

**MINUTES of the MEETING of FEERING PARISH COUNCIL
NEIGHBOURHOOD PLAN COMMITTEE held on
MONDAY 12 February 2018 @ 7.30 pm in the Acorn Room,
Feering Community Centre**

COUNCILLORS PRESENT

Mrs L Blackburn (Chairman)
Mr R Carpenter
Mrs K Evans

COMMITTEE MEMBERS ATTENDING

Mrs M Browning
Mrs C Dobson
Mrs M Lakin
Mrs A Diggins (Secretary)

001/2018 WELCOME AND APOLOGIES

Cllr Blackburn welcomed everyone to the meeting.
Apologies were received from **Cllr Lees, Mrs Rees, Mrs Atkinson** and
Mrs Stobart.

002/2018 DECLARATIONS OF INTEREST

There were no declarations of interest.

003/2018 AGREEMENT OF MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of 11 December 2017 were **AGREED**, proposed
Mrs Dobson, seconded **Cllr Blackburn**, and signed by the **Chairman**.

004/2018 QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

005/2018 FEEDBACK ON EXHIBITION OF 3 FEBRUARY

The feedback from residents had been positive. The posters from the
exhibition had been uploaded to the Parish Council website.

All the evidence obtained from the exhibition would need to be kept together with that from the consultation in 2017. **Cllr Blackburn** would keep all hard copy evidence.

There was some discussion as to what could be done to capture data not inputted on Survey Monkey – **Cllr Evans** advised that she would be happy to input this on to a spreadsheet.

Action: Cllr Evans

All the data had been downloaded from Survey Monkey and a copy saved in Drop Box.

It was agreed that at the next meeting the Committee would revisit the possibility of extending the subscription to Survey Monkey.

Traffic survey – it was agreed that the possibility of a joint survey could be discussed with Kelvedon Neighbourhood Plan Group at the joint meeting on the 26 February. **Cllr Carpenter** advised that he had a contact whom he could approach regarding a traffic survey – he would obtain an estimate of the cost.

Action: Cllr Carpenter

Cllrs Blackburn and **Cllr Carpenter** would bring up the requirement for a traffic survey at the next Parish Council meeting, **Cllr Blackburn** would speak to the Parish Clerk to get this added to the Agenda.

Action: Cllr Blackburn

006/2018 BUDGET

No update.

007/2018 UPDATE FROM HTA DESIGN & AECOM

Cllr Blackburn reported that she had sent the survey results to HTA.

It was confirmed that the report from Aecom had been their final report. **Cllr Blackburn** advised that **Cllr Lees** was requesting the housing needs information from Aecom. **Cllr Lees** had also been going to contact someone regarding an environmental survey – **Cllr Blackburn** to chase this up.

Action: Cllr Blackburn

008/2018 **TIME PLAN / PROJECT PLAN**

The Time Plan would possibly need to be reviewed.

009/2019 **PUBLICITY AND COMMUNICATION**

A piece would be put in the Parish Magazine thanking residents for attending the exhibition. **Mrs Browning** had written some text for a press release, **Cllr Carpenter** to review before forwarding to Parish Magazine and the Tribune.

Action: Cllr Carpenter

Notice board – **Cllr Blackburn** to bring up at next Parish Council meeting.

Action: Cllr Blackburn

The Feering Neighbourhood Plan Committee would have a stand at the May Fayre on 7 May.

010/2018 **DRAFT NEIGHBOURHOOD PLAN**

- Objectives – these would be discussed and finalised at the March meeting
- Evidence log – **Mrs Dobson** and **Mrs Atkinson** to work on the evidence log. Focus groups to assist by looking for documents.
- All hard copy information to be handed over to **Cllr Blackburn** once the inputting was completed.
- Vision statement – to be reviewed to ensure still current
- Policies – to be progressed at March meeting

Action: Mrs Dobson, Mrs Atkinson, Focus Groups

011/2018 **TRAINING AND SUPPORT**

There were currently no training sessions in the diary.

Cllr Blackburn would ask **Mrs Stobart** if she could assist by leading the section on objectives at the March meeting.

Action: Cllr Blackburn

012/2018 **MEETINGS TO BE ARRANGED**

Medical facilities - **Mrs Lakin** and **Cllr Blackburn** would be attending a meeting in February regarding NHS funding.

013/2018 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

Nothing to be added to Agenda

014/2018 DATES AND TIMES OF MEETINGS

12 March 2018 7.30 pm Acorn Room - FNP Committee

The meeting closed at 9.10 pm

DATE OF NEXT NEIGHBOURHOOD PLAN COMMITTEE MEETING

Monday 12 March 2018 @ 7.30 pm

---oooOooo---

Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----