

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

**DRAFT Minutes of Meeting**

**26<sup>th</sup> November 2024 : 7.00-9.00**

**Sancroft Hall**

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

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

**Apologies:** Sheena McCallum, (SM)

<b>Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
1. Welcome PW		
2. Apologies for Absence  Declaration of interests Lobbying DW	Sheena McCallum  DW – there had been a request to the PC about costs and grants for the NDP review DW – A letter from a resident asking us to look in detail at infrastructure DW – A letter from a single resident to the PC questioning why we are reviewing the NDP.	
3. Terms of Reference PW	PW asked for clarification on the role of the chair and tabled suggestions which were agreed. These will be ratified by the parish council. It was also agreed that documentation for steering group meetings, where possible, shall be given to its members by email by DW at least five working days in advance of the meeting date. There may be exceptions. This too to be ratified by the parish council	
4. To resolve minutes of meeting 22 <sup>nd</sup> October are correct PW Matters arising: Email addresses DW Achievements CE Revised vision and Objectives AL:	Resolved that the minutes of meeting of 22 <sup>nd</sup> October are correct subject to duplications in those present and absent are corrected and items 7 and 8 read SL not SW. NDP email addresses have been set up but need activating by members. Received the draft list of achievements since the NDP was made. This will be shared at consultation. Received the revised draft vision and objectives which will be shared at consultation.	
5. Final draft Design Codes AECOM	There was lengthy discussion about the content of the draft report. It provides a detailed description of the settlement area with many photographs and exemplars. It was explained this was not a retro-fit report but a description of what we have and what we can learn from that. This will enable us to consider and consult on better solutions to any development including such issues as parking,	<b>AL to send amendments and recommendations to improve the report back to AECOM</b>  <b>CM to send</b>

	<p>layout, extent of green spaces and gardens, density, design and mitigations against flooding. The document uses specific terminology that any developments must, should or could do to implement specific outcomes. The group agreed there should be more must/should and will be feeding this back.</p> <p>The group noted typos and inaccuracies for correction.</p> <p>The report contains a very useful checklist of how developers, planners, consultees and residents can respond to planning applications based on the codes.</p> <p>The final report will form part of the documentation during consultation.</p>	<p><b>comments to AL</b></p> <p><b>Anyone with good portrait picture of parish, send to AL</b></p>
<p>6. Receipt of AECOM Housing Needs Survey</p>	<p>It was agreed not to receive this report until the group were clear about the accuracy of the data. NS also raised a number of queries about the data which will also be fed back to AECOM.</p> <p>The information from this report might feed into any policy revision if the group agree this is appropriate. This will then form part of the consultation.</p> <p>At this point SL tabled data she had gathered from talking with residents about affordable housing. This will be discussed at a future meeting when the group has had time to assimilate it.</p> <p>It was agreed it would be useful to have an accurate account of affordable housing in the parish with a clear understanding of what is meant by the term.</p>	<p><b>AL to confirm the data with AECOM</b></p> <p><b>SL to send to DW for circulation</b></p>
<p>7. Discussion on content of Housing Questionnaire</p>	<p>AL introduced the housing survey draft which falls into two categories- factual information and opinion.</p> <p>There will be a preamble to explain what it is for and why it is being carried out. It will go to all households in the parish.</p> <p>The details about distribution and collection will be agreed at the January meeting.</p> <p>The questions were agreed and the methodology for analysis. CE has offered to carry out that analysis. It was also agreed that the outcome of the survey was not a definitive factual view from residents but rather an indicative view for guidance.</p> <p>The outcomes will be available at consultation. It is anticipated that these will be in the form of graphs and charts, for ease of presentation.</p>	<p><b>AL amending</b></p>

8. Timeline	<p>A timeline was agreed but with the reservation that it may be amended as a result of local and national strategic planning actions.</p> <p>The consultation process will take the form of exhibition and drop ins. Feedback will be taken in writing and there will be a six week period for this to happen. There will be a fair amount to assimilate so there will be more than one day of exhibition. This follows the successful pattern used when establishing the NDP.</p> <p>The whole process is not a quick one.</p>	<b>DW post timeline on website</b>
9. Tasks and Actions (5m)	Noted	
10.AOB	<p>JK raised an issue about a new member wanting to join the group.</p> <p>This will be considered by the parish council, not the steering group.</p>	
Date of next meeting	7 <sup>th</sup> Jan 2025 at Sancroft Hall 7-9pm	
Subsequent meeting dates 7pm Sancroft Hall	<p>Feb 4<sup>th</sup>, Mar 4<sup>th</sup>, Apr 1<sup>st</sup> Apr 29<sup>th</sup>, Jun 3<sup>rd</sup> Jly 1<sup>st</sup> Aug 5<sup>th</sup> Sep 2<sup>nd</sup> Oct 7<sup>th</sup> Nov 4<sup>th</sup> Dec 2<sup>nd</sup></p> <p>Consultation dates to be confirmed</p>	

Meeting ended at 9.35pm