

# Hixon Neighbourhood Plan Steering Group

Minutes of Meetings, 2013—2015

## Minutes of Hixon Neighbourhood Plan Group Meeting 7.30pm Thursday September 26th 2013

### **In attendance for all or part of the meeting:**

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Clare Murdoch, Marilyn Aberley, Kate Teece, Stan Jones, Mr and Mrs Lowbridge.

Apologies: Jan Kelly

Areas represented: Sycamore Drive estate, Meadow Glade, Greenfields, Puddle Hill

This was the first proper meeting for the Hixon Neighbourhood Plan Group

<b>Item</b>	<b>Action</b>
Introduction - current position and the need for a Neighbourhood Plan: Stafford Borough Council does not have a Local Plan in place to comply with. This means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. Once a Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. The shape of Hixon's development will be as residents want it, not as developers want.	
The first major task is to produce a questionnaire(s) asking residents' opinions on what they want to happen in Hixon Parish over the 15 - 20 years. The questionnaire produced by Clifford (in Yorkshire) looks to be a useful starting template, Catherine to try and get a WORD or similar version so that it can be revised as appropriate to Hixon. Circulate version as is to all members to allow handwritten comments and revisions.	Catherine
In 1996 there was a Stowe Parish (included Hixon) Parish Appraisal and a lot of the questions used for that could be useful for the NP questionnaire. Try and get a copy of the questions, possibly John Blount has them.	Catherine
We will also need a questionnaire for the industrial estates: It was suggested that the Industrial Estates could be re-named as business Parks or Enterprise Parks, to improve their image.	All
It was decided that a flyer should be produced before delivery of the questionnaire, to tell people what was happening and asking them to look out for, and complete & return, the questionnaire. Posters put on notice boards, including bus shelters.	All
A logo would be useful to help identify NP posters, paperwork etc. Think of ideas.	All
Some funding is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required).	All
Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Next meeting is Thursday 10th October 2013, Memorial Hall back room.	

Meeting finished 9pm.

Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday October 10th 2013

**In attendance for all or part of the meeting:**

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Clare Murdoch, Marilyn Aberley, Stan Jones, Julie Ward, Derek Ward, Nigel Baxter, Phil Kent, Sandy White.

Apologies: Roger Teece

Areas represented: Sycamore Drive estate, Meadow Glade, Greenfields, Puddle Hill, Hall Farm Close.

Item	Action
<p>Current position and the need for a Neighbourhood Plan: Stafford Borough Council does not have a Local Plan in place to comply with. This means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. Once a Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. The shape of Hixon's development will be as residents want it, not as developers want.</p>	
<p>A WORD version of the Clifford questionnaire has been obtained. Members agreed that the this questionnaire looked generally appropriate to use for Hixon as a starting point. Several people had returned their comments and amendments. Susan volunteered to look at the comments etc. and come up with a draft questionnaire for the next meeting. Catherine to send her the WORD version.</p>	<p>Catherine/ Susan</p>
<p>A copy of the 1996 Stowe Parish Appraisal has been obtained from John Blount, Susan will look at this in addition to the Clifford questionnaire.</p>	<p>Susan</p>
<p>It was decided that a flyer should be produced before delivery of the questionnaire, to tell people what was happening and asking them to look out for, and complete &amp; return, the questionnaire. Posters put on notice boards, including bus shelters.</p>	<p>All</p>
<p>Brendan had produced a draft logo for consideration, as had Marilyn. After discussion, it was felt that the brick-laying logo was useful as giving the impression of something being built but it shouldn't be bricks that were being laid. Don't want to give the impression that we were building a wall around Hixon. Possibly have a jigsaw effect. Make the logo an impression of being open and rural, make it colourful and eye-catching.</p>	<p>Brendan</p>

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Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday October 10th 2013 (continued)

Some funding is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required).	All
Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Discussions took place on the planning applications for houses that had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. Nigel volunteered to look in to the planning situation re Hall Farm open space, when the houses were originally built.	Nigel
We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick
Clare volunteered to draft a questionnaire to go to the various businesses operating out of Hixon.	Clare
Clare also said she would have a look at producing a project plan to use to apply for funding: it was agreed that some of the funding received should be used to cover the time taken by the Hixon Parish Council Clerk on the administration of the Hixon Neighbourhood Plan Group and of the actual Neighbourhood Plan. Catherine to try and get more information on funding from Raj Bains.	Clare/ Catherine
Meeting finished 8:50pm.	

Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday November 7th 2013

**In attendance for all or part of the meeting:**

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Clare Murdoch, Stan Jones, Roger Teece, Nigel Baxter. Apologies: Julie Ward

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close.

Item	Action
Current position and the need for a Neighbourhood Plan: Stafford Borough Council does not have a Local Plan in place to comply with. This means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. Once a Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. The shape of Hixon's development will be as residents want it, not as developers want.	
Susan had produced a draft residents' questionnaire: this was gone through and a few amendments made. Questionnaire to be updated for next meeting.	Susan
It was decided that a flyer should be produced before delivery of the questionnaire, to tell people what was happening and asking them to look out for, and complete & return, the questionnaire. Posters put on notice boards, including bus shelters.	All
Brendan is working on a draft logo.	Brendan
Some funding is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Money is available to be applied for from February - do an online eligibility check and then if eligible, form is sent through. Form has to be completed and sent in within 30 days. We will need a separate bank account for the funds. Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. Find out if application can be put in before February.	Clare
Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Discussions took place on the planning applications for houses that had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. Nigel volunteered to look in to the planning situation re Hall Farm open space, when the houses were originally built: The open space was a planning requirement at the time, the developer had tried to use the space for another house but this had been refused by Planning.	Clare Catherine re bank account
We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick
The draft business questionnaire was looked at and a few amendments made. Questionnaire to be updated for next meeting.	Clare
Clare had produced a Project Plan based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points.	All
The group requires a constitution: Brendan to come up with one.	Brendan
Next meeting is Thursday 5th December 2013, 7.30pm Memorial Hall back room.	

Meeting finished 9:30pm.

Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday December 5th 2013

**In attendance for all or part of the meeting:**

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Stan Jones, Roger Teece, Nigel Baxter.

Apologies: Clare Murdoch

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close.

Item	Action
<p>Current position and the need for a Neighbourhood Plan: Stafford Borough Council does not have a Local Plan in place to comply with. This means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. Once a Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. The shape of Hixon's development will be as residents want it, not as</p>	
<p>Susan had updated the draft residents' questionnaire: this was gone through and a few more changes made. Questionnaire to be updated and circulated prior to Christmas to allow a trial of a few people completing it. Susan, Nigel, Roger, Mick and Stan all offered to find 2 people to complete it (ask Clare to find 2 too). Preferably a range of age groups, including younger people. Report back ease of completion and any comments and next meeting.</p>	Susan
<p>It was decided that a flyer should be produced before delivery of the questionnaire, to tell people what was happening and asking them to look out for, and complete &amp; return, the questionnaire. Posters put on notice boards, including bus shelters.</p>	All
<p>Brendan is working on a draft logo.</p>	Brendan

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Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday December 5th 2013 (continued)

<p>Some funding is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Money is available to be applied for from February - do an online eligibility check and then if eligible, form is sent through. Form has to be completed and sent in within 30 days. We will need a separate bank account for the funds. Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. Find out if application can be put in before February.</p>	<p>Catherine to arrange bank account</p>
<p>Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.</p>	<p>All</p>
<p>Discussions took place on the planning applications for houses that had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. Nigel volunteered to look in to the planning situation re Hall Farm open space, when the houses were originally built: The open space was a planning requirement at the time, the developer had tried to use the space for another house but this had been refused by Planning.</p>	<p>Monitor situation</p>
<p>We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.</p>	<p>All</p>
<p>Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.</p>	<p>Mick</p>
<p>The updated draft business questionnaire was looked at and a few more changes made. Questionnaire to be updated for next meeting.</p>	<p>Susan</p>
<p>Clare had produced a Project Plan based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points.</p>	<p>All</p>
<p>Brendan had drafted a constitution and this was accepted in principle - plan to adopt the constitution at the next meeting and decide on who will hold the positions: suggested we have a Chair, Vice-chair, Secretary, Treasurer and perhaps Project Planner and/or Manager, Fund Co-ordinator. Someone will have to analyse the completed questionnaires - suggested we ask Weston Road Academy if there are any 6th formers wanting a project.</p>	<p>All</p>
<p>Next meeting is Thursday 9th January 2014, 7.30pm Memorial Hall back room.</p>	

Meeting finished 9:00pm.

Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday January 9th 2014

**In attendance for all or part of the meeting:**

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Stan Jones, Roger Teece, Nigel Baxter, Clare Murdoch.

Apologies: Phil Kent (Julie Ward has said she won't be attending meetings but would like to help with delivering/collecting questionnaires etc.)

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close.

Item	Action
<p>Current position and the need for a Neighbourhood Plan: Stafford Borough Council does not have a Local Plan in place to comply with. This means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. Once a Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. The shape of Hixon's development will be as residents want it, not as developers want.</p>	
<p>The draft questionnaire had been trialled on about 10 people of varying ages and their feedback/comments were discussed, leading to a few more changes being made to the questionnaire. Susan to make changes with a view to producing the final version. Some changes to age ranges etc. to match census will also be made.</p>	Susan
<p>It was decided that a flyer should be produced before delivery of the questionnaire, to tell people what was happening and asking them to look out for, and complete &amp; return, the questionnaire. Posters put on notice boards, including bus shelters.</p>	All
<p>Brendan had produced a draft logo - it was felt that the suggestion of using a family group rather than a man was a good one, Brendan to try to revise the logo accordingly.</p>	Brendan
<p>Some funding is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Money is available to be applied for - do an online eligibility check and then if eligible, form is sent through. Form has to be completed and sent in within 30 days. We now have a separate bank account for the funds. Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. Need to decide what to claim for on application and for how much. e.g. design and print of questionnaires, room hire, posters, draft document and final document, public exhibition, analysing the questionnaires, professional assistance (?) Brendan, Susan and Clare are attending a meeting on January 13th, get information from Raj Bains and John Blount etc. on what to put on funding application.</p>	Brendan, Susan and Clare



Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday January 9th 2014 (continued)

Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. The application on Land off Hall Farm Close has been refused.	Monitor situation
We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick
Draft business questionnaire to be updated for next meeting.	Susan/ Clare
Clare had produced a Project Plan based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points.	All
Constitution: The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.	Clare/All
Someone will have to analyse the completed questionnaires - suggested we ask Weston Road Academy if there are any 6th formers wanting a project. Catherine to contact Head of Sixth Form to make enquiries.	Catherine
Aim to get the questionnaires out by the end of February 2014 - will need more people to help distribute and collect, estimate need about 30 people to do this.	All
Meeting finished 9:00pm.	

Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday February 6th 2014

**In attendance for all or part of the meeting:**

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Stan Jones, Nigel Baxter, Clare Murdoch.

Apologies: Roger Teece

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close.

Item	Action
<p>Current position and the need for a Neighbourhood Plan: Stafford Borough Council does not have a Local Plan in place to comply with. This means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. Once a Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. The shape of Hixon's development will be as residents want it, not as developers want.</p>	
<p>The draft residential questionnaire had been trialled on about 10 people of varying ages and their feedback/comments were discussed, leading to a few more changes being made to the questionnaire. Susan has made changes final version about ready. Just a few minor amendments discussed. Reduce the number of homes required by 20131 to approx. 100. Susan to circulate again, final checks and comments made.</p>	Susan/All
<p>It was decided that a flyer should be produced before delivery of the questionnaire, to tell people what was happening and asking them to look out for, and complete &amp; return, the questionnaire. Posters put on notice boards, including bus shelters. Key information sites discussed: shops, pubs, bus stops, hall, PC notice boards, school, doctor's surgery (Great Haywood), entrance to Industrial Estate at Central Fasteners.</p>	All
<p>Brendan had produced a draft logo - it was felt that the suggestion of using a family group rather than a man was a good one. Brendan has revised the logo accordingly.</p>	Brendan
<p>Some funding is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Money is available to be applied for - do an online eligibility check and then if eligible, form is sent through. Form has to be completed and sent in within 30 days. We now have a separate bank account for the funds. Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. Need to decide what to claim for on application and for how much. e.g. design and print of questionnaires, room hire, posters, draft document and final document, public exhibition, analysing the questionnaires, professional assistance (?) Brendan, Susan and Clare attended meeting on January 13th, get information from Raj Bains and John Blount etc. on what to put on funding application. Brendan will do the eligibility checker for the funding application and then complete the application form. Have prices of £120 + VAT for 10 A2 posters. Need 800 postcards pre questionnaire. Can apply for up to £7000 (in as many applications as required, minimum amount is £500).</p>	Brendan and Clare

Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Thursday February 6th 2014 (continued)

Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. The application on Land off Hall Farm Close has been refused.	Monitor situation
We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick
Draft business questionnaire to be updated for next meeting.	Susan/ Clare
Clare had produced a Project Plan based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points. The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify stakeholders and get them involved: History Group, (Landowners), school, Health & Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Need to write a letter suitable for all stakeholders. Invite landowners once we are ready to draft the plan. Have a community engagement plan - we need to know exactly what we want other people to do, especially landowners.	All
Constitution: The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.	Clare/All
Someone will have to analyse the completed questionnaires - suggested we ask Weston Road Academy if there are any 6th formers wanting a project. Catherine has contacted Head of Sixth Form to make enquiries, poster asking for volunteers has gone up in common room.	Catherine
Aim to get the questionnaires out during March 2014 - will need more people to help distribute and collect, estimate need about 30 people to do this. Training on delivery and collection will be provided. Try and find volunteers for this.	All
Once questionnaires have been analysed, prepare and "Issues and Aspirations" leaflet for distribution.	Clare/All
A Special Parish Forum meeting at SBC on 5th February was attended by Brendan: one thing that came out of this meeting was the need to meet with Alex Yendole to discuss housing apportionment in KSVs. To be put on the PC agenda.	Catherine
Next meeting: to be decided. Venue suggested: Bank House.	

Meeting finished 9:15pm.

# Minutes of Hixon Neighbourhood Plan Group Meeting

7.30pm Thursday March 27th 2014

In attendance for all or part of the meeting:

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Stan Jones, Nigel Baxter, Clare Murdoch, Roger Teece, Julie Ward.

Apologies: none

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close.

Item	Action
<p>Current position and the need for a Neighbourhood Plan: Stafford Borough Council does not have a Local Plan in place to comply with. This means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. Once a Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. The shape of Hixon's development will be as residents want it, not as developers want.</p>	
<p>The draft <b>residential questionnaire</b> had been trialled on about 10 people of varying ages and their feedback/comments were discussed, leading to a few more changes being made to the questionnaire. Susan has made changes final version about ready. Just a few minor amendments discussed. Reduce the number of homes required by 2031 to approx. 100. Susan to circulate again, final checks and comments made. Number of houses to 2031 reduced to 50, as application for 76 houses has now been approved by Planning Committee. PC Newsletter to be explain the 76 house situation. Residents questionnaires will be numbered. Need more volunteers to deliver and collect questionnaires, training sessions will be held. All to try and find more volunteers. Clare to ask Raj Baines whether deliver/collect volunteers should wear an ID tag. Try and advertise in Compass and Nigel to look at Newsletter. Need list of addresses for each person so they sign to say they have been done. Clare to draft something for volunteer training. Have a drop-off box in case can't be/not collected - Clare to ask Chop Shop, Mick to ask Fish &amp; Chip shop.</p>	Susan/All
<p>It was decided that a flyer should be produced before delivery of the questionnaire, to tell people what was happening and asking them to look out for, and complete &amp; return, the questionnaire. Posters put on notice boards, including bus shelters. Key information sites discussed: shops, pubs, bus stops, hall, PC notice boards, school, doctor's surgery (Great Haywood), entrance to Industrial Estate at Central Fasteners.</p>	All
<p>Brendan had produced a draft logo - it was felt that the suggestion of using a family group rather than a man was a good one. Brendan has revised the logo accordingly.</p>	Brendan

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**Minutes of Hixon Neighbourhood Plan Group Meeting 7.30pm  
Thursday March 27th 2014 (continued)**

<p>Some <b>funding</b> is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Money is available to be applied for - do an online eligibility check and then if eligible, form is sent through. Form has to be completed and sent in within 30 days. We now have a separate bank account for the funds. Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. Need to decide what to claim for on application and for how much. e.g. design and print of questionnaires, room hire, posters, draft document and final document, public exhibition, analysing the questionnaires, professional assistance (?) Brendan, Susan and Clare attended meeting on January 13th, get information from Raj Bains and John Blount etc. on what to put on funding application. Brendan will do the eligibility checker for the funding application and then complete the application form. Have prices of £120 + VAT for 10 A2 posters. Need 800 postcards pre questionnaire. Can apply for up to £7000 (in as many applications as required, minimum amount is £500). £1840 applied for initially, this has been approved. Need to think about cost of public exhibition.</p>	<p>Brendan and Clare</p>
<p>Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.</p>	<p>All</p>
<p>Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. The application on Land off Hall Farm Close has been refused. Pasturefields Lane has been refused. 76 hoses off New Road has been permitted. Application for 12 houses off Hall Farm Close has been submitted.</p>	<p>Monitor situation</p>
<p>We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.</p>	<p>All</p>
<p>Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.</p>	<p>Mick</p>
<p>Draft <b>business questionnaire</b> to be updated for next meeting. Need to draft a letter to go out with the business questionnaire. Business questionnaires will have the business name on it. Find out if Lesley will print the business questionnaires - she may be prepared to post most of them out.</p>	<p>Susan/ Clare</p>

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**Minutes of Hixon Neighbourhood Plan Group Meeting 7.30pm  
Thursday March 27th 2014 (continued)**

<p>Clare had produced a <b>Project Plan</b> based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points. The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify stakeholders and get them involved: History Group, (Landowners), school, Health &amp; Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Need to write a letter suitable for all stakeholders. Invite landowners once we are ready to draft the plan. Have a community engagement plan - we need to know exactly what we want other people to do, especially landowners. Brendan has drafted a letter to stakeholders: invitation to join the group or get involved further down the line. Be a foot-soldier or be actively involved helping put together the plan. Information sessions to be held.</p>	<p>All</p>
<p><b>Constitution:</b> The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.</p>	<p>Clare/All</p>
<p>Someone will have to <b>analyse</b> the completed questionnaires - suggested we ask Weston Road Academy if there are any 6th formers wanting a project. Catherine has contacted Head of Sixth Form to make enquiries, poster asking for volunteers has gone up in common room. No responses, assume no-one will come forward from Weston Road. Susan volunteered to get the analysis started, work out how to do it etc.</p>	<p>Catherine</p>
<p>Aim to get the questionnaires out during April 2014 - will need more people to help distribute and collect, estimate need about 30 people to do this. Training on delivery and collection will be provided. Try and find volunteers for this.</p>	<p>All</p>
<p>Once questionnaires have been analysed, prepare and "Issues and Aspirations" leaflet for distribution.</p>	<p>Clare/All</p>
<p>A Special Parish Forum meeting at SBC on 5th February was attended by Brendan: one thing that came out of this meeting was the need to meet with Alex Yendole to discuss housing apportionment in KSVs. To be put on the PC agenda.</p>	<p>Catherine</p>
<p><b>Public Exhibition:</b> - series of big poster boards showing results for trends. Big high quality map showing the outcome. Hixon through the ages.. Plan for exhibition in September. Aerial photo of Hixon - Mick?</p>	
<p>Meeting finished 9:15pm.</p>	

# Minutes of Hixon Neighbourhood Plan Group Meeting

7.30pm Wednesday October 15th 2014

In attendance for all or part of the meeting:

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Clare Murdoch, Sarah Brookes, Stan Jones

Apologies: Nigel Baxter

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close.

Item	Action
<p>Current position and the need for a Neighbourhood Plan: Stafford Borough Council now has a Local Plan in place to comply with. Unfortunately, this still means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. As the Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. A new settlement boundary will be in place and this is very important as development should then only be allowed within the boundary. The shape of Hixon's development will be as residents want it, not as developers want.</p>	
<p>The <b>residential questionnaire</b> was delivered late April/early May 2014 to all residences in Hixon Parish. 468 were returned/collected, nearly 63% which is an excellent return. The vast majority of questionnaires have had their responses recorded and the data is being analysed.</p>	Susan/All
<p>Some <b>funding</b> is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. £1840 was applied for initially, and was approved, £1656 received. £566 left till end of December, any residue must then be returned.</p>	All
<p>Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.</p>	Brendan
<p>Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. 76 houses off New Road has been permitted. Application for 12 houses off Hall Farm Close has been permitted. 30 plus 7 houses off Church Lane, 10 houses off Egg Lane and 101 houses off Stowe Lane still pending .</p>	Brendan and Clare
<p>We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.</p>	All
<p>Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.</p>	Monitor situation
<p><b>Business questionnaire</b> is ready to go. Letter to go out with the business questionnaire needs finalising. Business questionnaires will have the business name on it. Lesley will print the business questionnaires - she may be prepared to post most of them out. Sarah volunteered to deliver others by hand.</p>	All

**Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Wednesday October 15th 2014 (continued)**

Clare had produced a <b>Project Plan</b> based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points. The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify stakeholders and get them involved: History Group, (Landowners), school, Health & Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Need to write a letter suitable for all stakeholders. Invite landowners once we are ready to draft the plan. Have a community engagement plan - we need to know exactly what we want other people to do, especially landowners. Brendan has drafted a letter to stakeholders: invitation to join the group or get involved further down the line. Be a foot-soldier or be actively involved helping put together the plan. Information sessions to be held.	Mick
<b>Constitution:</b> The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make	Susan/ Clare
Start on the preparation of the "Issues and Aspirations" leaflet for distribution prior to the Public Exhibition, try for 22nd/23rd November.	All
<b>Analysis</b> of the completed questionnaires - a group of 6 people have been engaged in recording data from the questionnaires over the past few months. More to be distributed for data recording. Aim to have the Q's finished by end of October.	All
Once questionnaires have been analysed, prepare an " <b>Issues and Aspirations</b> " leaflet for distribution.	Clare/ Brendan
<b>Public Exhibition:</b> -series of big poster boards showing the results. Draft version of the Settlement Boundary to be shown, also important to get the draft settlement boundary in the SBC as a matter of urgency. Proposed dates of 6th and 7th December, check hall availability. Consider which stakeholders to invite to exhibition. Try and source some exhibition stands to borrow (Catherine).	All
Meetings held on April 17th, July 17th, July 31st 2014 were not minuted as they were for administrative purposes only (organising the distribution, collection and data recording of questionnaires).	
Next meeting: 3rd November 2014, 7.30pm, Green Man.	

Meeting finished 9:15pm.



**Minutes of Hixon Neighbourhood Plan Group Meeting**  
**7.30pm Wednesday November 3rd 2014**  
**In attendance for all or part of the meeting:**

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Clare Murdoch,

Apologies: Sarah Brookes, Stan Jones, Nigel Baxter

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill.

Item	Action
<p>Current position and the need for a Neighbourhood Plan: Stafford Borough Council now has a Local Plan in place to comply with. Unfortunately, this still means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. As the Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. A new settlement boundary will be in place and this is very important as development should then only be allowed within the boundary. The shape of Hixon's development will be as residents want it, not as developers want.</p>	
<p>The <b>residential questionnaire</b> was delivered late April/early May 2014 to all residences in Hixon Parish. 468 were returned/collected, nearly 63% which is an excellent return. The vast majority of questionnaires have had their responses recorded and the data is being analysed.</p>	Susan/All
<p>Some <b>funding</b> is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. £1840 was applied for initially, and was approved, £1656 received. £566 left till end of December, any residue must then be returned.</p>	-
<p>Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.</p>	All
<p>Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. 76 houses off New Road has been permitted. Application for 12 houses off Hall Farm Close has been permitted. 30 plus 7 houses off Church Lane, 10 houses off Egg Lane and 101 houses off Stowe Lane still pending .</p>	Monitor situation
<p>We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.</p>	All
<p>Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.</p>	Mick

**Minutes of Hixon Neighbourhood Plan Group Meeting  
7.30pm Wednesday November 3rd 2014 (continued)**

<p><b>Business questionnaire</b> is ready to go. Letter to go out with the business questionnaire needs finalising. Business questionnaires will have the business name on it. Lesley will print the business questionnaires - she may be prepared to post most of them out. Sarah volunteered to deliver others by hand.</p>	<p>Susan/ Brendan</p>
<p>Clare had produced a <b>Project Plan</b> based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points. The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify stakeholders and get them involved: Hisory Group, (Landowners), school, Health &amp; Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Need to write a letter suitable for all stakeholders. Invite landowners once we are ready to draft the plan. Have a community engagement plan - we need to know exactly what we want other people to do, especially landowners. Brendan has drafted a letter to stakeholders: invitation to join the group or get involved further down the line. Be a foot-soldier or be actively involved helping put together the plan. Information sessions to be held.</p>	<p>All</p>
<p><b>Constitution:</b> The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.</p>	<p>Clare/All</p>
<p><b>Analysis</b> of the completed questionnaires - a group of 6 people have been engaged in recording data from the questionnaires over the past few months. Last 60 questionnaires distributed for data recording, to be completed for November 9th.</p>	
<p>The preparation of the "<b>Issues and Aspirations</b>" leaflet is underway, for distribution prior to the Public Exhibition on 22nd/23rd November.</p>	<p>Brendan/ Clare</p>
<p><b>Public Exhibition:</b> - series of big poster boards showing the results. Draft version of the Settlement Boundary to be shown, also important to get the draft settlement boundary in the SBC as a matter of urgency. Invite: DF&amp;G buses, Hazeldene House Surgery, Highways, SBC Forward Planning, BT/Superfast Broadband, Community Police - Catherine to draft letter. Allow comments on results boards by way of post-it notes.</p>	<p>All</p>
<p>Follow up exhibition with 1:1's with Key Stakeholders</p>	<p>Clare/ Brendan</p>
<p>Get as many people as possible to next meeting, need people to help with preparations, be there on exhibition days etc.</p>	<p>Catherine</p>
<p>Next meeting: 12th November, 7.30pm, Bank House.</p>	

Meeting finished 9:15pm.

## Minutes of Hixon Neighbourhood Plan Group Meeting 7.30pm Wednesday November 12th 2014

### In attendance for all or part of the meeting:

Brendan McKeown, Susan McKeown, Catherine Gill, Mick Kelly, Clare Murdoch, Stan Jones, Karen Baxter, Sarah Brookes, Steve Hodgkins

Apologies: Nigel Baxter

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close, Greenfields.

Item	Action
<p>Current position and the need for a Neighbourhood Plan: Stafford Borough Council now has a Local Plan in place to comply with. Unfortunately, this still means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. As the Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. A new settlement boundary will be in place and this is very important as development should then only be allowed within the boundary. The shape of Hixon's development will be as residents want it, not as developers want.</p>	
<p>The <b>residential questionnaire</b> was delivered late April/early May 2014 to all residences in Hixon Parish. 468 were returned/collected, nearly 63% which is an excellent return.</p>	-
<p>Some <b>funding</b> is available from the Department for Communities and Local Government (DCLG): To apply, we will need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. £1840 was applied for initially, and was approved, £1656 received. £566 left till end of December, any residue must then be returned.</p>	-
<p>Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.</p>	All
<p>Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. 76 houses off New Road has been permitted. Application for 12 houses off Hall Farm Close has been permitted. 30 plus 7 houses off Church Lane, 10 houses off Egg Lane and 101 houses off Stowe Lane still pending .</p>	Monitor situation

Continued next page

## Minutes of Hixon Neighbourhood Plan Group Meeting 7.30pm Wednesday November 12th 2014 (continued)

We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick
<b>Business questionnaire</b> is ready to go. Letter to go out with the business questionnaire needs final amendments making. Business questionnaires will have the business name on it. Lesley will print the business questionnaires - she may be prepared to post most of them out. Sarah volunteered to deliver others by hand.	Susan/ Brendan
Clare had produced a <b>Project Plan</b> based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points. The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify stakeholders and get them involved: History Group, (Landowners), school, Health & Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Need to write a letter suitable for all stakeholders. Invite landowners once we are ready to draft the plan. Have a community engagement plan - we need to know exactly what we want other people to do, especially landowners. Brendan has drafted a letter to stakeholders: invitation to join the group or get involved further down the line. Be a foot-soldier or be actively involved helping put together the plan. Information sessions to be held.	All
<b>Constitution:</b> The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.	Clare/All
<b>Analysis</b> of the completed questionnaires - a group of 6 people have been engaged in recording data from the questionnaires over the past few months. The data analysis has now been completed.	Susan
The preparation of the " <b>Issues and Aspirations</b> " leaflet is part prepared, price of £220 to print 850 colour 4-page copies agreed. Need to be ready for distribution on 22nd/23rd November, prior to the Public Exhibition .	Brendan/ Clare
<b>Public Exhibition:</b> - series of big poster boards showing the results. Draft version of the Settlement Boundary to be shown, also important to get the draft settlement boundary in the SBC as a matter of urgency. Allow comments on results boards by way of post-it notes. Send out spreadsheet for people to say when they are available to man the exhibition, 2-hour slots (Catherine). Exhibition stands now sourced, £5 hire charge agreed. D&G buses, Hazeldene House Surgery, Highways, SBC Forward Planning, BT/Superfast Broadband, Community Police to be invited. Publicise when the stakeholders will be present on website and FB (Catherine). Ask for more helpers on FB (Brendan). Ask Tim Moss if the History Society would like to have a stand (Mick). Chase up Raj Bains re referendum timeframe and process (Catherine).	Catherine/ Brendan/ Mick
Follow up exhibition with 1:1's with Key Stakeholders	Clare/ Brendan
Get as many people as possible to next meeting, need people to help with preparations, be there on exhibition days etc.	Catherine
Meeting finished 9:15pm.	

# Minutes of Hixon Neighbourhood Plan Group Meeting

6.30pm Friday January 16th 2015

In attendance for all or part of the meeting:

Brendan McKeown (BM), Catherine Gill (CG), Mick Kelly (MK), Clare Murdoch (CM), Stan Jones (SJ), Sarah Brookes (SB), Nigel Baxter (NB)

Apologies: Susan McKeown, Roger Teece

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close.

Item	Action
Current position and the need for a Neighbourhood Plan: Stafford Borough Council now has a Local Plan in place to comply with. Unfortunately, this still means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. As the Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. A new settlement boundary will be in place and this is very important as development should then only be allowed within the boundary. The shape of Hixon's development will be as residents want it, not as developers want.	
The <b>residential questionnaire</b> was delivered late April/early May 2014 to all residences in Hixon Parish. 468 were returned/collected, nearly 63% which is an excellent return.	-
Some <b>funding</b> is available from the Department for Communities and Local Government (DCLG): To apply, we need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. £1840 was applied for initially, and was approved, £1656 received. Residue of £21.12 has been returned.	-
Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. 76 houses off New Road has been permitted. Application for 12 houses off Hall Farm Close has been permitted. 30 plus 7 houses off Church Lane have been approved, 10 houses off Egg Lane still pending and 101 houses off Stowe Lane has been refused .	Monitor situation
We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future. Include house and gateway to Hixon designs.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick
<b>Business questionnaire:</b> Delivered (2 posted) to all businesses known of in Hixon parish. Ca. 25% return at present. Susan is performing the analysis.	Susan

Continued next page

## Minutes of Hixon Neighbourhood Plan Group Meeting 6.30pm Friday January 16th 2015 (continued)

Clare had produced a <b>Project Plan</b> based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points. The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify stakeholders and get them involved: History Group, (Landowners), school, Health & Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Need to write a letter suitable for all stakeholders. Invite landowners once we are ready to draft the plan. Have a community engagement plan - we need to know exactly what we want other people to do, especially landowners. Brendan has drafted a letter to stakeholders: invitation to join the group or get involved further down the line. Be a foot-soldier or be actively involved helping put together the plan. Information sessions to be held.	All
<b>Constitution:</b> The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.	Clare/All
<b>Analysis</b> of the completed questionnaires - a group of 6 people have been engaged in recording data from the questionnaires over the past few months. The data analysis has now been completed.	-
The " <b>Issues and Aspirations</b> " leaflet was distributed on 22nd/23rd November, prior to the Public Exhibition .	-
<b>Public Exhibition:</b> - series of big poster boards showing the results. Draft version of the Settlement Boundary was shown. Comments on results boards made on cards. D&G buses, Hazeldene House Surgery, Highways, SBC Forward Planning, Superfast Broadband, Community Police were invited, D&G buses and Superfast Broadband attended. The draft settlement boundary is now with SBC.	-
<b>Follow up exhibition with 1:1's with Key Stakeholders</b>	Clare/ Brendan
<b>Actions:</b> Find out who owns the buildings on Hixon Industrial Estate on Church Lane (County Fencing, Boat builders etc.). Try and get a planning consultant on-board (CG/BM), find out who organises the consultation (CG), check Project Plan and see if we have missed anything (CM), put in bid for further funds (BM/CG), find out what is happening re website(s) (BM), look at the Plan for Stafford Borough for useful parts (SJ), look in to Green issues for the NP (NB), sort out ideas for Hixon Identity re housing design, street furniture design etc. (MK).	See list
Everyone to look at Brendan's notes on the Objectives for the plan and expand/add to with own thoughts.	ALL
Copy of the draft plan to be kept relatively short (and simple, 12 pages double-sided?), distribute a copy to every household.	ALL
Meetings held on November 21st and December 1st 2014 were not minuted as they were for administrative purposes only (organising Public Exhibition).	
Meeting finished 8.05pm.	

## Minutes of Hixon Neighbourhood Plan Group Meeting 6.30pm Friday March 6th 2015

### In attendance for all or part of the meeting:

Brendan McKeown (BM), Catherine Gill (CG), Mick Kelly (MK), Clare Murdoch (CM), Stan Jones (SJ), Nigel Baxter (NB), Susan McKeown (SM)

Apologies: Sarah Brookes

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close.

Item	Action
Current position and the need for a Neighbourhood Plan: Stafford Borough Council now has a Local Plan in place to comply with. Unfortunately, this still means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. As the Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. A new settlement boundary will be in place and this is very important as development should then only be allowed within the boundary. The shape of Hixon's development will be as residents want it, not as developers want.	
The <b>residential questionnaire</b> was delivered late April/early May 2014 to all residences in Hixon Parish. 468 were returned/collected, nearly 63% which is an excellent return.	-
Some <b>funding</b> is available from the Department for Communities and Local Government (DCLG): To apply, we need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. £1840 was applied for initially, and was approved, £1656 received. Residue of £21.12 has been returned. A further £2700 has been applied for and received, to be spent by the end of March.	-
Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. 76 houses off New Road has been permitted. Application for 12 houses off Hall Farm Close has been permitted. 30 plus 7 houses off Church Lane have been approved. Further applications of 10 houses off	Monitor situation
We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future. Include house and gateway to Hixon designs.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick
<b>Business questionnaire:</b> Delivered (2 posted) to all businesses known of in Hixon parish. Ca. 25% return at present. Susan is performing the analysis.	Susan

## Minutes of Hixon Neighbourhood Plan Group Meeting 6.30pm Friday March 6th 2015

Clare had produced a <b>Project Plan</b> based on other those of other Neighbourhood Plans - we need to tick off the things we have already done and look at what needs to be done. Look at in more depth at next meeting and tick off relevant points. The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify stakeholders and get them involved: History Group, (Landowners), school, Health & Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Need to write a letter suitable for all stakeholders. Invite landowners once we are ready to draft the plan. Have a community engagement plan - we need to know exactly what we want other people to do, especially landowners. Brendan has drafted a letter to stakeholders: invitation to join the group or get involved further down the line. Be a foot-soldier or be actively involved helping put together the plan. Information sessions to be held.	All
<b>Constitution:</b> The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.	Clare/All
<b>Analysis</b> of the completed questionnaires - a group of 6 people have been engaged in recording data from the questionnaires over the past few months. The data analysis has now been completed.	-
The " <b>Issues and Aspirations</b> " leaflet was distributed on 22nd/23rd November, prior to the Public Exhibition .	-
<b>Public Exhibition:</b> - series of big poster boards showing the results. Draft version of the Settlement Boundary was shown. Comments on results boards made on cards. D&G buses, Hazeldene House Surgery, Highways, SBC Forward Planning, Superfast Broadband, Community Police were invited, D&G buses and Superfast Broadband attended. The draft settlement boundary is now with SBC.	-
Follow up exhibition with 1:1's with Key Stakeholders	Clare/ Brendan
<b>New items:</b> CG, CM and NB met with ex SBC Planning Officer Paul Windmill on February 24th. Paul gave advice on the best way forward and offered to read through our draft and final plans and offer his opinion. At the meeting on March 6th, the draft policies were reviewed and amended. It was agreed that the field to the west of Sycamore Drive should be turned in to a protected open green area, with access to the school grounds, and the field behind (bordering on to JBM lorry access road) should be a protected nature reserve. BM to look in to this.	<b>Brendan</b>
<b>Actions:</b> Check Project Plan and see if we have missed anything (CM), amend draft policies and circulate (CG), write 2nd NP newsletter (BM), draft plan (BM), add planned new park/open space area and nature reserve to map (BM)	<b>See list</b>
Copy of the draft plan to be kept relatively short (and simple, 12 pages double-sided?), distribute a copy to every household.	<b>ALL</b>
Meeting held on January 30th was not minuted as it was used for looking at the Stafford Local Plan.	
Meeting finished 9.20pm.	



# Minutes of Hixon Neighbourhood Plan Group Meeting

7pm Friday April 24th 2015

In attendance for all or part of the meeting:

Brendan McKeown (BM), Catherine Gill (CG), Mick Kelly (MK), Clare Murdoch (CM), Stan Jones (SJ), Nigel Baxter (NB), Susan McKeown (SM), Andy Haynes (AH)

Apologies: Sarah Brookes

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close, Ridgeway

Item	Action
Current position and the need for a Neighbourhood Plan: Stafford Borough Council now has a Local Plan in place to comply with. Unfortunately, this still means that they do not have many grounds to refuse a planning application if it is considered "sustainable". Hixon is now being targeted for planning applications for houses, as are some other Key Service Villages. As the Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. A new settlement boundary will be in place and this is very important as development should then only be allowed within the boundary. The shape of Hixon's development will be as residents want it, not as developers want.	
The <b>residential questionnaire</b> was delivered late April/early May 2014 to all residences in Hixon Parish. 468 were returned/collected, nearly 63% which is an excellent return.	-
Some <b>funding</b> is available from the Department for Communities and Local Government (DCLG): To apply, we need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. £1840 was applied for initially, and was approved, £1656 received. Residue of £21.12 has been returned. A further £2700 has been applied for and received, to be spent by the end of March.	-
Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Three planning applications for houses had recently been put in: all 3 had been called-in for a decision by the planning committee. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. 76 houses off New Road has been permitted. Application for 12 houses off Hall Farm Close has been permitted. 30 plus 7 houses off Church Lane have been approved. Further applications of 10 houses off Egg Lane and 90 houses off Stowe Lane still pending.	Monitor situation
We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future. Include house and gateway to Hixon designs.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick

## Minutes of Hixon Neighbourhood Plan Group Meeting 7pm Friday April 24th 2015 (continued)

<b>Business questionnaire:</b> Delivered (2 posted) to all businesses known of in Hixon parish. Ca. 25% return at present. Susan is performing the analysis.	Susan
Clare had produced a <b>Project Plan</b> based on other those of other Neighbourhood Plans - Look at in more depth and tick off relevant points (CM). The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify stakeholders and get them involved: History Group, (Landowners), school, Health & Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Need to write a letter suitable for all stakeholders. Invite landowners once we are ready to draft the plan. Have a community engagement plan - we need to know exactly what we want other people to do, especially landowners. Brendan has drafted a letter to stakeholders: invitation to join the group or get involved further down the line. Be a foot-soldier or be actively involved helping put together the plan. Information sessions to be held.	All
<b>Constitution:</b> The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.	Clare/All
<b>Analysis</b> of the completed questionnaires - a group of 6 people have been engaged in recording data from the questionnaires over the past few months. The data analysis has now been completed.	-
The " <b>Issues and Aspirations</b> " leaflet was distributed on 22nd/23rd November, prior to the Public Exhibition .	-
<b>Public Exhibition:</b> - series of big poster boards showing the results. Draft version of the Settlement Boundary was shown. Comments on results boards made on cards. D&G buses, Hazeldene House Surgery, Highways, SBC Forward Planning, Superfast Broadband, Community Police were invited, D&G buses and Superfast Broadband attended. The draft settlement boundary is now with SBC.	-
Follow up exhibition with 1:1's with Key Stakeholders	Clare/ Brendan
<b>New items:</b> CG, BM, SM and AH had an meeting in Hixon with Raj Baines and Melissa Kurihara on 23rd March. The draft policies were discussed and taken away by SBC to provide feedback. A further meeting took place with CVG/BM/SM and Raj/Melissa on 27th March when they explained changes to the way SBC wanted the Settlement Boundaries drawn up - Hixon will have a separate residential settlement boundary and industrial estate settlement boundary plan - the residential settlement boundary will only include housing and not include green/open spaces on the edge of the agreed residential boundary. Green/open spaces within the residential settlement boundary that are to be protected will be coloured green on the plan.	
All present agreed with proposed draft policies produced by CG & BM, only minor changes made to wording and discussions on which photos to take.	
<b>Actions:</b> Check Project Plan and see if we have missed anything (CM). All to look at draft plan once more and send any comments to BM by Monday 27th April. BM to finish draft plan ASAP.	
Copy of the draft plan to be kept relatively short (and simple, 12-16 pages double-sided?), distribute a copy to every household.	<b>ALL</b>
Meeting held on March 13th and 20th was not minuted as were used for to distribute NP Newsletter 2 and planning application opposition post cards.	
Meeting finished 8:45pm.	

# Minutes of Hixon Neighbourhood Plan Group Meeting

## 7pm Wednesday 28th October 2015

### In attendance for all or part of the meeting:

Brendan McKeown (BM), Catherine Gill (CG), Mick Kelly (MK), Clare Murdoch (CM), Stan Jones (SJ), Nigel Baxter (NB), Susan McKeown (SM), Andy Haynes (AH)

Apologies: Sarah Brookes

Areas represented: Sycamore Drive estate, Meadow Glade, Puddle Hill, Hall Farm Close, Ridgeway

Item	Action
Current position and the need for a Neighbourhood Plan: Stafford Borough Council now has a Local Plan in place to comply with. Hixon has been targeted for planning applications for houses, as have some other Key Service Villages. As the Local Plan has been adopted, an approved Neighbourhood Plan becomes part of the Local Plan and has to be complied with. The sooner Hixon has a Neighbourhood Plan in place the better, as then development will be controlled and additional services and facilities that are required to go along with development will have to be provided. A new settlement boundary will be in place and this is very important as development should then only be allowed within the boundary. The shape of Hixon's development will be as residents want it, not as developers want.	
The <b>residential questionnaire</b> was delivered late April/early May 2014 to all residences in Hixon Parish. 468 were returned/collected, nearly 63% which is an excellent return.	-
Some <b>funding</b> is available from the Department for Communities and Local Government (DCLG): To apply, we need a timeline for the costs. Type of costs include; printing, room hire, professional help (if required). Funding cannot be used to pay for the time of someone running/organising the group, only for outside professional skills. Payments made prior to funding application cannot be claimed back. £1840 was applied for initially, and was approved, £1656 received. Residue of £21.12 has been returned. A further £2700 has been applied for and received, used for printing the Newsletters publicising the Policies and for improving the website to allow the NP documents to be added.	-
Types of skills etc. that would be useful on the NP working group include; design, community engagement, planner/architect, printing facilities.	All
Several planning applications have been put in. The consensus was that until the NP was in place, Hixon had to resist planning applications for new housing of this sort, or the NP would become pointless as it would be too late. 76 houses off New Road has been permitted. Application for 12 houses off Hall Farm Close has been permitted. 30 plus 7 houses off Church Lane have been permitted, 10 houses off Egg Lane approved. 101/90 houses off Stowe Lane, 50 plus 8 houses off Church Lane all refused.	Monitor situation
We need to consider "What makes Hixon, Hixon? Identify the flavour of Hixon and plan to keep this for the future. Include house and gateway to Hixon designs.	All
Mick will ask Tim Moss what information is available on the heritage of Hixon - the former runway on the airfield is considered a heritage site.	Mick

## Minutes of Hixon Neighbourhood Plan Group Meeting 7pm Wednesday 28th October 2015 (continued)

<b>Business questionnaire:</b> Delivered (2 posted) to all businesses known of in Hixon parish. Ca. 25% returned. Susan has performed the analysis.	-
Clare had produced a <b>Project Plan</b> based on other those of other Neighbourhood Plans - Look at in more depth and tick off relevant points (CM). The Neighbourhood Area section has all been completed, some other items have also been addressed. Need to identify local stakeholders and involve them: History Group, local landowners, school, Health & Social Care (Dr Burra), Staffs Wildlife Trust (not for profit group), Church, luncheon club, allotment society, guides/scouts, walking group, Millennium Green Trust cttee. Have a community engagement plan.	All
<b>Constitution:</b> The following positions were agreed and appointed - Chair (Brendan), Secretary and Treasurer (Catherine), Project Manager (Clare). In the absence of the chair, a vice chair will be appointed on the day. Other officers will be appointed as and when required. The project manager will make sure things are on track and on schedule.	Clare/All
<b>Analysis</b> of the completed questionnaires - a group of 6 people were engaged in recording data from the questionnaires.	-
The <b>"Issues and Aspirations"</b> leaflet was distributed on 22nd/23rd November, prior to the Public Exhibition .	-
<b>Public Exhibition:</b> - 6th/7th December 2014. A series of big poster boards showing the results. Draft version of the Settlement Boundary was shown. Comments on results boards made on cards. D&G buses, Hazeldene House Surgery, Highways, SBC Forward Planning, Superfast Broadband, Community Police were invited, D&G buses and Superfast Broadband attended. The draft settlement boundary sent to SBC soon after exhibition.	-
<b>Meetings with SBC re pre-submission document:</b> CG, BM, SM and AH had an meeting in Hixon with Raj Baines and Melissa Kurihara on 23rd March. The draft policies were discussed and taken away by SBC to provide feedback. A further meeting took place with CG/BM/SM and Raj/Melissa on 27th March when they explained changes to the way SBC wanted the Settlement Boundaries drawn up - Hixon will have a separate residential settlement boundary and industrial estate settlement boundary plan - the residential settlement boundary will only include housing and not include green/open spaces on the edge of the agreed residential boundary. Green/open spaces within the residential settlement boundary that are to be protected will be coloured green on the plan. Meeting on 15th June to discuss the proposed final wording of the policies.	
<b>Pre-submission Consultation:</b> The consultation was launched on 10th July 2015 and ended 21st August 2015, following widespread publicity via posters and door-to-door delivery of Newsletter to all residents and businesses. Comments/responses collated and entered on to spreadsheet September 2015 by SM.	
<b>New Items:</b> This meeting was to discuss again (as not many members present on October 11th) the comments/responses made on the pre-submission consultation and the responses that should be given as part of the Consultation Statement and any necessary action that would be taken. These were agreed by all the members present. CG and BM to finalise all the documents and ask SBC for feedback - amend as appropriate and finalise for Consultation Launch by SBC ASAP.	BM/CG
Note: Meeting held on June 8th (pre-submission) was not minuted as discussions were on how to publicise the pre-submission consultation, the draft Plan was finalised, just small changes to formatting required. Meeting held on October 11th was not minuted, as only 5 members present. Replies to consultation comments discussed and agreed on October 11th and then again on October 28th with all but one member present.	

Meeting finished 9:15pm.