

<b>No.</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Assignee</b>	<b>Completed</b>
1	1st August, 2017	Ask Landscape Partnership to supply us with CAD maps of the files	Andrew	Completed
2	1st August, 2017	Promote Local Green Space Designation and conservation area status for Stebbing Green through the NP.	NP	Complete
3	1st August, 2017	Is it possible to include a "sign up" button for people to be included in our mailing list.	Bernard	Completed
4	1st August, 2017	It was agreed that a regular email be sent out via email, Nextdoor and Facebook pointing to our website to look at NP updates and get them used to visiting the NP website.	Bernard	Completed
5	5th September, 2017	Heritage Character assessment to be put on-line	Bernard	Completed
6	5th September, 2017	Heritage Assessment summary to be produced for the benefit of residents who do not want to read the complete report	Robert	Completed
7	5th September, 2017	Provide etc Gazebo for the village fete	Robert	Completed
8	8th September 2017	Request a copy of the ECC forecast for school capacity to show what their forecast is for Stebbing school during the UDC plan period (should be on ECC website)	Andrew	Outstanding
9	8th September 2017	Is the site for Stebbing Primary school constrained? (have been told they need to go up from 15 to 20 new entrants per year)	N/A	Closed
10	8th September 2017	Re-look at section SP3 in the UDC Reg 18 proposal to understand just how much housing Stebbing is expected to deliver in the UDC plan period (which started from 2016??) and confirm how many houses have already been built in the parish in this period, which would count towards the allocation. 44 houses in total across all Type A villages across full plan period, above existing commitments	N/A	Closed (will include in no.12)
11	8th September 2017	Create an annotated of the parish to show sites for CURRENT planning applications which have been approved or are pending, but building is not yet complete – including no. of houses for each site	Andrew	To be completed as we finish the plan.
12	8th September 2017	Need to re-emphasise in all future comms that Stebbing NP cannot stop the WOB garden settlement development, but can help mitigate any impact on parish (this should reduce the risk of residents rejecting our NP at referendum inappropriately).	All	Completed
13	8th September 2017	Obtain copy of Ben Smeedon report from April to use as evidence to our NP – the document references there should be a generous buffer zone between Stebbing Green and WOB development, but this was not included in Reg 18 proposal	Robert	Completed
14	8th September 2017	Obtain copy of Chris Blandford's report in relation to Braintree local plan proposal) and use as evidence in our NP – this document also references visual impact of WOB development on Stebbing Green.	Robert	Completed
15	8th September 2017	Read up on Local Green Space Designation (LGSD) in the NPPF (paragraph/section 77). Identify potential open spaces within the parish which would meet the criteria and hence we could recommend are designated Local Green Space.	All	Completed
16	8th September 2017	Obtain (via Rachel) a copy of the Locality template relating to Local Green Space Designation	Robert	Completed
17	8th September 2017	Forward email information regarding wildlife and biodiversity sites from Margaret Rufus to Andrew (Robert)  Add sites which are important in terms of wildlife and biodiversity to our NP constraints map.	Robert	Completed
18	8th September 2017	All of the Steering Group (individually) need to draft a Vision statement along with a proposed list of objectives for our NP to compare, review and agree at the 19th September meeting – should be shared via email 17/18 Sept so people have chance to read before the meeting		Completed
19	19th September 2017	Send Open Space society guide to green spaces to Robert	John	
20	19th September 2017	Continue to try to make contact with John Moore (Essex Wildlife Trust) for input to NP	Robert	Completed
21	19th September 2017	Circulate updated Vision statement to group and Rachel Hogger with final amendments to be fed back and agreed by 30th Sept	Fran	Completed
22	3rd October	Review objective and chapter headings of other NP groups	Robert	Completed by Andrew.

23	31st October 2017	Review local Green spaces list	All	Complete
24	31st October 2017	Email list of local Green Spaces to all members	Robert	Complete
25	31st October 2017	Add ancient / important hedges to plan	John	Ongoing
26	31st October 2017	email all chapter documents to all	Robert	Complete
27	31st October 2017	Email results from speed check to val	Greg	Complete
28	31st October 2017	email community profile to Christina	Greg	Complete
29	31st October 2017	Contact Rachel Hogger with a view to her attending another meeting	Robert	Complete
30	31st October 2017	Check OFMH availability for Saturday 9th December	Greg	Complete
31	31st October 2017	Change meeting date from 5th December to 28th November	Greg	Complete
32	9th January 2018	Get together with Jackie & Christina to complete the Loca Green Space assessment for presentation back to the Steering Group	John	Complete
33	9th January 2018	walk the Village to look for possible infill sites	Robert & Val	Complete
34	9th January 2018	Compare the Landscape survey with the results from the public questionnaire re possible sites for development	Andrew	Complete
35	9th January 2018	Provide emailed copies of policies to Judith	Robert	Complete
36	6th February 2018	School intake / Class sizes	Christina	Complete
37	6th February 2018	Discuss Green buffers / wedges with UDC officers	Robert / Rachel	Complete
38	6th March 2018	Review Andrews draft policies on Housing design and Environment	All	Complete
39	6th March 2018	Andrew to circulate list / plan of possible development sites	Andrew	ongoing
40	6th March 2018	Update Housing chapter to include community housing	Michael Kingdom ?	Ongoing
41	6th March 2018	Greg to speak to Chair regarding invoice from Simon Neesam	Greg	Complete
42	6th March 2018	Amalgamate all chapters into one document and circulate	John	Complete
43	6th March 2018	Bernard to look at an alternative to dropbox and maintain said alternative	Bernard	Complete
44	6th March 2018	Val to approach younger possible addition to the steering group as discussed at the meeting	Val	Closed
45	6th March 2018	look at the original list of volunteers to see whether any others would be interested in joining SG	Greg	Closed
46	3rd April 2018	Greg to contact Francine re updated budget figures	Greg	Complete
47	3rd April 2018	John to contact Francine re the changes to Locality funding and its implications	John	Complete
48	3rd April 2018	John to contact UDC to request information regarding their Heritage Assessment	John	Complete
49	3rd April 2018	Greg to contact Rachel re Ordinance Survey licence numbers	Greg	Complete
50	3rd April 2018	Greg to email Judith with draft proposal for expenditure to Simon Neesam to attend UDC meeting	Greg	Complete
51	3rd April 2018	Andrew to send list of religious beliefs from census to Judith	andrew	Complete
52	3rd April 2018	All to comment on draft 3 of the plan by 11th April 2018	All	Complete
53	3rd April 2018	Bernard to look at possible photographs for the plan / contact Stebbing scene re previous contributor	Bernard	Complete
54	3rd April 2018	draft letter to third party (statutory / other) consultees	John	Ongoing
55	3rd May 2018	Draft report of progress for both Stebbing Scene & Annual assembly by 11th May	John	Complete
56	3rd May 2018	email landscape and heritage consultants re use of photographs they have taken	Bernard	Complete
57	3rd May 2018	all to bring questionnaires to next working party meeting	all	Complete
58	29th May 2018	Andrew to check who else apart from aecom is on the Locality Panel of professionals	Andrew	Complete
59	29th May 2018	Val to put wishlist in spreadsheet or document format and circulate	Val	Complete
60	03 July 2018	check with UDC whether sites received for our call for sites have also been submitted to UDC	John	Ongoing
61	03 July 2018	Produce a letter to send to respondents to the call for sites giving update and closing date	John	Ongoing
62	03 July 2018	Respond to one site put forward regarding lack of information	Greg	Ongoing
63	03 July 2018	provide a list of planning applications for new / replacement dwellings	Greg	Complete
64	03 July 2018	respond to resident regarding inclusion of site in LGS	Greg	Ongoing
65	03 July 2018	Provide email addresses that we have for local clubs and societies	Greg	Complete

66	03 July 2018	letter to send to clubs and societies re speaking at their meetings to heighten awareness of NP	John	Ongoing
67	03 September 2018	Prepare consolidated list of Sites including those identified by the group and submitted to the group	John	Ongoing
68	03 September 2018	Update current draft to include Rachels comments as description / implementaion	John	Ongoing
69	03 September 2018	update Rachel on current position of plan	John	Ongoing