

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 23 JANUARY 2017@ 7.30 pm in the Acorn Room,
Feering Community Centre**

COUNCILLORS PRESENT

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

COMMITTEE MEMBERS ALSO ATTENDING

Mrs L Atkinson
Mr R Carpenter
Mrs C Dobson
Mr M Leslie
Mrs S Merritt
Mrs A Rees
Mr I Standingford
Mrs J Stobart
Mrs A Diggins (Secretary)

ALSO ATTENDING:

Miss J Ellingham (HTA)

01/2017 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.

Apologies were received from **Cllr Lakin, Mr Inglis, Mr Heron and Mr & Mrs Tuckfield**

02/2017 DECLARATIONS OF INTEREST

There were no declarations of interest.

03/2017 AGREEMENT OF MINUTES OF PREVIOUS MEETING

Corrections to Minutes of 23 December 2016:

Item 147/2016 Asset Mapping. Text in 2nd sentence should read “Mrs Atkinson would ask her husband to review the questionnaire”.

Item 153/2016 Matters to be raised by members for next Agenda. Text in point 3 should read “Agree exhibition content”.

All references to “Mrs Pennock” should be read as “Mrs Dobson”.

The Minutes of the Meeting of 12 December were then **AGREED AS CORRECTED**, proposed **Mrs Dobson**, seconded **Cllr Lees** and signed by the **Chairman**.

04/2017 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

05/2017 BUDGET

Cllr Lees reported that the grant of £7,500 had been received, a further grant could be applied for from April 2017.

Technical support would be available for up to three projects, however these would need to be applied for individually. Additional funding was available for administration and printing costs.

06/2017 TIME PLAN / PROJECT PLAN

A revised Time Plan had been circulated to the Committee prior to the meeting. **Miss Ellingham** advised that the key point to note was that Braintree District Council's programme for their local plan had slipped.

07/2017 PUBLICITY AND COMMUNICATION

Cllr Blackburn reported that **Mr Inglis** had stepped down from the Publicity and Communication group due to pressure of work.

Mr Carpenter and **Mrs Rees** would work together on the content for the banners and leaflets for the Public Exhibition on 25 February.

Action: Mr Carpenter, Mrs Rees

It was noted that there was an existing Twitter account for the Neighbourhood Plan. **Mr Carpenter** would email **Mr Inglis** requesting the log in details.

Action: Mr Carpenter

Mrs Atkinson would continue to post to the Facebook account on a regular basis.

Action: Mrs Atkinson

Mrs Atkinson reported that the person she had approached to work on the website had health issues and was therefore unable to assist.

PUBLIC EXHIBITION 25 FEBRUARY

An invitation to the exhibition had been posted on Facebook and letters were going out to local businesses inviting them to have a stand at the exhibition.

Honywood School had been approached and were keen to attend.

Feering Primary School had been invited and were considering whether to attend.

The Heritage Society had previously been invited to have a stand, **Cllr Blackburn** would reissue the invitation.

Action: Cllr Blackburn

Mrs Diggins to invite local farmers, Crown Estates and members of Gateway 120 to attend. **Mrs Atkinson** to draft letter. **Cllr Evans** to provide contact details for the farmers and Gateway 120, **Cllr Blackburn** to provide details for Crown Estates.

Action: Cllr Blackburn, Cllr Evans, Mrs Atkinson, Mrs Diggins

Cllr Evans would make contact with the A120 and A12 transport groups and invite them to send representatives to the exhibition.

Action: Cllr Evans

An advertisement would need to be inserted in the Tribune with details of the exhibition.

Action: Mr Carpenter

Display boards would be borrowed from the RCCE. **Mrs Stobart** advised that these would be available from 20 February.

Focus groups to draft short questionnaires for their focus areas and pull together information for their boards for review at the meeting on the 13 February.

Action: All Focus Groups

08/2017

FOCUS / WORKING GROUPS

ASSET MAPPING

Cllr Evans had circulated a map of the footpaths, this information could be added to the Asset Map.

Action: Mr Carpenter, Mrs Atkinson

SWOT ANALYSIS

This had been further revised and the updated document circulated to members by Mrs Dobson prior to the meeting. This would be uploaded to the Dropbox

ENVIRONMENT

Mr Inglis had resigned from the Environmental Group. **Cllr Evans** would join **Mr Standingford** in the Environment Group. **Mrs Diggins** would contact **Mr Dolden** who had worked on the Parish Plan to see if he would be willing to assist.

Action: Mrs Diggins

09/2017

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

Nothing to report.

10/2017

TO AGREE DRAFT HEADINGS & SKELETON OF NEIGHBOURHOOD PLAN

Nothing further to report at this stage. This would be progressed following the consultation event in February.

11/2017 QUESTIONNAIRE

No discussion took place

12/2017 INVITATION TO CROWN ESTATES TO MEET WITH THE PARISH COUNCIL, NEIGHBOURHOOD PLAN COMMITTEE AND HTA.

A letter with suggested dates for a meeting had been sent to Crown Estates by the Parish Council.

13/2017 TRAINING AND SUPPORT

Dates were being arranged for networking events and a policy writing workshop. **Mrs Stobart** would advise dates when they were available.

Action: Mrs Stobart

14/2017 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

Cllr Elliott would be attending the meeting on 13 February and this would be reflected in Agenda

15/2017 DATE OF NEXT MEETINGS

A meeting with members of Kelvedon and Coggeshall Neighbourhood Plan Steering Groups had been arranged for Monday 30 January at 8 pm in the Acorn Room.

The next Committee meeting would take place on Monday 13 February at 7.30 pm in the Acorn Room.

The meeting closed at 9.30 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 13 February 2017 @ 7.30 pm

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Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----