

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 9 October 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
Mr R Carpenter

COMMITTEE MEMBERS ATTENDING

Mrs L Atkinson
Mrs C Dobson
Mrs A Rees
Mr G Dolden
Mrs A Diggins (Secretary)

122/2017 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.
Apologies were received from **Mrs Lakin, Mr Standingford and Mr Leslie.**

123/2017 DECLARATIONS OF INTEREST

There were no declarations of interest.

124/2017 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 11 September were **AGREED**, proposed **Mrs Dobson**, seconded **Cllr Lees**, and signed by the **Chairman**.

125/2017 QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

126/2017 BUDGET

Cllr Lees reported that he was currently working through the grant application for monies to be spent before the end of March 2018 – the application would need to be submitted w/c 16 October. A further £7,700 could be applied for post March.

Cllr Blackburn had asked HTA if they would be willing to commission the environment consultant on Feering Neighbourhood Plan Committee's behalf, she would check how much there commission would be.

Action: Cllr Blackburn

127/2017 TIME PLAN / PROJECT PLAN

The timeline forwarded by **Mrs Stobart** had been sent to HTA – **Cllr Blackburn** to enquire whether they agreed with this or if any changes were needed.

128/2017 UPDATE FROM:

- **HTA DESIGN**
A fee proposal for an extension to HTA's current appointment had been requested.

- **AECOM**
The second draft of the Aecom report had been signed off by 'My Locality'. It was not currently in the public domain but would be shared in advance of the February workshop. **Cllr Blackburn** would contact HTA to find out if they had any comments on the revised document.

129/2017 MEETINGS TO BE ARRANGED

A meeting with Crown Estates had been arranged for 2 November – a small informal agenda would be sent to them together with a copy of the report from the February consultation.

A meeting with Braintree District Council would be arranged for the end of November. **Cllr Blackburn** to contact Gary Sung to arrange.

Action: Cllr Blackburn

Mrs Diggins to send out the Agenda for the Joint Neighbourhood Plan Group meeting to the Secretaries of the Groups.

Action: Mrs Diggins

It was agreed that the next public consultation would be held on 3 February if it were possible to book the main hall (if this was not possible then it would be arranged for 10 February).

Action: Mrs Diggins

Mrs Dobson would arrange a workshop with school leavers from Honeywood School.

Action: Mrs Dobson

130/2017 PUBLICITY AND COMMUNICATION

It was agreed that the logo was not critical. A leaflet advising of the impending questionnaire had been delivered to all residents.

Cllr Carpenter reported that he hoped that he would be able to get the banner installed at the Blue Anchor shortly.

Cllr Lees would find out from the Parish Clerk if it would be possible to put a banner on to the new notice board.

Action: Cllr Lees

Mrs Dobson was progressing articles in the Tribune and Parish Magazine.

131/2017 UPDATES FROM FOCUS / WORKING GROUPS

It was agreed that regular fortnightly meetings of the focus groups would be helpful – the focus groups would then report back to the monthly Committee meetings.

132/2017 QUESTIONNAIRE

The questionnaire would be uploaded to Survey Monkey by **Cllr Evans** and the link circulated so that committee members could feed back. Any comments or changes would need to be fed back by 14 October.

Action: Cllr Evans

The questionnaire would go live on Survey Monkey on 28 October. It was stressed that the paper copy of the questionnaire should match the electronic version.

Mrs Dobson would talk to Dean Fisk of Braintree District Council to obtain a map to use in the Questionnaire.

Action: Mrs Dobson

Cllr Carpenter would work on the front cover, back cover and the introduction for the questionnaire.

Action: Cllr Carpenter

Cllr Lees would arrange for 2,200 paper copies to be printed.

Action: Cllr Lees

The questionnaires would be distributed the weekend of 28 / 29 October and collected the weekend of 11 / 12 November. Locations for boxes for residents to drop off their completed questionnaires would also be available.

Mrs Diggins would contact residents who had previously volunteered to help to find out if they would be willing to help with the delivery and collection of the questionnaires on this occasion and arrange for them to come to the Community Centre on 28 October to pick up questionnaires for delivery.

Action: Mrs Diggins

133/2017 DRAFT NEIGHBOURHOOD PLAN

Once the questionnaire data was available, work could begin on the Draft Neighbourhood Plan.

134/2017 TRAINING AND SUPPORT

Cllr Lees and **Mrs Dobson** would be attending a session at Great Saling.

135/2017 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

Feedback from **Mrs Dobson** on the workshop at Honywood School.

136/2017 DATES AND TIMES OF MEETINGS

23 October 2017 8.00 pm Oak Room - Joint NP Groups meeting

6 November 2017 7.30 pm Acorn Room - FNP Committee

11 December 2017 7.30 pm Acorn Room - FNP Committee

The meeting closed at 9.30 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 6 November 2017 @ 7.30 pm

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Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----