

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 16 May 2016@ 8.0 pm in the Parish Office**

COUNCILLORS PRESENT

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

**COMMITTEE MEMBERS ALSO
ATTENDING**

Mr K Heron
Mr I Standingford
Mr M Leslie
Mrs A Diggins (Secretary)

47/2016 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.

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

48/2016 DECLARATIONS OF INTEREST

There were no declarations of interest.

49/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 11 April were **AGREED**, proposed **Cllr Lees**, seconded **Mr Standingford**, and signed by the **Chairman** as a true record.

50/2016 MATTERS ARISING FROM THE PREVIOUS MEETING

Any matters arising would be covered in the Agenda.

51/2016 BUDGET

Cllr Lees reported that there he had received an invoice from RCCE for £1495.20 plus VAT for the Housing Survey.

52/2016 TIME PLAN / PROJECT PLAN

No further amendments to the Time Plan were required at present.

53/2016 EVIDENCE GATHERING

Mr Standingford had reviewed the housing section of the Cuckfield Neighbourhood Plan and this had been circulated to the Committee.

Information regarding current housing density was needed, **Cllr Evans** would try to obtain.

Action: Cllr Evans.

Car parking Kelvedon Railway Station – **Cllr Evans** and **Cllr Lakin** would undertake a daily survey of the station car park for a week in order to understand whether there was any capacity remaining.

Action: Cllr Evans, Cllr Lakin

Rail travel - **Mr Leslie** to obtain views of fellow rail travellers regarding availability and regularity of trains during peak times.

Action: Mr Leslie

54/2016 PUBLICITY AND COMMUNICATION

An update on the Neighbourhood Plan would be given at the Parish Assembly meeting on 23 May.

55/2016 FOCUS / WORKING GROUPS

To be discussed at the next meeting.

56/2016 TO AGREE DRAFT HEADINGS & SKELETON OF NEIGHBOURHOOD PLAN

Mrs Diggins had circulated draft headings, these would be reviewed at the next meeting.

57/2016 TRAINING AND SUPPORT

The RCCE networking meeting scheduled for 14 May had been cancelled, no further date had been advised.

The proposal from Jo Ellingham of HTA Design would be reviewed at the next meeting.

58/2016 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

Questionnaire – **Mrs Diggins** to forward a copy of questionnaire used for the Parish Plan to Committee members for review. This questionnaire could be amended for the Neighbourhood Plan and then circulated to residents as part of the evidence gathering exercise.

Action: Mrs Diggins

Cllr Evans suggested that it would be useful to undertake a survey of the number of cars leaving an existing housing estate in Feering at peak times in order to challenge the figure given in the Crown Estate’s outline planning application for the land between Inworth Road and London Road. Discussion to take place at the next meeting as to the best way to undertake this.

59/2016 DATE OF NEXT MEETING

It was **agreed** that the next Committee meeting would take place on **Monday 13 June at 8.0 pm** in The Parish Office.

The meeting closed at 9.40 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 13 June 2016 @ 8.0 pm

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Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----