

**Minutes from the Neighbourhood Plan Meeting
Wednesday 21st June 2017 - 7.30pm at the White Hart**

1. Welcome and apologies:

Present:	
Peter Kohn (PK)	Chairman/Facilities & Infrastructure/Education
Alex Stevenson (AS)	Heritage and Environment
Jan Stobart	RCCE
Steve Lavender (SL)	Housing
Tom Walsh (TW)	Housing
Michael Horne (MH)	Heritage and Environment
Jo Brindley (JB)	Publicity and Survey
Anna Appleton (AA)	Website and Survey
Meg Jones (MJ)	Secretarial Support
Mary Dadd (MD)	Ongar NP

Apologies:	
Michael Bowes (MB)	Economy
Paul Javin (PJ)	Heritage and Environment
Tracy Thomson (TT)	Administration and Finance
Jill Ward (JW)	Facilities & Infrastructure/Education

2. Minutes of the last meeting – no comments

3. Matters arising

a) Parish Council Meetings

- Report to last PC

Key things to note:

Take green buffers (parcels of land that we need to protect) to council for their view before we submit, and raise with Kelvedon and Feering NPs

Same re West Tey to approach Kelvedon and Feering

Cook Field now for sale – on the market for up to 40 homes, CNP need to be ready to respond

- Achievements report

To be updated onto the website

- Future meetings/representation

Parish council next meeting is 26th June at 8pm

Church event on 26th May from 2pm – 8pm with permission to put boards up with rota agreed for cover

JB to organise

b) Provisional joint Feering/Kelvedon meeting on 27th

Alex spoke to Lee at meeting last night, meeting still to be arranged.

c) Pidgeon appeal on West Street

Decision expected 12.7.17.

d) Website update

AA added latest minutes and achievements. Photos of winners to be added.

e) G120 garden communities

TW asked if we could make our own task group for Garden Communities?

At recent informal meeting, they requested a list of items that they wanted our feedback on.

PK suggested to add to agenda for next meeting with more time to discuss.

f) Briefing meeting on West Tey

g) Martins newsagent

Comments sent

h) Ongar NP

Connections with parish council discussed.

4. BDC Draft Plan consultation

- CNP does need to respond to it, deadline is 28th July at 5pm.
- JB advised that they will be amending and tweaking it.
- PK suggested split into respective areas, discuss in topic groups and comment on.
- PK advised BDC have allocated three sites in Coggeshall and the CNP will work with developers when these sites come up.

Landscape Character Assessment

- General findings

CNP have been invited to comment on the assessment before it is issued. This will become part of research base to be used as evidence to justify why we have chosen each parcel of land as a green buffer. AS requested comments to be sent to her, PK and TW agreed to do so.

- Green wedges and buffers

AS advised looking at 1) Pidgeon development site 2) the Vineyard 3) land along river on West Street 4) land north of Abbey lane 5) East side of Essex way 6) Section of Cooks field 7) end of Coggeshall Road 8) Bovis site 9) Little Nuntys.

JB to help AS create colour plan. BDC have a broader generic policy, CNP need to provide the more local detail. Concerns raised over rerouting the A120 that what problems that might provide. PK asked if there are any other green buffers that should be considered.

5. Objective to Policy Matrix

- AS advised we need to take our objectives and turn into policy. Directions and definitions on left side and right side add objectives. There are 5 key objectives from the survey. From the objective, we can come up with the policy idea. Then look at evidence that supports the policy idea. After which questions need to be answered which determine if it can be policy, these will be reviewed by the inspector: i.e. Does it have an impact on land or does it require a planning application?

- JS shared Crossing objectives. Discussion re how to present objectives and frame in the same way as branches. PK/JB to draw the objectives for topic groups.
- SL asked when come across something relevant to design guide should we include and should there be a common index for ease of identification.
- TW asked if deadline for getting the policies drafted - agreed by 25th June to complete 1 or 2 and then meet up with a view to completing this over the summer.
- Agreed Dropbox training to be carried out in the next 2 weeks.

6. Parish Surveys

- The Denominator
JS advised that we need to come up with a way of calculating the return – agreed to base on census figures as an official record.
- Children's Survey
To be added to next meeting.
- Making results public
Need comments to feed into the report, currently being collated into a summary and then put onto the website and add Facebook post, AA to action. 2 bound copies to be printed and given to library/council. Add into note into Tiptree and Coggeshall Life magazine. Agreed community's comments to be added separately.
- Prize
For returning the questionnaire awarded.
- Business Surveys
AA to take the business surveys and input once all received. All due 30th June.
AS to update distribution list on Dropbox.

7. Community Festival

- New contacts
2 new contacts from the day.
- West Tey Boundaries
PK to take to G120 meeting. PK suggested should agree a joint message with the G120.
- Comments
TT has prepared comments and will be very useful as evidence.
- Doubleday Corner and village centre
Once people understood the concept and theories behind the village centre, majority of people were on board and positive. JS advised we could have a policy to support redevelopment of the centre.

- Reaction to survey findings
PK found people were very positive and messages are getting through.

8. Hamlet Allotments

- We have been sent a map from Parish Council and do we have any ideas by Open Spaces meeting on 24th July. Suggestions included woodland, community allotments, community housing, burial grounds/green burial, cycle routes. JS asked has our research come up with any shortages within the village? PK to request that MB lead on proposals with MH.

9. Next Steps

- Projects: we need more consultations with stake holders. Questions raised re do we need feasibility studies on main projects i.e. for cycle ways. JS recommended looking at Old Market Quarter plan from Bristol with a good project section and how they can be useful in the plan.
Other projects include river walk and artisan community shop.
- AA advised that the parish council were asking for an update for the plan. PK asked is aim to go for referendum in Spring 18 and was there anything that could be commissioned to help achieve this and speed things up by buying in capacity i.e. commissioning the design guide.

10. AOB

- AS raised policy idea of linear green buffer to protect the Essex Way
- AS mentioned that there is another consultation for the incinerator on 30th June in Christchurch, and they are minded to allow it. JS suggested that we need to engage people and make people aware for them to be able to comment. AS advised that it needs to come down the number of individual responses. CNP to provide an official response.
AA suggested a postcard to assist people in commenting. PK suggested asking on Facebook for assistance to help raise awareness outside of CNP.

11. Next Meeting

- Suggestion of Saturday 22nd July 9.30am – 12.30pm, venue tbc.