

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

COUNCILLORS PRESENT

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

**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)**

ALSO ATTENDING:

**Miss J Ellingham (HTA)
Miss N Palit (HTA)**

140/2016 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.

Apologies were received from, **Cllr Evans, Cllr Inglis, Mrs Stobart, Mr Leslie, Mr Carpenter, Mr & Mrs Tuckfield and Mrs Rees.**

141/2016 DECLARATIONS OF INTEREST

There were no declarations of interest.

142/2016 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 14 November were **AGREED**, proposed **Mr Standingford**, seconded **Mrs Atkinson** and signed by the **Chairman** as a true record.

Any matters arising would be covered in the Agenda.

143/2016 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

144/2016 BUDGET

Cllr Lees reported that the grant had been approved.

145/2016 TIME PLAN / PROJECT PLAN

It was felt that the Time Plan needed to have more detailed steps included within it, **Miss Ellingham** would review and advise.

Action: Miss Ellingham

146/2016 PUBLICITY AND COMMUNICATION

Banners – **Cllr Blackburn** reported that payment was required in advance for the banners. **Cllr Lees** asked that an invoice be obtained by **Cllr Inglis** - payment would then be made by the Parish Council.

Action: Cllr Inglis

It was agreed that **Cllr Inglis** would be asked to email the design for the banners to the Committee to review, a decision would be made on this at the meeting in January.

Action: Cllr Inglis

Website – **Mrs Atkinson** reported that the person she had approached to work on the website had had some queries and these had been emailed through to **Cllr Inglis** and a response was awaited. **Mrs Atkinson** to follow up with a further email.

Action: Mrs Atkinson

A public exhibition would be arranged for Saturday 25 February – the hall had been booked from 9.30 am – 4.0 pm. **Cllr Blackburn** reported that the Heritage Society had agreed to have a stand at the exhibition.

It was felt that other organisations or businesses might be interested in having a presence at the exhibition, **Mrs Atkinson** would put something on Facebook asking any interested parties to come forward. **Mrs Pennock** would contact Prested Hall and the Blue Anchor. **Mr Lees** would approach the scouts and cricket club.

Action: Mrs Atkinson, Mrs Pennock, Mr Lees

An advertisement would need to be inserted in the Tribune and Parish Magazine with the details of the exhibition and the content could be agreed at the Committee meeting in January. **Cllr Blackburn** would ask **Cllr Inglis** to produce something suitable.

Action: Cllr Blackburn, Cllr Inglis

147/2016

FOCUS / WORKING GROUPS

- **ASSET MAPPING**

Mrs Atkinson reported the Mr Carpenter had the master sheet and the footpaths could be added on to this. Mrs Atkinson would ask her husband to review the Asset Map before sending out to the Committee.

Action: Mrs Atkinson

- **SWOT ANALYSIS**

Mrs Pennock advised that this had been revised and uploaded to Drop Box, however she would review again.

Action: Mrs Pennock

- **TRANSPORT**

Work on the transport section was ongoing. A link to ECC's policies would be needed – Miss Ellingham would look into and advise.

Action: Miss Ellingham

148/2016

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

Character Assessment – the summary had been saved into the Dropbox and circulated to committee members for review.

149/2016

TO AGREE DRAFT HEADINGS & SKELETON OF NEIGHBOURHOOD PLAN

- Introduction – Cllr Blackburn had written the introductory text and this was circulated to members at the meeting, a copy would be saved on Drop Box.

Action: Cllr Blackburn

- Transport (getting around) – being progressed.
- Community, Leisure (including Health) – ongoing
- Education – Cllr Lees would approach Little Peeps Nursery regarding their future requirements.

Action: Cllr Lees

- Housing – ongoing with Mrs Pennock and Mrs Atkinson.

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 – this was now in Drop Box.

150/2016

QUESTIONNAIRE

The exhibition in February would inform the next questionnaire.

151/2016

INVITATION TO CROWN ESTATES TO MEET WITH NEIGHBOURHOOD PLAN COMMITTEE

It was agreed that a meeting between Feering Neighbourhood Plan Committee, HTA and Crown Estates should be scheduled to take place after BDC's decision. It was felt that the request for the meeting should be sent by the Parish Council. In the Parish Clerk's absence, **Cllr Lakin** would add this item to the Agenda for the next Parish Council meeting.

Action: Cllr Lakin

152/2016

TRAINING AND SUPPORT

A meeting would be arranged between Kelvedon and Coggeshall Neighbourhood Plan Groups for 30 January – **Cllr Blackburn** to email with the dates.

Action: Cllr Blackburn.

Miss Ellingham reported that she had been trying to arrange to meet with Clive Toby, BDC's consultant, however he was proving difficult to contact.

Action: Miss Ellingham

153/2016

MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

1. Review project plan
2. Agree banner content
3. Agree exhibition contact
4. Review publicity material

154/2016

DATE OF NEXT MEETING

The next Committee meeting would take place on Monday 23 January at 7.30 pm in The Acorn Room.

The meeting closed at 9.30 pm

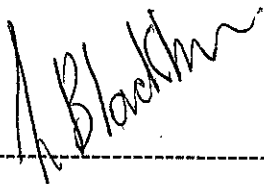
DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 23 January 2017 @ 7.30 pm

---oooOooo---

Minutes confirmed as a true record of the meeting.

Signed



Dated

23rd January 2017.