

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 14 March 2016@ 8.0 pm in the Parish Office**

COUNCILLORS PRESENT

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

**COMMITTEE MEMBERS ALSO
ATTENDING**

Mr I Standingford
Mr P Tuckfield
Mr M Leslie
Mr K Heron
Mrs J Stobart
Mrs A Diggins (Secretary)

23//2016 WELCOME AND APOLOGIES
Cllr Blackburn welcomed everyone to the meeting.

Apologies were received from **Cllr Bonner, Cllr Inglis, Mr Henry, Mrs Tuckfield** and **Mrs Oldroyd**

24/2016 DECLARATIONS OF INTEREST
None

25/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING
The Minutes of the Meeting of 14 March were **AGREED**, proposed **Cllr Lees**, seconded **Cllr Lakin**, and signed by the **Chairman** as a true record.

26/2016 MATTERS ARISING FROM THE PREVIOUS MEETING

18/2016 Paragraph 1 – the comments from the Drop in Session on 13 February had been typed up and circulated.

18/2016 Paragraph 2 –the comments from the children at the school workshop had been typed up and circulated.

18/2016 Paragraph 3 – **Mrs Stobart** explained that an SA was a Sustainability Appraisal and an SEA was a Strategic Environmental Assessment.

Braintree District Council had an obligation to do an SA on its whole plan and to screen Neighbourhood Plans for any proposals which needed an SEA. If any sites proposed in a Neighbourhood Plan needed an SEA and were in the original "Call for Sites" the District Council would undertake the SEA, if the sites weren't in the original "Call for Sites" then the Neighbourhood Plan Committees or Groups would have to undertake the SEA and cover the cost themselves.

18/2016 Paragraph 5 – Mrs Stobart advised that she felt it would be helpful to liaise with other villages and co-ordinate any questions to the utility companies, although a separate answer for each village would still be needed. **Cllr Blackburn** would contact Coggeshall Neighbourhood Plan Group

Action: Cllr Blackburn

Any other matters arising would be covered in the Agenda.

27/2016

BUDGET

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

Cllr Lees advised that he had completed the grant application paperwork in readiness.

28/2016

TIME PLAN

Feering had previously been viewed by Braintree District Council as an 'other village' and Kelvedon as a "key service village", however it now appeared that the Local Plan Sub Committee would be meeting to discuss a spatial hierarchy which put Feering together with Kelvedon, referring to them as "Kelvedon with Feering". A response asking for clarification was needed, this would need to come from Feering Parish Council and would be discussed at the Parish Council meeting on 15 March.

Post Meeting Note: Cllr Evans has advised that the Braintree District Council meeting referred to above took place on 14 March

Braintree District Council Sub Committee's written proposal for Feering was expected on 5 April and this could be reviewed and responded to before their open meeting on 13 April (proposals for Kelvedon would also be discussed at the same meeting). It was believed that the Council would arrange to display suggested sites to residents. **Cllr Lakin** advised that proposals would be based on comments already given by the Feering Parish Council.

Post Meeting Note: The Sub Committee meeting arranged for April has been cancelled and will be rescheduled for end May – date still to be advised.

29/2016

EVIDENCE GATHERING

Cllr Lees would be meeting with the Education Department at County Hall to look at capacity in schools and colleges – with current demographics there was no need for additional classrooms however there was no spare capacity.

Cllr Blackburn would be meeting with the Kelvedon and Feering Business Network on 15 March.

Neil Harvey at Essex Ecology Services had agreed to undertake an Ecology Survey for £50 per parish. It was **AGREED** that the Committee take him up on his offer, proposed **Cllr Blackburn**, seconded **Cllr Lakin**.

30/2016

PUBLICITY AND COMMUNICATION

Once Braintree District Council's proposals were known a leaflet would be printed and distributed to residents so as to engage them with the process.

Mrs Diggins would email **Cllr Inglis** regarding drafting the leaflet and contact the volunteers asking them to attend at the Parish Office on 9 April to assist with distributing the leaflets. **Cllr Lakin** would obtain a cost for printing.

Action: Mrs Diggins / Cllr Lakin

Post Meeting Note: The drafting, printing and distribution of the leaflets has been put on hold following the cancellation of Braintree District Council's meeting

31/2016

TRAINING AND SUPPORT

The next RCCE networking meeting was scheduled for May – **Mrs Stobart** to confirm date.

Action: Mrs Stobart

32/2016

MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

Cllr Lees requested that Focus / Working Groups be added to the Agenda.

Action: Mrs Diggins

Mrs Stobart advised that the Committee now needed to decide on a template for the Neighbourhood Plan and to start putting in evidence related text. **Mrs Diggins** to add to Agenda.

Action: Mrs Diggins

33/2016

DATE OF NEXT MEETING

A discussion took place regarding the request by Mr Henry to alter the day of the meetings, however it was confirmed that a Monday was the preferred day for most committee members.

It was **agreed** that the next Committee meeting would take place on **Monday 11 April at 8.0 pm** in The Parish Office.

The meeting closed at 9.45 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 11 April 2016 @ 8.0 pm

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Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----