

**Fressingfield Neighbourhood Development Plan ( NDP) Review Steering Group**  
**DRAFT Minutes of Meeting**  
**22nd October 2024 : 7.00-9.00**  
**Sancroft Hall**

**Attendees:** Chris Carrington, ( CC) Sheena McCallum, (SM) Chris Mee, (CM) Paul Woodward, (PW) Hilary Day, ( HD) Garry Deeks, (GD) Cindy Engel, (CE) Di Warne (DW) Rachael Troughton (RT) John Kelsall, (JK), Sharon Lytton ( SL), Sharon Wilson, (SW), Nick Stolls,(NS)

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

**Apologies:** Paul Woodward, Chris Mee, Chris Carrington

Item	Discussion and Decisions	Action
1.HD chaired the meeting, as vice chair Introduction of Sharon Lytton		
2. Apologies for Absence  Declaration of interests Lobbying DW	Paul Woodward, Chris Mee, Chris Carrington apologies accepted None SAFE approached the steering group with an offer to send individual members their documentation. The group decided they would be pleased to access the information on the SAFE website. It would then be open to the whole community.	
3. To resolve minutes of meeting 1 <sup>st</sup> October are correct HD 2m Matters arising: Email addresses HD  Feedback on Aecom papers AL  Table of Achievements DW/CE ( 10m)	Agreed that the minutes 1 <sup>st</sup> October are correct.  HD was unable to secure support from Alex Day for common e.mail addresses, so she will approach the PC web manager Calvin Edwards. AL has provided feedback to AECOM on the design codes and housing needs assessment draft reports. Amended versions are expected soon. CE has drawn together a list of achievements since the inception of the NDP from members of the PC and asked the group for any contributions they had.	<b>All send examples to CE</b>
4. Amendment of current Vision Statement AL/DW/All (15m)	The group discussed various suggestions for strengthening the vision statement. These were recorded and will be confirmed at the next meeting. It was recognised that both the vision and the objectives will no doubt change over time and will form part of the consultation on the whole draft plan which will happen in 2025.	<b>AL to draw together the revised version</b>
5. Amendments of Objectives AL/DW/All ( 20m)	The group discussed the objectives, including the possibility of including reference to potential housing sites. It was agreed that if any housing is required in the parish the NDP should specify where that might be, rather than having it foisted on the community.	

	<p>As yet the local planning authority ( MSDC) cannot define the settlement hierarchy nor the target number of houses for the parish. They are waiting on confirmation from the government on any changes to national planning policy. MSDC are expecting that news on figures and settlement hierarchy from them will not be until January 2025 at the earliest.</p> <p>There was general discussion about what constitutes a housing mix and where social housing might fit into policy.</p> <p>It was suggested that as a parish we would not have the power to affect major infrastructure. However it was agreed that it is important to understand that the plan does have an advocacy role in promoting the need for effective infrastructure to support current and any new housing.</p> <p>It was agreed that the revised wording of the objectives strengthened them.</p>	
<p>6. Discussion on content of Housing Survey</p>	<p>AL outlined the value of having a localised housing survey in addition to the work on Housing Needs undertaken by AECOM. The AECOM housing needs survey provides statistical information but does not capture the personal views of residents. It is important to understand the reality of housing need.</p> <p>It was agreed that the survey should have an introduction which set out the purpose and context.</p> <p>The group agreed that it would be important to understand :</p> <ul style="list-style-type: none"> <li>what the current housing stock is like, size, tenure, age groups in households;</li> <li>to know what peoples’ aspirations are for the short, medium and longer term future for housing;</li> <li>where should any new housing be sited ;</li> <li>what sort of housing would people like to have access to in Fressingfield;</li> <li>what features of any new home are important;</li> <li>who wants to live in Fressingfield.</li> </ul> <p>AL brought an example survey from Badwell Ash. The group discussed in detail the range of questions posed and the how they were presented.</p> <p>A list of possible questions will be brought to the next meeting for further discussion.</p>	<p><b>AL to draft questions.</b></p>

	<p>It is anticipated that the survey will be sent out early in 2025.</p> <p>AL confirmed that the definition for Affordable housing will be what is defined in the NPPF.</p> <p>At a future meeting the group will also consider questions relating to biodiversity, renewable energy and dark skies.</p> <p>The parish council will also include a supplementary section relating to specific questions they have for the community.</p>	<b>PC to draft questions</b>
7. Tasks and Actions (5m)	<p>AL to draft housing survey questions.</p> <p>AL to brief SW</p>	
8 AOB	<p>SW asked about timescale for the review.</p> <p>It was explained that the work of the Steering Group on the review will take until at least summer 2025.</p> <p>Future meeting dates to be confirmed at next meeting.</p>	
Date of next meeting	Tuesday 26 <sup>th</sup> Nov at Sancroft Hall 7-9pm	

Meeting ended at 8 .21pm