**Fressingfield Neighbourhood Development Plan ( NDP) Review Steering Group**

**DRAFT Minutes of Meeting**

**4 th February 2025 : 7.00-9.00**

**Sancroft Hall**

**Attendees**: Sheena McCallum, (SM) Chris Mee, (CM) Paul Woodward, (PW) Hilary Day, ( HD) Di Warne (DW) John Kelsall, (JK), Paul Woodward (PW) Sharon Wilson (SW)

**Planning Consultant :** Andrea Long ( AL)

**Apologies**: Cindy Engel, (CE) Sharon Lytton ( SL), Nick Stolls,(NS)

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| **Item** | **Discussion and Decisions** | **Action** |
| 1. Welcome PW | PW welcomed the group |  |
| 2. Apologies for Absence  Declaration of interests  Lobbying DW | CE SL NS unable to attend and reasons accepted.  None |  |
| 3.To resolve the minutes of 7th January are correct  Matters arising E.mail addresses update | Agreed that the minutes of 7th January are a true record of the meeting.  SL still unable to use the NDP e.mail address.  JK having problems with E.mail address | **PW to speak with SL**  **CEd to help JK** |
| 4. Final Design Codes | The AECOM document accepted as final version. Will be published at the public consultation for comments. |  |
| 9. Feedback on Parish Council Liaison meeting with MSDC- Devolution and Planning | This item was discussed at this point as it has relevance for item 5.  DW and AL explained the information which had been provided at the Parish liaison meetings with MSDC and Babergh Councils.  Devolution is being applied for by Suffolk County Council which will lead to having a Strategic Mayor for Suffolk/Norfolk. It is likely there will be two unitary authorities covering some 500,000 people each.  Parish boundaries will be retained as they are. The County election in May 2025 will be cancelled and a Shadow Authority will be in place for May 2026.  This will have an impact on planning activities. The Joint Local Plan will now run to 2044.  It was emphasised that it was very important to ensure NDPs are up to date and aligned with the Local Plan as the NDP loses its weighting over a five year period.  The parish council is pressing MSDC for its hierarchy settlement status and the number of houses it is expected to build. However, MSDC are taking their time to release these figures.  Two officers, from MSDC have been invited to the next steering group meeting to provide more details and answer questions. | **DW confirm meeting** |
| 5. Local Housing Needs Assessment and Process Update | Two professional market researchers, David Spenser and Richard Clark together with Elizabeth Manero, resident, have looked at the survey and offered some amendments. These were discussed and the majority adopted.  This is a questionnaire to inform policy. It will be open to all adults who live in the parish.  It will be divided into two sections: Housing and The Environment.  The process for distribution and collection was discussed. It will be available on-line and paper copies will be delivered to every household in the parish.  If it ends up with hand delivery the group will need to recruit a team of people to help distribute.  The survey will be finally confirmed at the next meeting ( 4th March ) , printed and distributed for return before the end of March, giving residents two weeks to complete. | **PW to thank DS, RC and EM**  **AL to contact postal services**  **DW to chase up electoral register**  **DW to contact Robinsons re printing.** |
| 6. Timeline reminder | The process for review is generally on track.  This will be reviewed at the next meeting |  |
| 7. Information from Medical Centre | PW and NS visited the Practice Manager at the Medical Centre. The discussion was circulated and PW gave a brief verbal outline of the key points.  The medical centre serves a catchment area and therefore is affected by the patients coming from beyond Fressingfield.  The centre is coping fine with the numbers of patients.  They would also cope with more housing/residents as triage systems work well and other health professionals working at the surgery provide the care required.  The centre is not in a category which would get additional help from NHS funding as they are coping well.  Two issues are parking for the staff, as the site is land-locked, and the size of the pharmacy which only allows for 3 pharmacists to operate at a time. They could employ more if they had a bigger space. |  |
| 8. Data about school places | This data was acquired through a Freedom of Information Request.  The school number is for 140 places .  It is currently running at 98 and has been falling since 2018. |  |
| 9. Feedback on Parish Council Liaison meeting with MSDC- Devolution and Planning | See above |  |
| 10, Communications update | HD explained that she and CE are working with the Parish clerk to improve the quality of the Fressingfield website.  In addition CE is posting useful updates on social media. This will continue. |  |
| 11. Tasks and Actions | Covered throughout |  |
| 12. AOB | None |  |
| Date of next meeting Tues 4th March 2025 | Weather permitting at Sancroft Hall 7pm |  |

Meeting ended at 8.15pm