

Fressingfield Neighbourhood Development Plan (NDP) Review Steering Group

DRAFT Minutes of Meeting

10th September 2024 : 7.00-9.00

The Old Chapel

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

Planning Consultant : Andrea Long (AL)

Apologies: Michael Flounders,(MF) Sharon Lytton, (SL) Aruna Limoli-Kirsch (AI-K)

Item	Discussion and Decisions	Action
1. Welcome, introductions and purpose of the group	<p>The members of the steering group were welcomed by Di Warne, chair of the parish council and thanked for bringing their expertise, views and giving up their time. She outlined the purpose of the group:</p> <ul style="list-style-type: none">• Assess the existing plan against current legislation at national and local level• Gather evidence• Suggest amendments• Consult with residents• Make further amendments• Draft final review for referendum <p>The role is to give AL a steer on what amendments could be written into the plan so that it is robust and compliant.</p> <p>Each member of the group introduced themselves and gave a brief description of their background, experience and expertise. This includes :</p> <ul style="list-style-type: none">• Science and research• Architect• Planner• Business• Education• Leadership and management• Community interests• Charity work• Ecology and the natural environment <p>The steering group is a working group of the parish council. As such the working group is not a public meeting. The group will adhere to the Nolan principles. These are set out in the Terms of Reference.</p>	
2. Confirmation of Terms of Reference	<p>The terms of reference were agreed. These are available on the parish website tab:</p>	

	<p>NDP Review.</p> <p>Members of the group were asked to declare any interest that might be perceived as compromising. SM declared she is a town planner but has never had any work in Suffolk. She has also worked for AECOM previously;</p> <p>JK stated that he was no longer a member of SAFE;</p> <p>GD stated he owned land outside of the conservation area, as does DW;</p> <p>None of these matters were considered to be compromising.</p>	
3. Election of Chair and Vice Chair	<p>DW proposed that Paul Woodward be elected chair and Hilary Day vice chair. It was agreed unanimously.</p>	
4. Scoping Exercise	<p>AL provided a digest of the current NDP which stands as it is until any amended plan is accepted. She reminded the group about her findings from the scoping exercise she had completed for the parish council. The scoping exercise is on the parish council website under NDP Review together with the slides she used.</p> <p>She defined the triggers for review, which NDP policies might need strengthening, which new policies might be required.</p> <p>She explained that policies must be backed by hard evidence and community views and phrased positively. It should also be locally distinctive.</p> <p>She said policies were not about stopping development but influencing and managing development.</p> <p>She acknowledged that the Mid Suffolk Local Plan Part 2 was still in its very early stages and therefore as yet we do not know how Fressingfield fits into the settlement hierarchy or if there will be a change in housing numbers. We will find this out in due course The National Planning Policy Framework is still indicating that NDPs will carry weight in the planning process.</p>	
5. Explanation of support including Housing Survey and Design Codes	<p>There are two work streams which are supported by AECOM. AECOM is a national firm of consultants who have a contract with Locality (the Neighbourhood Plan funding body) to provide technical support to Neighbourhood Plan Groups. .</p> <p>The two streams are: Design Codes and Housing Assessment.</p> <p>Design Codes involve agreeing local preferences for issues such as landscaping, fencing, parking, house style and layout. The plan already has a strong character appraisal which will support the next steps in devising design codes.</p>	

	<p>The Housing Assessment will provide data on what is currently available in the parish: size, type, stock and tenure; projections for future need; affordability. This is underway.</p> <p>Affordability would be looked at in terms of perpetuity and not just at the first buying option. There is an opportunity for setting the discount amount under a First Homes Scheme.</p> <p>The housing assessment will need to be enhanced by local survey work in the parish. The steering group will consider this issue after their meetings in October.</p> <p>The information from these two streams will provide a starting point for the group to consider strengthening of existing or new policies.</p> <p>A third work stream involves biodiversity research. A local survey from Suffolk county council has been applied for and will again provide a starting point for further data collection and a strengthened policy. CE raised the issue of biodiversity offsetting outside the parish. It is possible to identify areas in the parish where that offsetting could be placed.</p>	
6. Prioritising and ordering our response to the scoping exercise	<p>It was agreed that not all policies need strengthening or amending but the group would look at each one in turn.</p> <p>Priorities are :</p> <ul style="list-style-type: none"> New Policies Design Codes Housing Need Biodiversity <p>At the next meeting the group will confirm the vision is still strong enough and will review the objectives.</p>	All: familiarise yourselves with the current vision and objectives
7.Tasks and actions	<p>It was agreed that a specific e.mail address for each steering group member would be useful</p> <p>It was agreed that members should get to grips with the current NDP</p>	<p>AL to set up e.mail addresses</p> <p>ALL</p>
8. Design Codes Site Meeting 120924	<p>On Thursday 12th September any of the group who are available will meet at the Baptist chapel café at 11.00 to discuss what characterises the nature of housing in the village and the very best and worst of development in the parish. This will be followed by a tour of the village to show examples to AECOM consultants.</p>	<p>ALL attend who can</p> <p>All send AL ideas of what to look at</p>

	This will help the AECOM consultants draw up a draft set of design codes which will then be brought back to the steering group for consideration and then as part of the public consultation.	
9 AOB	<p>CM asked what the time line was for the review. AL suggested that the bulk of the Steering Group's work should be completed in early 2025 but is dependent on a number of factors including the timing of evidence and potential changes to national policy.</p> <p>NS asked if SG meetings should be public. JK suggested that if people wanted information/clarification they should read the minutes and could ask steering group members. DW indicated that all SG agendas and minutes would be made public and published on the website.</p> <p>AL reiterated that all of the evidence to support the Neighbourhood Plan Review will be published alongside the various iterations of the amended Neighbourhood Plan and that the process being followed allows for at least 3 opportunities for public consultation which is above the statutory requirement.</p> <p>AL's colleague is drawing up a data profile of the parish using census, employment and natural environment data. This will be made available once completed.</p>	
Date of next 4 meetings	Tuesdays 1 st Oct, 22 nd Oct, 26 th Nov, 7 th Jan all at Sancroft Hall 7-9pm	