

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 10 October 2016@ 8.0 pm in the Parish Office**

COUNCILLORS PRESENT

**Ms L Blackburn (Chairman)
Mr J Inglis**

**COMMITTEE MEMBERS ALSO
ATTENDING**

**Mrs L Atkinson
Mrs A Rees
Mrs C Pennock
Mr R Carpenter
Mr M Leslie
Mrs S Merritt**

Mrs A Diggins (Secretary)

110/2016 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.

Apologies were received from **Cllr Evans, Cllr Lakin, Mrs Stobart and Mr Standingford**

111/2016 DECLARATIONS OF INTEREST

There were no declarations of interest.

112/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 12 September were **AGREED**, proposed **Cllr Inglis**, seconded **Mr Leslie** and signed by the **Chairman** as a true record.

113/2016 MATTERS ARISING FROM THE PREVIOUS MEETING

Any matters arising would be covered in the Agenda.

114/2016 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

115/2016 BUDGET

Cllr Blackburn reported that the funding application had been uploaded to 'My Community' – the funding from this would be a total of £9,000 (£7,000 for master-planner fees and £2,000 for publicity). Other grants might be available. **Cllr Lees** to provide an update on the budget and funding at the next meeting.

Action: Cllr Lees

116/2016 TIME PLAN / PROJECT PLAN

The Time Plan had been revised to take account of BDC's extended programme, however the Project Plan had not been updated.

117/2016 FOCUS / WORKING GROUPS

- **PUBLICITY & COMMUNICATION**

Cllr Inglis advised that the group had not met, however he did not feel that Publicity & Communication should be included in the focus group as it was an ongoing exercise.

Post Meeting Note: Publicity & Communication has now been removed from Focus / Working Group section of Agenda and put back as an Agenda item in its own right.

A decision needed to be made on the 'message' that the Committee wanted to get across to residents.

The services of a graphic designer would be useful – **Mrs Merritt** would forward **Cllr Inglis** the address of her husband who was a graphic designer and might be able to assist.

Action: Mrs Merritt

Social Media - Mrs Irons had previously kindly agreed to look after the Facebook page for the Committee, **Mrs Atkinson** would contact her and offer to take over responsibility. **Mrs Rees** advised that she would be happy to take on responsibility for Twitter.

Action: Mrs Atkinson / Mrs Rees

Website – the website had been taken down due to lack of content, **Cllr Inglis** to confirm back the name of the previous provider and other community website options.

Action: Cllr Inglis

- **ASSET MAPPING**

The first meeting of the group had taken place and a second meeting was scheduled for w/c 10 October. The group had made good progress in mapping some of the assets and had drafted a letter for review.

- **SWOT ANALYSIS**

The SWOT analysis group were still to meet - **Mrs Pennock** would arrange.

Action: Mrs Pennock

- **TRANSPORT**

The first meeting of the Transport Group would be taking place 11 October.

Post Meeting Note: Mr Leslie has reported that the group had a successful meeting on 11 October and has produced an action plan. They have also scheduled a series of meetings to take place before Christmas.

118/2016 EVIDENCE GATHERING (any areas not covered by Focus Groups)

Mr Heron would be reviewing the material obtained for the character assessment of the village.

Action: Mr Heron

119/2016 TO AGREE DRAFT HEADINGS & SKELETON OF NEIGHBOURHOOD PLAN

Cllr Blackburn advised that Miss Ellingham from HTA would be covering this part of the Neighbourhood Plan process.

120/2016 QUESTIONNAIRE

This would be left for discussion at the November meeting.

121/2016 INVITATION TO CROWN ESTATES TO MEET WITH NEIGHBOURHOOD PLAN COMMITTEE

Cllr Blackburn reported that the Parish Council had met with Crown Estates in an informal closed meeting. An arrangement would be made for the Committee to meet with Crown Estates after the meeting with Miss Ellingham had taken place. **Cllr Blackburn** confirmed that the Committee would be able to approach Crown Estates direct.

122/2016 TRAINING AND SUPPORT

There was no information available.

123/2016 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

No matters to be raised.

124/2016 DATES OF NEXT MEETINGS

The Committee would be meeting with Ms Ellingham of HTA on **Monday 24 October at 7.30 pm** in the Acorn Room.

A meeting between **Feering Neighbourhood Plan Committee** and **Kelvedon Neighbourhood Plan Group** had been suggested – 21 November or 28 November would be offered to Kelvedon as possible dates. Members would be advised once the date was confirmed.

Action: Mrs Diggins

It was **agreed** that the next Committee meeting would take place on **Monday 14 November at 8.0 pm** in the Acorn Room. A schedule of meeting dates to April 2017 would be circulated to members.

Action: Mrs Diggins

The meeting closed at 10.00 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 14 November 2016 @ 7.30 pm

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Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----