

The Minutes of the Clavering Neighbourhood Plan Steering Group meeting held on Wednesday 26th November 2025.

Present - Rachel Tallon, John Britten, Iain Campbell, David Curtis, Hugh Dulley, Graham Finn, Mike Jenkinson, Frances Smither, Nigel Wood, Frank Woods

Apologies Stephanie Gill

1	<p>Minutes The minutes of the meeting on 6th November 2025 were approved.</p>	Action
2	<p>Planning Website This was now available.</p>	
3	<p>Funding for Consultants Nigel will send a list of what help the SG needs to Charles Welham to see what he can provide. He had approached the consultants that had been suggested. One had declined and the other was too expensive. Alternatives were suggested (including those used by Little Hallingbury) and he will report back at the next meeting.</p>	Nigel
4	<p>Housing Needs Analysis This has now been handed to Mike.</p>	
5	<p>Slide Presentation for Jan 14th meeting Arising from the last meeting it was agreed that there would not be a copyright issue with the plan of a development as it was already in the public domain. Sam Bampton had also agreed to provide site maps. The following points were agreed:-</p> <ol style="list-style-type: none"> 1. The Objectives would be added to the slides 2. At the meeting the SG members would spread out around the Hall to deal with any questions and hand out paper & pencils to allow questions to be raised at the end 3. Revise second slide – what we are not going to do - highways 4. Reference to the referendum to be revised 5. Include data for Housing Allocation 6. Have a board for glossary of terms 7. Change Working Party to Steering Group 8. Suggest roles for volunteers 9. Bring boards to next meeting 10. Advert to go into Bugle 11. Advert to be placed on the PC and Village websites and social media 12. Nigel Clark to be contacted 13. Posters on telegraph poles <p>Rachel has recruited volunteers for the refreshments.</p>	<p>Mike All</p> <p>Mike Graham Mike Mike M&G Graham All M&R Rachel Rachel</p> <p>Rachel ?</p>
6	<p>Objectives Survey Results There had been 90 responses, which was considered good. There appears to be confusion between footpaths and pavements in Objective</p>	

	no.7, but there had been many useful comments which will provide valuable evidence to support future policies etc. Mike said he would complete the AI Analysis and prepare a spreadsheet.	Mike
7	Clavering Primary School Visit Rachel met the Headmistress to highlight the plan the SG are developing, but also to try and reach an additional cohort of Clavering residents. The headmistress suggested placing an article in the School Newsletter to parents. A draft article circulated prior to the meeting was approved with minor amendments.	Rachel
8	Draft Key Issues A draft of the Key Issues had been circulated asking for comments. Any additions/amendments to be sent to Rachel. Frank noted there were many useful policies in the Newport NP, which could be used in the Clavering NP. A sub-team of the SG will meet to review the list of potential policies. Rachel proposed that the final plan should be kept simple whilst keeping all the essentials in.	All Rachel All
9	Update on Business Survey This was discussed and it was agreed that questions needed to be in line with the NP brief and could include whether business wanted to expand. Frances would draft the questions and submit them to a future meeting.	Frances
10	Site Selection It was reported that the original Development Limit no longer applied but the NP could include revised Development Limits. Mike said it would be necessary to come up with what ruled sites in and out and he would be circulating ideas for the next meeting. Only one landowner had replied to the letter asking whether their land, designated under Regulation 19, was available for development. Frances said she would approach the other landowners once she had been given the contact list.	Mike Frances Mike
11	Hill Green Planning Application Pelham Structures were going to submit a revised Planning Application showing drainage across the village green by Pond Cottage. Approval would need to be obtained for this and would come under the jurisdiction of Thames Water.	
12	Preparation for Meeting at the Village Hall It was agreed to meet at the Hall before Christmas to help prepare for the Community Meeting.	Frances
13	For the Next Meeting Sites – Mike	Mike

	Consultants – Nigel Design Code- John/Nigel	Nigel John
14	Dates of Future Meetings The future meetings of the SG will be held on 17 th December and Wednesday 21 st January 2026 at 19.00 in the Christian Centre.	ALL