



The Minutes of the Clavering Neighbourhood Plan Steering Group meeting held on Tuesday 17th March 2026.

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

Apologies – Graham Finn, Stephanie Gill, Frances Smither

1	Minutes The minutes of the meeting held on 4 th March 2026 were approved, subject to para 2. line 2 amend to “treatment capacity”.	Action
2	Parish Online The status of those SG members using Parish Online should now be as Data managers. All those using the application need to check this is the case.	
3	Audit of Non-designated Heritage Assets Graham is producing a list of heritage sites, but the non-designated sites still need to be identified. Once this information is available, Mike will add all sites on a map for reference.	Frances & David Mike
4	Updated List of Village Amenities Clavering was a high scoring village with 74 points based on the number of amenities available. Mike will confirm our list coincides with that held by UDC.	Mike
5	Policy Themes Progress A meeting of all authors had been held to define those policies required and ensure there was no overlap. First drafts will to be sent to Mike by 27 th March for amalgamation into a single document. The “cleaned up” policies would be presented to the SG meeting on 14 th April. The appointed consultant would review them from 7 th – 21 st May. It is anticipated that a draft NP will be available for the PC by 11 th June. The NPSG would be asked to comment as the policies progressed. Site selection will follow this, and the NP and the proposed site allocation would be presented to the PC and then the Village by end July/mid August.	All
6	Costs for Reg 19 Activities. The UDC will cover the costs of the Parish Vote as well as the SEA and Historic England assessments (if required).	

7	Promotion of SG Activities Updates of the SG activities will be made more widely available Nigel will place entries on both the Parish and Village Facebook sites. Rachel will provide Nigel with the updates prepared for the CPC meetings (a few days after PC meetings) for inclusion on the various sites.	Nigel Rachel
8	Consultant Status Two out of the three consultants had provided quotes - Matt Jennings and Ann Skippers. The CPC clerk was asked to follow up on the 3 rd consultant despite the expiry of the deadline for responses. Both available quotes were discussed, and it was noted that Ann Skippers had a wealth of relevant experience and has also worked with UDC on their plan. The Parish Clerk will be asked to obtain references, and the recommendation of Ann Skippers appointment should go to the PC on 13 th April. It was also proposed that an allowance for contingencies should be included. The assistance from the consultant will ensure the SG is following the correct procedures and therefore avoiding the possibility of litigation.	Nigel
9	Letters to Landowners and Site Selection Mike presented the current status of all the Reg 19 Sites. The responses from the landowners/agents indicate that they provide sufficient space for the houses required in the Plan. All landowners had expressed interest. The next steps were Clarification – chase down relevant landowners/agents where necessary Record clearly reasons for decisions once policies have been finalised It was decided that there should not be a filter process and all sites should be considered against the policies. The sensitivity of certain areas should be taken into account.	
10	Dates of Future Meetings The next meeting will be at 7.00pm on Tuesday 31 st March at the CCC. Further dates were fixed for Thursday 16 th April and Monday 27 th April.	All