

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 13 FEBRUARY 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
Mrs S Merritt
Mrs A Rees
Mr I Standingford
Mrs J Stobart
Mrs A Diggins (Secretary)

ALSO ATTENDING:

Miss J Ellingham (HTA)

16/2017 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.

Apologies were received from Cllr Lakin, Mr Leslie and Mr & Mrs Tuckfield

17/2017 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/2017 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 23 January **AGREED**, proposed Cllr Evans, seconded Cllr Lees and signed by the Chairman.

19/2017 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

20/2017 DISTRICT COUNCILLOR'S PERSPECTIVE ON NEIGHBOURHOOD PLAN

Post Meeting Note: Apologies received from the District Councillor for non-attendance due to a misunderstanding over the meeting date.

21/2017 BUDGET

Mr Carpenter to forward **Cllr Lees** the invoice for the cost of the advertisement he had placed in the Tribune on behalf of the Feering Neighbourhood Plan Committee; **Cllr Lees** would then arrange for **Mr Carpenter** to be reimbursed.

Action: Mr Carpenter

Leaflets – the cost for printing only of the leaflets would be £122 plus VAT. Arrangements would be made for these to be dropped to every resident in Feering Parish.

22/2017 TIME PLAN / PROJECT PLAN

Miss Ellingham had forwarded an Excel workbook which broke down into stages the Neighbourhood Plan tasks. **Miss Ellingham** suggested that it would be helpful to add information regarding all the consultation events that had taken place to the spreadsheet on the 2nd tab of the workbook - this would ensure that nothing was missed from any of the events that had taken place and the consultation report could be pulled together from this information. Publicity could be added as a separate tab.

Cllr Lees advised that approval had been given for Aecom to provide technical support in master-planning for six months.

23/2017 UPDATE FROM HTA DESIGN

Miss Ellingham told the Committee about some of the positive elements contained in the Government's Housing White paper.

A meeting with Crown Estates had been arranged for 2 March – **Miss Ellingham** would prepare the Agenda.

Action: Miss Ellingham

24/2017

PUBLICITY AND COMMUNICATION

1. Finalise exhibition content and arrangements

Six tri-fold boards would be used at the exhibition. They would cover the following areas:

1. Introduction
2. SWOT Analysis
3. Community & Leisure
4. Housing
5. Getting Around
6. Environment

The boards would be available from the morning of 20 February. Members of the focus groups would set up their own boards for the exhibition.

Action: All Focus Groups

CLr Evans would check whether the Heritage Society would be attending.

Action: CLr Evans

2. Review publicity material

An advertisement had been placed in the Tribune; leaflets were being printed and would be delivered w/c 13 February. The design of the banners was being finalised.

25/2017

UPDATES FROM FOCUS /WORKING GROUPS

Groups would be working on content for the exhibition.

26/2017

DRAFT NEIGHBOURHOOD PLAN

No discussion took place

27/2017

QUESTIONNAIRE

This would be informed by the results of the exhibition.

28/2017

MEETING WITH CROWN ESTATES

As per 23/2017 – the meeting had been arranged for 2 March.

29/2017

TRAINING AND SUPPORT

A date was being arranged for a networking event in either March or April, and also a policy writing workshop. **Mrs Stobart** would advise dates when they were available.

Action: Mrs Stobart

30/2017

MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

None

31/2017

DATES AND TIMES OF MEETINGS

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

A meeting with members of Kelvedon and Coggeshall Neighbourhood Plan Steering Groups had been arranged for **Monday 27 March** at 8 pm in the Acorn Room.

The meeting closed at 9.45 pm

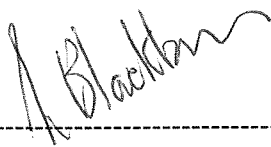
DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 13 March 2017 @ 7.30 pm

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Minutes confirmed as a true record of the meeting.

Signed



Dated

13/3/2017