

**MINUTES of the MEETING of FEERING PARISH COUNCIL NEIGHBOURHOOD PLAN
COMMITTEE held on
MONDAY 15 February 2016
@ 8.0 pm in the Parish Office**

COUNCILLORS PRESENT

**Ms L Blackburn (Chairman)
Mr P Lees (Finance Officer)
Mr J Inglis
Mrs M Lakin
Mrs Evans**

**COMMITTEE MEMBERS ALSO
ATTENDING**

**Mr I Standingford
Mr N Henry
Mrs G Oldroyd
Mrs A Diggins (Secretary)**

12//2016 WELCOME AND APOLOGIES
Cllr Blackburn welcomed everyone to the meeting. Apologies were received from Cllr Bonner, Mrs Stobart, Mr Tuckfield and Mrs Tuckfield.

13/2016 DECLARATIONS OF INTEREST
None

14/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING
The Minutes of the Meeting of 18 January were **AGREED**, proposed Cllr Lees, seconded Cllr Lakin, and signed by the **Chairman** as a true record.

15/2016 MATTERS ARISING FROM THE PREVIOUS MEETING
Any matters arising would be covered in the Agenda.

16/2016 BUDGET
Cllr Lees reported that there had been no spend against the budget since the last meeting.

Cllr Lees advised that he would shortly begin to fill out the paperwork to apply for the grant from Braintree District Council. He added that if more than 25% of the housing surveys were returned additional funds would be needed.

17/2016 TIME PLAN
The Project Plan was now available for review – Mrs Diggins would circulate to the Committee members.

Action: Mrs Diggins

18/2016

EVIDENCE GATHERING

Drop in Session 13 February – this had been quite well attended, with 38 attendees from 33 different addresses. Attendees had ranged in age. **Mrs Diggins** would type up the comments collected from the residents at the session.

Action: Mrs Diggins

School workshop - **Cllr Lees** had worked with years 4, 5 and 6 in the school. The children had been asked three questions: what did they like about Feering; what didn't they like about Feering; and what would they like to see in Feering. There had been some interesting and similar responses and this information now needed to be recorded as evidence. Mr Henry would take away the responses and record.

Action: Mr Henry

Strategic Environmental Assessment (SEA) – **Cllr Blackburn** asked that members review the SEA on Braintree District Council's website.

http://www.braintree.gov.uk/downloads/200363/strategic_environmental_assessment_sea_sustainability_appraisal_sa

Action: All committee members

Cllr Blackburn would contact **Mrs Stobart** to ascertain how much assistance **Mrs Stobart** would be able to give with the SEA.

Action: Cllr Blackburn

Utilities – clarification was needed as to whether the committee should contact the utilities themselves or whether **Mrs Stobart** would be doing this on behalf of the local neighbourhood plan groups.

Action: Cllr Blackburn

19/2016

PUBLICITY AND COMMUNICATION

Cllr Inglis would upload the photographs from the drop in session on 13 February to both Facebook and Twitter and try to do some work to the website. Residents would be told about the event on the 13th and reminded to return the housing survey. An appeal would also be made for more volunteers.

Action: Cllr Inglis

20/2016

TRAINING AND SUPPORT

Cllr Blackburn, Cllr Evans and **Mrs Oldroyd** had attended the recent RCCE event and believed it had been very useful for picking up information and for networking.

Cllr Blackburn advised that it was envisaged that Feering and Kelvedon could work together on the environment and transport areas of the Neighbourhood Plans together, however they would not work together on housing.

Ms Jo Ellingham, who had worked on the Parish Plan and whose parents still lived in the village, had attended the session on the 13th and offered her assistance. **Cllr Blackburn** had received an email from **Ms Ellingham** and would be responding.

The next RCCE networking meeting was scheduled for May.

It was felt that it would be beneficial to make contact with the Feering and Kelvedon Heritage Society. **Cllr Lakin** would email **Tim Palethorpe** from the Society and arrange a meeting.

Action: Cllr Lakin

21/2016

MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

Focus / working groups – **Cllr Lees** said that the Committee needed to identify people willing to make up groups /lead in certain areas. Headings were needed for the next meeting so that this could be moved forward.

22/2016

DATE OF NEXT MEETING

It was **agreed** that the next Committee meeting would take place on **Monday 14 March at 8.0 pm** in The Parish Office.

The meeting closed at 9.45 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 14 March 2016 @ 8.0 pm

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Minutes confirmed as a true record of the meeting.

Signed ----- *A. Blackman*

Dated ----- *14th March 16*

