

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 12 September 2016@ 8.0 pm in the Parish Office**

COUNCILLORS PRESENT

**Ms L Blackburn (Chairman)
Mr J Inglis
Mrs K Evans**

**COMMITTEE MEMBERS ALSO
ATTENDING**

**Mr I Standingford
Mr M Leslie
Mrs J Stobart
Mrs A Diggins (Secretary)**

93/2016 WELCOME AND APOLOGIES

Cllr Blackburn welcomed **Mr Carpenter, Mrs Rees, Mrs Atkinson, Mrs Merritt, Mrs Pennock** and **Mr & Mrs Eastham** to the meeting and introductions were made.

Apologies were received from **Cllr Lees, Cllr Lakin Mr Tuckfield and Mrs Tuckfield.**

94/2016 DECLARATIONS OF INTEREST

There were no declarations of interest.

95/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 18 July were **AGREED**, proposed **Cllr Inglis**, seconded **Mr Leslie** and signed by the **Chairman** as a true record.

96/2016 MATTERS ARISING FROM THE PREVIOUS MEETING

Any matters arising would be covered in the Agenda.

97/2015 QUESTIONS FROM THE PUBLIC

There were no questions.

98/2016 BUDGET

Funding of £10,000 had been requested from the My Community link, £3,000 of which would be allocated to publicity. There had been a glitch with the link which was being sorted out by **Cllr Lees** who would update the committee at the next meeting.

Action: Cllr Lees

99/2016 TIME PLAN / PROJECT PLAN

Mrs Stobart reported that Braintree District Council had again revised their programme and it might therefore be necessary to revise the Time Plan. **Mrs Diggins** to review.

Action: Mrs Diggins

Mrs Stobart reported that further sites had been put forward to Braintree District Council for development - **Mrs Stobart** to forward a link to the interactive map.

Action: Mrs Stobart

Mrs Stobart advised that the Vision Statement would require revision as it had been prepared prior to Braintree District Councils' Draft Local Plan being publicised.

100/2016 EVIDENCE GATHERING

A workshop to undertake a SWOT analysis and look at draft headings for the Neighbourhood Plan had taken place on 6 September, however further work was needed on these.

Cllr Evans reported that Feering Parish Council was part of the A12 consultation - the work to widen the A12 had to start by March 2020.

101/2016 PUBLICITY AND COMMUNICATION

It was felt that it would be useful to have some publicity banners produced which could be used at events.

102/2016 FOCUS / WORKING GROUPS

It was agreed that focus groups would be formed to work on the following areas:

- Asset mapping and associated research
- Publicity & Communication

- SWOT analysis
- Transport

Any work regarding type, tenure and design of housing would be left until after Miss Ellingham of HTA had been to talk to the Committee and it was clear what was needed.

Members of the Focus Groups as follows:

- Asset Mapping – Mr Standingford, Mr Carpenter, Mrs Atkinson and Mrs Rees
- Publicity & Communication – Cllr Inglis, Mr Carpenter, Mrs Rees (Cllr Inglis to lead)
- SWOT analysis – Cllr Evans, Mr Leslie, Mrs Merritt, Mrs Pennock. (Cllr Evans to lead)
- Transport – Mr Leslie, Mrs Pennock, Mrs Merritt (Mr Leslie to lead)

Cllr Blackburn to contact **Mr Heron** to find out if he would be willing to join the Transport Group.

Action: Cllr Blackburn

Groups to report back at the next Committee meeting.

103/2016

TO AGREE DRAFT HEADINGS & SKELETON OF NEIGHBOURHOOD PLAN

No further discussion took place.

104/2016

QUESTIONNAIRE

No further discussion took place.

105/2016

CAR SURVEY

This would be picked up in the Focus Group work.

106/2016

INVITATION TO CROWN ESTATES TO MEET WITH NEIGHBOURHOOD PLAN COMMITTEE

The Parish Council would be having a closed informal meeting with Crown Estates on 30 September.

107/2016 TRAINING AND SUPPORT

The next RCCE networking meeting would take place on 8 October, **Mrs Stobart** would forward information when available. .

Action: Mrs Stobart

108/2016 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

None.

109/2016 DATE OF NEXT MEETING

It was **agreed** that the next Committee meeting would take place on **Monday 10 October at 8.0 pm** in The Parish Office.

The meeting closed at 10.00 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 10 October 2016 @ 8.0 pm

---0000000---

Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----