**Action Points from the Neighbourhood Plan Steering Group meeting held on the 16th of November 2023**

**Attendance**

Malcolm Newing (Chair)

Greg Noble

Bon Hine

David Venn

Eileen Curry

Damian Willingale

**Unable to attend.**

Tracy Youngs

Nick Ellins

Andy Gardner

Michaela Gardner

Craig Champion

1. **Introduction**

Malcolm said this should be the last meeting this year. The main purpose was to give the Pre-Sub document a final review so that it could be signed off ready to go to O’Neillhomer for its final check. The key objective is to ensure that the Policies address the issues that have been determined by the Steering Group from our interactions with the Local Community. The Policies have all been available for some time, this was a final opportunity to amend, add or remove elements before signing off.

1. **Revised Project Plan**

Malcolm confirmed he had spoken to both AECOM who are responsible for completing the Strategic Enviromental (SEA) Review of our Policies once signed off and Neil Homer. The latter confirmed they would be able to complete their work on the Pre-Sub if they received it week beginning 20th November. AECOM were looking to schedule their work so it can be completed before Christmas. The latest timelines are therefore as follows.

* Completion by PSG members of the draft Pre-Submission plan and production of amendments for dispatch to O’Neill Homer. End of October
* OH to complete final draft of Pre-Submission W/C 20th November
* PC sign Off 3rd December.
* AECOM complete the SEA on the plan by 25th Dec 2023
* REG 14 Consultation Jan – Feb 2023
* OH Reg 14 Review Feb 2023
* Final Draft, SG and PC sign Off Mar 2023

1. **Pre-Submission elements**
2. The Foreword and Community Views elements were read and accepted without any amendments.
3. SH1 Settlement Boundaries - Current wording agreed without amendment however the boundary map would need amending in line with SH9.
4. SH2 Design Code– The document V2 had been reviewed as ok off with gaps previously. Bon had reviewed for last months meeting and concluded further amendments were unnecessary in the body of the document however the Policy Statement required more focus, and this had been available to steering Group members for the past two weeks. The draft was agreed with the inclusion of Greg’s suggestion that air source machines should be added as items requiring covers. It was also agreed that Damian’s contribution on Dark skies principles should be included and was best recorded in the requirements for each individual Characteristic Area. Bon had specified Photos to David for the Gallery’s in the main document. He had done an excellent job in producing the necessary photos. Malcolm would collate for sending to O’NeillHomer. **Action: Malcolm N** David was asked to obtain some additional photos of the Stoke Lodge Wall, Tyrells Road, and Bragenham Side

 **Action: David V**

1. SH3 Local Heritage Assets – Eileen had collated information for the Local Historic sites in addition to extra material on the Grade 2 listed buildings. It was agreed that the list compiled would be complete with the addition of Rosebank. Malcolm asked if she could try and get a little more information on Rosebank and Ivy Cottage 26 The Green **Action: Eileen C** The Policy statement was agreed unchanged.
2. SH4 Green Infrastructure – The main change to the Policy statement had been the inclusion of Mount Pleasant Green as a designated Green Space. This was agreed. The list of Green Infrastructure elements was discussed, and 3 additions suggested and agreed. These were the Old Pond site outside the church, the old Quarry site by the recreation field and the site between the Dolphin and Clematis Cottage.
3. SH5 Sustainable Travel – It was agreed after discussion that an additional paragraph was required to strengthen the need to improve pedestrian and cycle routes around the Parish. New developments should be encouraged to make a financial contribution to improving this.
4. SH6 Housing Mix - The Policy and the associated justification was signed off by the group. Greg queried the Lifetime Home standards. Malcolm agreed to get an explanation. (Lifetime home standards were developed by the Joseph Rowntree Foundation **Lifetime Homes** Group in 1991. The standard is now promoted by the  Foundation for **Lifetime Homes** and Neighbourhoods, established in 2010, which comprises Age UK, the Town and Country Planning Association (TCPA), and Habinteg, a housing association originally set up by Scope. In February 2008 the UK Government announced its intention work towards all new homes being built to **Lifetime Homes** Standards by 2013. This approach is now being reconsidered and there has been a move to consolidated standards into a national framework centred on the Building Regulations.)
5. SH8 Traffic Management – Malcolm shared the latest Policy for inclusion with Greg’s Traffic Management Analysis. It was agreed as appropriate with a further amendment at Greg’s request that standards should be requested specifically with respect to tandem parking which the group had previously expressed concern about. **Action: Malcolm N**
6. SH9 Site Allocation – The site allocations had been signed off previously. The site-specific requirements were now associated and agreed by the group.

David proposed that the Pre-Sub document and specifically the Policies should be signed off, seconded by Bon. The proposition was carried unanimously.

1. The date of the next meeting is the 4th of January 2024 in the Community Centre.