

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 10 July 2017@ 7.30 pm in the Acorn Room,
Feering Community Centre**

COUNCILLORS PRESENT

**Mrs L Blackburn (Chairman)
Mrs K Evans**

COMMITTEE MEMBERS ATTENDING

**Mrs C Dobson
Mrs A Rees
Mr I Standingford
Mrs A Diggins (Secretary)**

90/2017 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.

Apologies were received from Cllr Lees, Cllr Lakin, Cllr Carpenter,
Mrs J Stobart, Mrs L Atkinson and Miss J Ellingham

91/2017 DECLARATIONS OF INTEREST

There were no declarations of interest.

92/2017 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 12 June were **AGREED**, proposed Mrs Dobson,
seconded Cllr Evans and signed by the Chairman.

93/2017 QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

94/2017 BUDGET

There was no budget update.

95/2017 **TIME PLAN / PROJECT PLAN**

The Time Plan was reviewed - a small revision was required; **Mrs Diggins** to update and forward to **Miss Ellingham**.

Action: Mrs Diggins

96/2017 **UPDATE FROM HTA DESIGN**

A draft report had been received from Aecom and this was tabled at the meeting together with the comments on the report from HTA.

Miss Ellingham would be attending the meeting with Braintree District Council planners on 14 July.

97/2017 **MEETINGS TO BE ARRANGED**

A joint meeting with Kelvedon and Coggeshall Neighbourhood Plan Groups had been arranged for 24 July at 8.0 pm; Tiptree and Marks Tey Neighbourhood Plan Groups had also been invited but no response had been received, **Mrs Diggins** would email again.

Action: Mrs Diggins

The meeting between representatives of the Feering Neighbourhood Plan Committee and planners from Braintree District Council had been arranged for 14 July – HTA would also be attending. **Cllr Blackburn** asked that any questions that members wished put forward to the planners for this meeting be sent through to the Parish Clerk before Wednesday 12 July.

A meeting would not be arranged with Crown Estates until after the questionnaires had been distributed and returned and the data uploaded and analysed. Crown Estates had been requesting information from the Committee and it was agreed that a short report on information obtained to date would be pulled together by Mrs Rees using the summaries from the February 2017 exhibition – this report would be reviewed by the Committee before sending to Crown Estates. It was hoped that this could be achieved mid-August.

Action: Cllr Evans, Mrs Dobson, Mrs Atkinson, Mrs Rees

98/2017 **PUBLICITY AND COMMUNICATION**

Various options for further publicity were discussed:

- Board outside bungalow at bottom of Feering Hill
- Church notice board
- Telephone box on green
- Green area opposite Sun – the Parish Council would be having a notice board here

Kelvedon and Feering Medical Centre had agreed to put a leaflet on their notice board, however they would not agree to hold a stack of leaflets there for residents to pick up.

It was believed that the Blue Anchor had agreed to a banner being displayed.

It was agreed that something to alert residents to expect questionnaires in September was needed in the Parish Magazine, the Tribune and on Facebook.

**Action: Cllr Carpenter – Parish Magazine, Tribune.
Mrs Atkinson – Facebook**

99/2017 UPDATES FROM FOCUS / WORKING GROUPS

No updates

100/2017 DRAFT NEIGHBOURHOOD PLAN

The report from Aecom was briefly reviewed, this had already been circulated to parish councillors and would be circulated to members following the meeting. **Cllr Blackburn** shared HTA's comments on the report – these would be circulated after the meeting.

Cllr Blackburn asked that members review the report and come back to her, and **Mrs Diggins**, with any comments regarding omissions, inaccuracies etc. **Cllr Blackburn** and **Mrs Diggins** would collate these comments and they would be forwarded to Aecom together with the comments from HTA.

101/2017 QUESTIONNAIRE

Confirmation was needed as to costs for printing the questionnaires and for the Survey Monkey facility. It was believed that funds had been set aside by **Cllr Lees** for this. **Cllr Evans** to confirm costs for Survey Monkey. **Cllr Lees** to confirm budget.

Action: Cllr Evans, Cllr Lees.

102/2017 Mrs Rees reported that she had updated the questionnaire. It was agreed that a meeting was needed in August to review this draft and finalise ready for printing. **Cllr Blackburn** kindly offered to host the meeting at her home and it was arranged for Monday 7 August at 8.0 pm.

103/2017 TRAINING AND SUPPORT

No training dates.

104/2017

MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

No further matters to be raised.

105/2017

DATES AND TIMES OF MEETINGS

24 July 2017 8.0 pm Acorn Room - Joint meeting with Kelvedon and Coggeshall Neighbourhood Plan Groups

7 August 2017 8.0 pm - Meeting to finalise Questionnaire

11 September 7.30 pm Acorn Room – Feering Neighbourhood Plan Committee

The meeting closed at 9.30 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

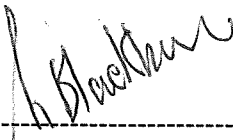
Monday 11 September 2017 @ 7.30 pm

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Minutes confirmed as a true record of the meeting.

Signed

Dated



11/9/2017