

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

COUNCILLORS PRESENT

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

**COMMITTEE MEMBERS ALSO
ATTENDING**

**Mrs L Atkinson
Mr K Heron
Mrs S Merritt
Mrs C Pennock
Mr I Standingford
Mrs J Stobart
Mrs A Diggins (Secretary)**

125/2016 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.

Apologies were received from Cllr Lakin, Mr Leslie, Mr Carpenter and Mrs Rees.

126/2016 DECLARATIONS OF INTEREST

There were no declarations of interest.

127/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 10 October were **AGREED**, proposed **Mr Standingford**, seconded **Cllr Inglis** and signed by the **Chairman** as a true record.

Any matters arising would be covered in the Agenda.

128/2016 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

129/2016 BUDGET

Cllr Lees reported that the application for funding had been made; a request for further information had been received and Cllr Lees would be responding to this. The grant would need to be spent by the end of the financial year.

Post Meeting Note: Cllr Lees has advised that he has received confirmation that the grant had been agreed.

130/2016 TIME PLAN / PROJECT PLAN

Braintree District Council were waiting for traffic data from Essex County Council to be made available before updating their Draft Local Plan.

A Feedback Exhibition for Feering Neighbourhood Plan would be arranged for a Saturday in February – this would be publicised in January. Time Plan to be revised accordingly.

Action: Mrs Diggins

131/2016 PUBLICITY AND COMMUNICATION

A web designer was needed – *Mrs Atkinson* would approach a contact who might be able to assist.

Action: Mrs Atkinson

132/2016 FOCUS / WORKING GROUPS

- **ASSET MAPPING**

The maps had been updated and should now include all the businesses in the village. Footpaths to be added.

Action: Mrs Atkinson

- **SWOT ANALYSIS**

Ongoing with Mrs **Pennock**

Action: Mrs Pennock

- **TRANSPORT**

Once the traffic data from the County Council was available it would be possible to ascertain if there were any gaps in information; and review whether any funding for additional surveys was needed.

Cllr Evans advised that meetings regarding the A120 and the A12 were scheduled to take place, she believed that the dates were as below but would confirm.

A120 – 6 December 6.30 pm Feering Community Centre

A12 - 30 November Eight Ash Green

A12 - 1 December Boreham Village Hall

Action: Cllr Evans

Cllr Evans to forward link to the Essex County Council parking standards which had been adopted by Braintree District Council.

Action: Cllr Evans

133/2016

EVIDENCE GATHERING (*any areas not covered by Focus Groups*)

Character Assessment – this had been summarised by **Mr Heron**. The summary would be saved into the Dropbox and circulated to committee members.

Action: Mrs Diggins

Education – **Cllr Lees** advised that initial discussions had taken place. The preference would be for the school to expand into the Community Centre in order to take in the additional numbers of children which would be generated by the proposed housing development.

134/2016

TO AGREE DRAFT HEADINGS & SKELETON OF NEIGHBOURHOOD PLAN

Draft layout – members would progress the sections as below:

- Introduction – **Cllr Blackburn** to write introductory text.

Action: Cllr Blackburn

- Transport (getting around) – **Mrs Pennock** and **Mrs Merritt** to progress. Implications for the future and questions to be included in a survey to be noted.

Action: Mrs Pennock, Mrs Merritt

- Community, Leisure (including Health & Education) – **Mrs Atkinson** to progress.

Post Meeting Note: Education to be considered separately – Cllr Lees to lead

Action: Mrs Atkinson, Cllr Lees

- Housing – **Mrs Pennock** and **Mrs Atkinson** would work on housing. The Committee would need to consider the type of streets and homes they wished to see in the village. It would be helpful if members could bring along photographs of any housing developments they liked.

Action: Mrs Pennock, Mrs Atkinson

- Character Assessment summary – to be reviewed by members.

Action: Committee

- Economy and business – **Cllr Lees** to progress.

Action: Cllr Lees

- History and heritage – **Mrs Diggins** to extract information from Parish Plan

Action: Mrs Diggins

- Landscaping, Environment, Drainage – **Cllr Inglis** and **Mr Standingford** to progress. Some information would be available from Braintree District Council

Action: Cllr Inglis, Mr Standingford

- Questions template and Draft Plan folder – **Mrs Diggins** to add to Dropbox.

- **Action: Mrs Diggins**

135/2016

QUESTIONNAIRE

No discussions took place.

136/2016

INVITATION TO CROWN ESTATES TO MEET WITH NEIGHBOURHOOD PLAN COMMITTEE

No discussions took place.

137/2016 TRAINING AND SUPPORT

No update.

138/2016 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

No matters to be added to Agenda.

139/2016 DATE OF NEXT MEETING

The next Committee meeting would take place on Monday 12 December at 7.30 pm in The Acorn Room.

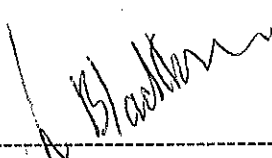
The meeting closed at 10.00 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 12 December 2016 @ 7.30 pm

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Minutes confirmed as a true record of the meeting.

Signed  -----

Dated 12/12/2016.