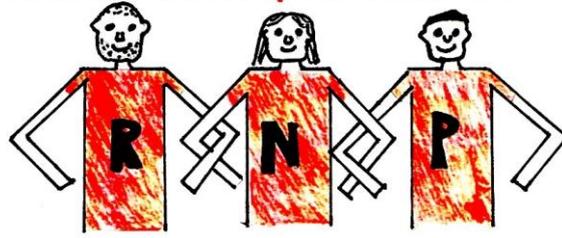


Redgrave's Neighbourhood Plan



WORKING TOGETHER TO PLAN OUR FUTURE

www.redgraveneighbourhoodplan.com

Redgrave Neighbourhood Plan Steering Group

Minutes of Meeting

Date: Monday 12 January 2026

Time: 17:30 hrs

Venue: Holt House, The Green, Redgrave

1. Introduction

Present:

- Jon Huckle
- Elaine Brown
- Charley Denmark
- Andy Warnes

The meeting was opened and all attendees welcomed. The purpose of the meeting was confirmed as progressing the review and update of the Redgrave Neighbourhood Plan on behalf of Redgrave Parish Council.

2. Group Membership and Relationship with Redgrave Parish Council

The initial Steering Group (SG) membership was confirmed as those attending.

It was noted that:

- The SG operates under the authority of Redgrave Parish Council.
- The Parish Council remains the qualifying body and decision-maker for the Neighbourhood Plan.
- The role of the SG is to undertake evidence review, engagement activity and draft recommendations for consideration by the Parish Council.
- A greater number of members was needed to create a more representative group.

Actions:

(1) To distribute the document defining the relationship with the Redgrave Parish Council (copy attached as Enclosure 1 to the minutes) to the Redgrave Parish Council for endorsement. **Action:** Andy Warnes.

(2) To invite selected individuals to join the SG. **Action:** All.

(3) To request the Redgrave Parish Council to provide additional members of the SG.

Action: Andy Warnes.

3. Neighbourhood Plan Review and Update Process

The review and update process adopted to date by the Redgrave Parish Council was outlined (copy attached as Enclosure 2 to these minutes). The importance of maintaining a clear audit trail and compliance with neighbourhood planning regulations was noted.

Actions:

(4) Review of the process for accuracy and completeness. **Action:** All.

4. Team Support

The support arrangements for the Steering Group were discussed, including:

- Consultant input.
 - It was noted that Andrea Long's quotation for support of the SG had been accepted by the RPC at its meeting of 8 Jan 26 (copy of quotation attached as Enclosure 3).
 - Andrea would be available to provide this support from about Apr 26.
- Communications Support
 - The Neighbourhood Plan website at <https://redgraveneighbourhoodplan.com/> was back up again.
 - Chris Giddings had offered to maintain this for the SG.
 - The SG Shared Drive had been made available to the SG by Jon Huckle.
 - It was agreed that this would be kept for the exclusive use of SG members.
- Further specialist technical support would be identified as and when required. Any additional support costs would be reported to the Redgrave Parish Council for consideration.

Actions:

(5) Specific responsibilities for activities such as marketing, secretarial support etc within the group should be identified. **Action:** All

5. Information Sharing – Website and Shared Area

Arrangements for sharing information were discussed, including:

- Use of the Parish Council website to publish key documents and updates.
 - The SG that this should be used to promulgate information to residents
- Regular inserts into the Parish Magazine.
- The Parish Council bulletin.
- The Parish Council and Village Facebook sites.
- A pub meeting (to be convened once a clearer picture of the team and the way forward had been established)
- The newly restored Redgrave Neighbourhood Plan website at <https://redgraveneighbourhoodplan.com/>

- It was agreed the website should be restructured to archive the original Neighbourhood Plan (in an accessible form) and give prominence to the new update activities.
- A comparison with the Fressingfield (and other parish) website should be made.
- Specific tools for the exclusive use of the SG to conduct its activities should include:
 - Use of the SG Shared drive for working drafts and evidence.
 - It was agreed that all the initial material 2022 should be archived (in an accessible form) and new activities given greater prominence.
 - SG members could create folders as required
 - Establishment of a WhatsApp Group for effective communications within the SG.

Actions:

(6) To request Chris Giddings to restructure the Neighbourhood Plan website, taking note of the Fressingfield website. **Action:** Andy Warnes with input from all

(7) To restructure the Shared Drive to archive the 2022 material and provide prominence to the ongoing activities. **Action:** Jon Huckle with input from all.

6. Progress to Date and Step 1 Summary Report

The Steering Group noted that:

- Step 1 of the review process has been effectively completed by the initial SG members.
 - All chapters of the current Neighbourhood Plan have been reviewed.
 - Review reports were circulated to Parish Councillors in advance of the Parish Council meeting on 8 Jan 26.
- Key conclusions were:
 - Chapters 1–6, 9 and 10 require relatively minor updates.
 - Chapter 7 will require significant updating to reflect new government and local policies.
 - Chapter 8 will require substantial revision to reflect changes in environmental policies.
- A Step 1 Summary Report had been produced (copy of the draft Summary report is attached as Enclosure 3).
 - This should be reviewed by the SG before submission to the Redgrave Parish Council for formal recognition and minuting.

Actions:

(8) Review the Step 1 Summary Report for agreement by the SG. **Action:** All.

(9) Submit the agreed Step 1 Summary Report to the Parish Council for formal consideration and minuting. **Action:** Andy Warnes

7. Next Steps

The next stages of work were outlined, including:

- SG and Parish Council consideration of the Step 1 Summary Report. (see Item 6 above)

- Engagement with BMSDC Strategic Planning staffs to seek greater clarity of the demands to be placed on the parish (particularly in terms of housing), the status of settlement hierarchy & planning activities and assistance in defining whether the Redgrave Neighbourhood Plan update process should be a minor or material change.
- Agreement on scope and priorities for the next stages of the activity.
 - An early draft of the Community Engagement strategy had been produced and would be considered further (copy attached as Enclosure 4)
- It was agreed that Step 3 and beyond of the process would be taken forward once Andrea Long was onboard.
 - A possible “Pub Meeting” to take forward the Step 3 community engagement would be set up no earlier than Apr 26

Actions:

(10). Continue engagement with BMSDC staffs. **Action:** Andy Warnes

(11). Review the Draft Community Engagement Strategy. **Action:** All

8. Any Other Business

None

9. Next Meeting

The next meeting of the Steering Group is proposed for:

Date: Tuesday 3 Feb 25

Time: 17:30 hrs

Venue: TBC

Enclosures:

1. Relationship between the Steering Group and the Redgrave Parish Council.
2. Process for the Review and Update of the Redgrave Neighbourhood Plan.
3. Draft Step 1 Summary Report.
4. Draft Community Engagement Strategy.