**Stantonbury Parish Neighbourhood Plan – Meeting Notes 7 March 2016**

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| **Present:** |
| Graham Davison – Cllr and Chairman | Auriel Lancashire |
| Sara Agintas- Cllr | David Kent |
| Richard Wilde - Cllr | Ivy Wilson  |
|  | John Evans |
|  | John Mountford |
|  | Michael McHugh |
|  | Stewart Ikin |
|  | Val Nunn |
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| **Apologies:** |
| David Outram – Cllr  | Gordon Lewis |
| Bob Lark – Cllr |
| Geoff Parker- Cllr |
| Bob Lark – Cllr |

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| **Item 1 – Terms of Reference** | **Action** |
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| Terms of Reference dated 13 January 2016 agreed. | To be signed by Graham Davison |
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| **Item 2 - Questions Raised regarding Terms of Reference** | **Response** |
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| 1. Was there any legal liability on the group?
 | No |
| 1. Accounting – Stantonbury Parish Council will maintain the accounts for the groups expenditure.
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| 1. Stantonbury Parish Council is to agree a ‘spend limit’ of £100.00 for the group on any one item without Stantonbury Parish Council approval.
 | Item for agenda next SPC Meeting04/04/2016 |
| 1. Meetings will run from 7.00 pm until 8.30 pm.
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| **Item 3 - Requests** | **Action** |
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| Each member of the group to be provided with a map of the Parish at A3 size. The road names etc are to be readable. | Provide all group members with A3 Parish map. |
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| **Item 4 - Comments by Stantonbury Council regarding the Questionnaires and re-issue of the magazine.** |  |
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| 1. Stantonbury Parish Council had more than 200 replies to the Questionnaire. This is significantly higher than other Parish Councils. A further questionnaire has to be issued as part of the process at a later date. Residents can complete a questionnaire on the website if they wish.
 | **Action**Website still shows survey closed – this needs to be fixed.  |
| 1. Emails have been sent to group. David Kent did not receive any Email?
 | **Action**To be checked. |
| **Item 5 – Discussion Re: Analysis of Surveys** |  |
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| Suggestions for consideration in the plan. |  |
| Roads/Redways and Pavements |  |
| * **Paths** – Always tarmac (or similar). Not paving. Signage to be clear. Lighting to be cost effective, possibly motion sensor. Areas must have both Redway and footpaths. Trees should be at a distance not to cause damage to paths from roots. Potential for low level planting?
* Configuration of relationship of roads and paths. Planting to be from the road – green space planting – footpath – Residential gone.
* Lighting – minimal light pollution.
* Paths to be wide enough for mechanical cleaner.
* **Roads** – Roads to be wide (possible 4 car widths).
* Parking bays for visitor cars.
* Visible residential parking.
* Possible parking on 1m edge of the road/grass planting interface.
* Traffic calming, chicanes, SID’s ANPR system.
* Commercial vehicle secure parking zone.
* Adequate curves to allow buses to traverse roads without damage to planting areas.
 | LED’s |
| * **Public Transport** – Bus stops on all routes through estates weather protected.
* Bus stops located a maximum distance of 100 meters from furthest residence.
* Bus stops, preferably vandal proof.
* Bus stops to have facility for local messages. (Stantonbury Parish Council notices etc).
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| * **Traffic Congestion**
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| * Double yellow lines at corners and in areas where large vehicles are pushed on to planting by inappropriately parked vehicles.
* Schools to adopt car sharing schemesPossibility of left turn only onto estates from grid roads.
* Possibility of left turn only onto estates from grid roads.
 | **Action**Raise with schools – bring forward list. |
| **Item 6 – Confirmation of Date and Time of Next Meeting** |  |
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| Date and Time of next meeting - Monday 4 April 2016 at 7pm |  |
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| **Item 7 – Instigation of Bring Forward List** |  |
| Arrange for Administrator to instigate a ‘bring forward list’ for the working group. | **Action**KF to draft bring forward list in time for next meeting. |