

Minutes from the Neighbourhood Plan Meeting Thursday 19th October 2017 - 7.30pm at the White Hart

1. Welcome and apologies:

Present:

Tom Walsh (TW)	Chair / Housing
Michael Bowes (MB)	Economy
Michael Horne (MH)	Heritage and Environment
Paul Javin (PJ)	Heritage and Environment
Alex Stevenson (AS)	Heritage and Environment
Steve Lavender (SL)	Housing
Jill Ward (JW)	Facilities & Infrastructure/Education
Tracy Thomson (TT)	Administration and Finance
Ian Stock (IS)	COG
Meg Jones (MJ)	Secretarial Support

Apologies:

Peter Kohn (PK)	Chairman/Facilities & Infrastructure/Education
Petra Ward (PT)	Heritage and Environment
Anna Appleton (AA)	Website and Survey
Jan Stobart (JS)	RCCE
Jo Brindley (JB)	Publicity

2. Minutes of the last meeting:

FYI Page 2 ref AOB, ideas regarding the chapel in the church ground MH advised that there was a working party and looking at exhibiting a tapestry.

3. Matters arising:

- Parish council meetings
 - o TW advised that the steering group need to be a CNP sub-committee of the planning committee of the Parish Council.
 - o AS advised that need to allow 3 clear days before the CNP meeting for the date/agenda should be publicised
 - o Members of the CNP sub-committee need to have defined roles. Agreed:
 - PC Chairperson
 - MJ Secretary
 - TT Finance Coordinator
 - AA Communications Coordinator
 - JB Volunteer Coordinator
 - AS Liaison Coordinator
 - o Need to provide Parish Council with regular reports.
- Joint Feering/Kelvedon meeting 23/10/17
 - o MH aiming to attend and possibly with PK tbc
 - o AS wanted to send details on the green buffers (JB has draft plan) and policy matrix on the rivers and Blackwater. TW suggested cycleway for discussion. AS also to send them details regarding the incinerator public meeting.
 - o Also, noted joint submission to BDC local plan and effect of West Tey.
- Incinerator
 - o AS advised that CNP sent an objection in.
 - o They have a permit and waiting to go to planning committee in either Nov, Dec or Jan.

- BDC Draft Plan consultation
 - o With inspector, adoption date of 2019.
 - o SL asked if they reacted to the CNP response, and will contact JS or Alan Massow.
- Garden Communities Update RCCE / New Silver End Garden Community
 - o JS advised consultation in Coggeshall Village Hall on 29th November from 3pm – 7pm.
 - o MH confirmed consultation start date is 13th November.
 - o Discussion regarding RCCE role acting as a bridge between community, BDC and the developers as community enablers setting up the consultation exercise. Possible issues are potential conflict of interest, access to privileged information and when does bridge between the parties.
 - o AS suggested the team attend the consultation on 29th November at 3pm for clarification of RCCE's role.
 - o MH provided report on the Great Saling meeting of 18th October regarding the North Essex Garden Communities.
- Consultation – Land at Coggeshall Hamlet
 - o CNP asked for ideas regarding the land behind the allotment which belongs to the CPC. MH advised there were a short list of 7 ideas including green burial ground, beehives, leisure centre, additional parking, willow plantation, community housing.
- Projects Group
 - o IS advised that the project groups is now Coggeshall Opportunity Group (COG)
 - o Meeting in early October including:
 - A funding structure.
 - An online presence (cogessex.org.uk).
 - Launch meeting will occur in the Spring 18.
 - Tapestry working group due to meet next week.
 - Production of an A2 map of present day Coggeshall, supported by advertising and sponsorship – discussion regarding historic walking trails map would be good.
 - Facebook comments, IS advised re comments to raise awareness and see the reactions of the local community. Advised that they have spoken with CAUSE and their ideas.
 - James Abbott (county councillor) happy to advise if need advice.
 - Exploratory contacts made with various developers including the Coop regarding Doubleday Corner. TW suggested that the housing group should discuss further.
 - MH asked if they were linked with the group that organised the Coggeshall Community Festival, confirmed that they are not the same. The Big Park Project are keen to link up.
- Facebook Comments
 - o TT contacted Claire and she will review them imminently

4. Version 12 Draft Plan:

- MB advised that the last meeting it was asked to look at Section 1 and JW did respond. TW and SL emailed through comments. Education is added back in with Facilities and Infrastructure. Section 1 is almost completed.
- MB asked when we look at data what date data are we looking at? The consensus 2011 or Braintree 2015?
- MB advised we then need to agree on the other sections and suggested another away day, to discuss objectives and policy matrices, especially from Housing.

5. Objective to Policy Matrix:

- AS advised that people are doing the matrices differently and should have a day spending time going through and agreeing as a group and level of detail.
- SL suggested previous discussion regarding common coding system to identify points from various activities.

- JW suggested that we have percentage agreed with the type of the event.
- TW confirmed that do need to meet once each topic group has completed the matrices. So far:
 - o Housing x 3
 - o Environment x 1
 - o Heritage x 2
 - o Economy x 2/3
 - o Infrastructure x tbc
- MB requested that the evidence should be included
- Date proposed for matrix workshop: Saturday 18th November in White Hart at 9.30am – 12.30pm
- MH distributed ideal policy statement from RCCE.

6. Budget:

- Invitations to quote:
 - o TT and JS identified 2 quotes from 4 invitations to quote so far to take our policy ideas and put into 'policy speak', so far quotes received in the region of £1500 and an estimate of £2500-£5k. Need a 3rd quote to give to the BDC. AS to email Debbie tomorrow.
 - o PJ suggested looking at referendum early 2019.
 - o AS to ask Mark Waugh for a quote.
- Budget Request to CPC
 - o TT and JS agreed timeline and suggested budgets and amounts that could be eligible for grant funding.
 - o TW advised that CNP have agreed grant of £5k but unclear which point this relates too.
 - o TT advised we need final quotes on all items that need to get expenditure for and would need to used within 6 month. Advised we need quotes for:
 - Design Guideline statements - AS advised need a 3rd quote from a Landscape Architect – PJ & MH to ask.
 - Final Planning text
 - Review of Draft Plan by independent examiner
 - Design format and printing
 - Reg 14 consultation
- Planning policy and Village Design Statement
 - o Hollington's and BT are specified as a brownfield site. AS advised we do need to talk to owner and need CNP to do so officially.
 - o Agreed that we need to come to a shared view on policies and then look at individual sites.
 - o JW suggested that we should be vague as to where we should recommend the required housing to go. AS suggested if it's a site-specific policy that we can identify and justify these to avoid setting the plan back.
 - o AS has prepared a document to send to CPC – to say that the CNP has identified your site as a potential site to see the owners' intention. Agreed that AS will ask Debbie regarding BT, Vicarage Fields and Queens Head sites. TW to liaise with Hollington's.

7. AOB:

- A12/A120 announcement delayed
- Trine site still pending for the Dutch Nursery.
- No decision on former newsagent
- AA is arranging the business surveys this weekend and comments from community survey and they will be looked at this weekend

8. Date and time of next meeting: Thursday 30th November at the White Hart 7.30pm