

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 11 April 2016@ 8.0 pm in the Parish Office**

COUNCILLORS PRESENT

**Ms L Blackburn (Chairman)
Mr P Lees (Finance Officer)
Mr J Inglis**

**COMMITTEE MEMBERS ALSO
ATTENDING**

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

34//2016 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.

Apologies were received from **Cllr Lakin, Cllr Evans, Mr Henry, Mrs Tuckfield and Mrs Oldroyd**

35/2016 DECLARATIONS OF INTEREST

Cllr Lees declared that as a Governor of Feering Primary School he had an interest in discussions regarding education.

36/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 14 March were **AGREED**, proposed **Mr Leslie**, seconded **Cllr Lees**, and signed by the **Chairman** as a true record.

37/016 MATTERS ARISING FROM THE PREVIOUS MEETING

Any matters arising would be covered in the Agenda.

38/2016 BUDGET

Cllr Lees reported that there had been a spend of £50 for the Ecology Survey and the invoice had been passed for payment. **Cllr Lees** added that he was awaiting all costs before applying for the grant.

Mrs Stobart advised that, although the housing survey report was still being typed up, it should be possible to get a very accurate cost for it. **Cllr Blackburn** added that she had been promised that the report would be available by 18 April.

39/2016 **TIME PLAN**

Some amendments to the dates in the Project Plan were discussed, **Mrs Diggins** to update.

Action: Mrs Diggins

40/2016 **EVIDENCE GATHERING**

Cllr Lees reported that he had met with Education Heads at County Hall – it had been a useful meeting.

Cllr Blackburn, together with members of Kelvedon Neighbourhood Plan Group, had met with Kelvedon and Feering Business Network on 15 March. There had been one business owner from Feering at the meeting. Survey forms had been distributed to local businesses and thirty out of one hundred had been returned. **Cllr Blackburn** advised that a report was being written by Geraldine Rowen and she was awaiting a copy.

Cllr Blackburn reported that she, together with Kelvedon Neighbourhood Plan Group, had met with the local Scout Group. There had been six children from Feering in the Group. Result of the comments from the children in the Scout Group were with the Kelvedon Neighbourhood Plan Group and a copy was awaited.

41/2016 **PUBLICITY AND COMMUNICATION**

Crown Estates had now submitted their Outline Planning Application for land between Inworth Road and London Road. The deadline for comments on the application to be received by Braintree District Council was 22 April. **Cllr Blackburn** to write to BDC asking whether they would be willing to accept comments up to when the planning officers produce their reports.

Action: Cllr Blackburn

Cllr Inglis reported that there had been a lot of comments on Facebook regarding Crown Estates' application – members of the Committee felt that a response was therefore required on Facebook, **Cllr Inglis** would contact Geraldine Rowen from Kelvedon Neighbourhood Plan to ask for her assistance.

Action: Cllr Inglis

42/2016 FOCUS / WORKING GROUPS

There was some discussion regarding areas for Focus / Working Groups:

Transport - **Mr Leslie** agreed to lead the Transport Focus Group, it was hoped that **Cllr Bonner** would be willing to be part of that group, **Cllr Blackburn** to contact.

Action: Cllr Blackburn, Mr Leslie

Character Assessment - **Cllr Inglis** would continue working on the summary.

Action: Cllr Inglis

Education - **Cllr Lees** would cover.

Action: Cllr Lees

Housing - **Mr Standingford** and **Mr Heron** would look at the information already available on housing and review its accuracy.

Action: Mr Standingford, Mr Heron

43/2016 NEXT STEPS TO AGREE TO DRAFT HEADINGS & SKELETON OF NEIGHBOURHOOD PLAN

Committee members to review the Cuckfield Neighbourhood Plan before the next meeting and consider whether its structure was suitable to use for Feering Neighbourhood Plan.

Action: All

Mrs Diggins would pull together draft headings for the Neighbourhood Plan and circulate it prior to the next meeting for review / agreement at the meeting.

Action: Mrs Diggins

44/2016 TRAINING AND SUPPORT

The next RCCE networking meeting was scheduled for 14 May.

An email had been received from Gillian Hines, Chair of Kelvedon Neighbourhood Plan Group suggesting that the groups share Minutes and possibly attend each other's meetings occasionally. **Mrs Stobart** would approach the Chairs of the Neighbourhood Plan Groups in Coggeshall,

Marks Tey, and Tiptree to ask if they would also be willing to co-operate in this way.

Action: Mrs Stobart

45/2016 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

A proposal had been received from Jo Ellingham of HTA Design for assistance with the Neighbourhood Plan – this needed to be reviewed and if the Committee wished to go ahead further quotations would have to be obtained. **Cllr Blackburn** to circulate proposal.

Action: Cllr Blackburn

46/2016 DATE OF NEXT MEETING

It was **agreed** that the next Committee meeting would take place on **Monday 16 May at 8.0 pm** in The Parish Office.

The meeting closed at 9.40 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 16 May 2016 @ 8.0 pm

---0000000---

Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----