

The Minutes of the Clavering Neighbourhood Plan Steering Group meeting held on Wednesday 24th June 2025.

Present - Rachel Tallon, Sam Bampton, John Britten, David Curtis, Hugh Dulley, Frances Smither, Di Ware, Nigel Wood, Frank Woods

Stephanie Gill (By invitation), Nicky Joshua (from RCCE)

MIKE

Apologies - Ian Campbell, Graham Finn

1	<p>Minutes</p> <p>The minutes of 20th March and 14th May 2025 were approved with the correction to minutes of 14th May as follows:</p> <p>Mike referenced the section referring to typos in the HELAA data and confirmed that if there were any factual errors identified, these would be captured in an Erratum</p>	<p>Action</p> <p>MJ</p>
2	<p>NP Road Map</p> <p>Summarising the stages required, it was noted that the evidence gathering stage is still underway. The next stage is to prepare draft policy documents for review by the group. These will be linked to the Vision statement.</p> <p>A call for historical documents and corresponding decisions was raised to ensure the data archive is complete. Stephanie confirmed that all this information had already been transferred to the SG. Rachel agreed to forward this information to Frank for electronic storage. This drew attention to the need to set up a system for storing key documents.</p> <p>Stephanie confirmed that the NP would be “A Single Issue Plan” i.e the priority is to find sites for the finally agreed number of houses. Nicky said this would mean that it would cover:-</p> <ul style="list-style-type: none"> • Suitable sites for new homes • How they look • Additional facilities • Engagement with the village <p>Since there is no evidence to support any additional items e.g. employment etc., the “single issue” approach had been chosen by the PC to ensure the NP was completed as soon as possible. It could include road improvements and projects that the village would like. Mike offered to draft the scope of the NP</p> <p>Nicky offered training for preparation of the NP and all agreed. This will take place at 7.00 on Wednesday 2nd July, and would be recorded for those who could not make this date.</p> <p>Stephanie announced that the Government would not be funding support previously available for NP preparation (see attached summary). It was proposed that the SG write to UDC re the completion of the HELAAs, financial assistance and other assistance to the SG.</p>	<p>RT/FW</p> <p>MJ</p> <p>NJ</p> <p>RT</p>
3	<p>Vision Statement & Objectives</p> <p>A high-level summary proposed 4 key objectives linked to the vision statement. Apart from suggestions to reorder the list and to finesse the wording, no additional objectives were put forward.</p>	<p>RT</p> <p>RT</p>

	The suggestion from the group was to write the objectives such that they presented a positive approach. Rachel agreed to look at objectives in other completed NPs.	
4	<p>Design Code</p> <p>Sam had circulated slides which he covered in outline. The outlying hamlets had not been considered in this summary. It was agreed that high density housing should be avoided as it was not in keeping with the village. UDC had policies on Affordable Housing and Housing Mix.</p> <p>Rural Exception Sites can be used for Affordable Housing but the land needed to be equally affordable. It was suggested that it was not included in the NP but was added later.</p> <p>Mike undertook to establish with Nicky our target for additional housing.</p> <p>It was proposed that the Design Code should also cover:-</p> <ul style="list-style-type: none"> • Traffic Calming, although allowance would have to be made for farm vehicles • Parking spaces for each new house • Green energy options • Maintaining open spaces <p>Comments from John:</p> <ul style="list-style-type: none"> • the design code should cover the design of the whole neighbourhood, not just individual properties and that this should aim to enhance our sense of community. Linear development does not help to achieve this e.g. Clavering in comparison to Hill Green does not have a discernible centre. This will have implications for site selection. This was generally agreed • The design code should recognise that the character of the neighbourhood and of individual properties is evolutionary and that it should support innovative design accordingly. This was agreed • Should the design code cover the design of non-residential properties? (tbc) <p>The DC was agreed in outline and Sam asked for comments in the next week.</p> <p>Rachel will arrange that John and Sam meet with UDC support team.</p>	<p>MJ/NJ</p> <p>SB/JB</p> <p>All</p> <p>RT/SB/JB</p>
5	<p>Deferred to the Next Meeting</p> <p>Survey Data - Frances</p> <p>Conflict of Interest paper</p>	HD
6	<p>Date of Next Meeting</p> <p>The next meeting will be on Wednesday 30th July at 7.00 in the Christian Centre.</p> <p>Nigel and Frank undertook to provide projection facilities at this and other meetings.</p>	<p>ALL</p> <p>NW/FW</p>