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

**DRAFT Minutes of Meeting**

**7th Jan 2025 : 7.00-9.00**

**Sancroft Hall**

**Attendees**: Sheena McCallum, (SM) Chris Mee, (CM) Paul Woodward, (PW) Hilary Day, ( HD) Cindy Engel, (CE) Di Warne (DW) John Kelsall, (JK), Sharon Lytton ( SL), Chris Mee (CM) Paul Woodward (PW) Nick Stolls,(NS)

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

**Apologies**: Sharon Wilson (SW)

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| **Item** | **Discussion and Decisions** | **Action** |
| 1. Welcome PW | PW welcomed the group who then spent a respectful minute’s silence in remembrance of Garry Deeks. |  |
| 2. Apologies for Absence  Declaration of interests  Lobbying DW | Sharon Wilson  None  None |  |
| 3.Ratification of TORS | DW explained the proposed amendments had been ratified by the parish council. |  |
| 4.To resolve the minutes of 26th Nov are correct  Matters arising E.mail addresses | Amendments were called for by SL in item 6. Receipt of AECOM Housing Needs Survey. These were agreed and will be incorporated into the minutes for approval at the next meeting.  All members of the group are using the same E.mail address except for one. | **DW to ask C Edwards, PC clerk, to assist with achieving 100% useage.** |
| 5. Update on Final Draft Design Codes and Housing Needs Assessments report from AECOM | The amendments for the Design Codes were sent off and should be incorporated in the final documentation. As this only arrived on the day of the meeting the group will check these at the next meeting.  The inaccurate data sent from MSDC to AECOM, regarding affordable housing numbers has been rectified. Comments made by NS have been responded to. | **AL to send link to Design Codes doc to SL** |
| 6. Agreement Local Housing Needs Assessment and Process | The survey has been formatted . It was felt that some of the questions and replies were convoluted, onerous, and not clear enough. These have been re- written and responses simplified.  It was decided to make the difference between factual information and opinion clearer.  Questions from the parish council were referred back to the parish council for consideration.  The redraft would be shared with Elizabeth Manero for comment.  It was agreed that the format might be too small and needed looking at again.  The survey will be printed by the parish council using the grant funding.  It was agreed that the survey would be posted through letterboxes. The group would not rely on Six Sense. It would also be on-line.  Returns would be to a central point in the village. | **AL to amend draft survey and forward to group**  **DW to organise printing when ready**  **PW to ask shop.** |
| 7. NPPF Framework Dec 2024 | AL gave a digest of the new National Planning Policy Framework, highlighting those paragraphs which impact on NDPs. Of particular note is paragraph 14 which explains that weighting of NDPs diminishes over a five year time period.  It was confirmed that the NDP review could amend the settlement boundary. |  |
| 8. Update on Membership | Elizabeth Manero, resident, has met with the parish council, explaining her expertise in consultation methodology. She will help the steering group with carrying out the consultation phase of the work stream. | **DW to forward revised local survey to EM** |
| 9. Tasks and Actions | Noted |  |
| 10 AOB | * It was agreed that there needs to be a strong communication strategy. CE will lead on this using social media platforms and together with HD and the parish council clerk will work on updating the parish council website. * It was agreed that in adverse weather the group could meet with a zoom meeting. * Items on the next agenda to include: acceptance of Design Codes documentation, communication, biodiversity and the environment, next iteration of the local survey. * It was agreed to investigate capacity at the surgery | **CE HD liaise with PC Clerk**  **NS PW to meet with practice manager** |
| Date of next meeting Tues 4th Feb 2025 | Weather permitting at Sancroft Hall 7pm |  |

Meeting ended at 9.11pm