NDP loses its weighting in planning decisions after five years.</p>	
<p>4.To resolve the minutes of 4th Feb 25 are correct</p> <p>Matters arising E.mail addresses Thanks to DS and EM Correction to minutes 26th Nov 24</p>	<p>Resolved that the Minutes of 4th Feb 2025 are correct</p> <p>All members of the group are now using the NDP e.mail address.</p> <p>Thanks have gone to DS and EM for their contributions to the survey.</p> <p>It was resolved that the minutes of 26th Nov 2024 are correct</p>	<p>C ED to contact JK re e.mail</p>
<p>5. Local Housing Needs Questionnaire, process for distribution</p>	<p>The survey is to be printed in Harleston.</p> <p>It has been agreed by the Parish Council that surveys will be posted to all residents, 2nd class post. They can then be filled in or completed on-line. Measures have been put in place to minimise the potential for duplication of survey returns. The survey is anonymous and open to all residents of Fressingfield aged 18 and over. Residents will have two weeks to complete the survey.</p> <p>Address labels are being completed by the Parish Council Clerk. Each household will receive enough surveys for each</p>	

	<p>member of the household according to the electoral register.</p> <p>A team of parish councillors will put surveys in envelopes and organise posting.</p> <p>Residents wishing to use the hard copy of the form will be able to return hand written responses to the village shop where there will be a designated box. Thanks to Roger for enabling this.</p> <p>All costs are covered by the grant provided to the Parish Council from Locality.</p>	<p>DW CE HD meeting 17th March 4pm</p>
6. Timeline updated and updating Plan	<p>The timeline for completing the draft revised plan for consultation has been updated and put on the Parish Council Website https://fressingfield-pc.gov.uk/parish-council/ndp-review/</p> <p>For the next meeting a draft of the preliminary chapters of the plan will be updated in the light of the NPPF.</p> <p>By the time the Draft plan is ready for consultation housing target numbers will be known and included.</p> <p>When the draft plan is consulted on residents will have six weeks to respond on specific forms to the reviewed plan.</p> <p>Copies of materials will be available at a drop-in style exhibition (as was presented when the original plan was consulted on). Currently we are aiming for July-September 2025, and all documents will be published on-line as well as hard copies available.</p>	
7. Tasks and Actions	Reminders about the Survey will be shared on social media as well as on the parish council website.	CE CEd
8. AOB	It was agreed that as some of the documentation is detailed it would be made available near the time of but before the drop-in exhibition.	
Date of next meeting Tues 1 st April 2025	Sancroft Hall 7pm	