

**Minutes from the Neighbourhood Plan Meeting
Thursday 27th April 2017 - 7.30pm at the White Hart**

1. Welcome and apologies:

Present:

Peter Kohn (PK)	Chairman/Facilities & Infrastructure/Education
Michael Bowes (MB)	Economy
Paul Javin (PJ)	Heritage and Environment
Alex Stevenson (AS)	Heritage and Environment
Steve Lavender (SL)	Housing
Tom Walsh (TW)	Housing
Jo Brindley (JB)	Publicity
Anna Appleton (AA)	Website and Survey
Tracy Thomson (TT)	Administration and Finance
Meg Jones (MJ)	Secretarial Support

Apologies:

Jan Stobart	RCCE
Jill Ward (JW)	Facilities & Infrastructure/Education
Michael Horne (MH)	Heritage and Environment

2. Minutes of the last meeting – no comments

3. Survey in April

- Questionnaire
 - o 2600+ printed questionnaires which will cover all households plus extra if need more than one per household.
 - o Spares at the library, St Peters, coffee shop and council office.
 - o Also, agreed to try the Co-op.
- Numbering
 - o Agreed to number on back cover so we can track the distribution.
 - o Suggest take the list that TT has produced and each person have a letter and numbers their own and would be good to do in case of audit.
 - o Number the questionnaires that are left at the collection points.
- Advertising / Flyers
 - o AS to promote on Facebook
 - o JB produced A6 flyer that can be handed out and offered to make A3 laminated posters that can be displayed around the town.
- Businesses / Chamber of Trade
 - o Agreed we want business responses to section 1, 3, 4 and 6 – add label to front with relevant instructions and add a note to ask if they wish to identify themselves which would be useful.
 - o AS to add to business Facebook pages.
 - o Cover businesses such as Blackwell and Peter Watts Wine.
- Online
 - o AS/JB advised that they would like to put something on line to both inform people and to use to prompt people to fill in. Suggested to have information around the topic area which is informative and made people think and not leading, and then have a link to the page to the relevant topic areas. Also, considered key issues that are relevant to everyone. Agreed to keep summary shorter with bullet points.

- Add text box within survey for other comments.
- AA confirmed link will be live tomorrow or early next week, all responses can be collated in one place and check IP addresses to confirm no multiple responses.
- Distribution
 - Aim to distribute this weekend, schedule prepared for every distributor. PK to send through a full list of extra volunteers.
- Support for filling in
 - People will ring parish office if they need assistance. Review if this is in demand. Volunteers MB and TW.
- Thinking through answers
 - Covered above.
- Collection/Return
 - Confirmed Council Offices have a post box on the outside.
- Prizes
 - Confirmed Steering Group members cannot win the prize.
- Analysis and evaluation
 - Online analysis is relatively easy.
 - Results of printed surveyed will be managed by AA.
 - Evaluation overview to be started before next Steering Group meeting. Meeting arranged for 20th May with PK, AA, TW & SL.
- Cost
 - Questionnaires cost £855 to print.
- Other
 - AS arranging the children's survey.
 - Need another questionnaire to talk to 50 stakeholders about for discussion at next meeting.
 - The analysis and conclusions should be audited, suggested RCCE could assist with independent verification.

4. Pidgeon appeal re West Street

- TW advised deadline for written comments is closed but offered attend on 9th May and give evidence.
- AS advised that CNP members might be cross examined.
- TW advised because no adopted local plan yet that we lead on landscape and environmental arguments. AS advised that it may be better to concentrate on the areas that could give added value, such as "valued landscape". TW asked for advice from the group on the areas to focus on by Wed 3rd May.
- PK suggested we could give evidence on our preliminary findings.
- AS reviewing statistics pulled from consultations to date.

5. Matters arising:

- Parish Council Meetings
 - PJ attended last meeting for presentation with TW and AA.
 - Requested consideration for more parking spaces and density of housing.

- AA advised re self-build element of proposal and if Pidgeon considered this and it was suggested this might fall under the Affordable Housing element.
 - PK advised we have had our say and await until June.
 - Kelvedon/Feering NP Meetings
 - Very positive meeting with some overlaps where we can work together – wildlife, heritage and green issues.
 - PK advised key things are cycle-ways and impact on infrastructure.
 - More houses would mean more people to park at the station. Also, KNP are considering the Deal land next to the station as housing which would also impact parking.
 - BDC have preferred site of London Road towards A12 rather than Kings towards Feering.
 - PK advised another meeting has been requested on 22nd May – AS may attend.
 - Bovis submission
 - Bovis were delaying due to ECC asked for more details regarding education and transport
 - Landscape character assessment
 - AS advised these should be underway and given the order for sites to be assessed starting with the land Bovis are proposing. West Street land to be reviewed by previous assessor.
 - Facebook comments
 - TT met with Claire Barham and she gathering comments to provide more evidence for what residents think and adding into Dropbox. PK requested that these could be summarised and brought back to the group.
 - AS asked if it would be worth putting something on Facebook re Pidgeon/West Street appeal specifically? Agreed it might be too late for this.
- Community festival (10th June from 11am – 4pm)
- Confirmed CNP will have a stand and PK can attend.
 - Set up as previous and a good opportunity to discuss some of the preliminary results from the surveys.
- Monks Wood
 - MH has relayed information to the group there has been secret meetings at Braxted re this, agreed to log it that when the objections come that we are aware of the meetings. Agreed to ask MH re further details.

6. Draft plan

- MB met with Jan re draft plan and producing a slim-down version with supporting evidence section that can be added to and thirdly non-planning relating projects.
- MB has been working on this, in particular, the policies in section 4 containing the vision and over-arching objectives (from surveys) and more specific objections (things covered by topic groups).
- AS recently attended a training day as advised it was very constructive in terms on assessing what the community wanted item by item and look at every objective and define policies for the plan in a documented, logical format.
- MB has starting looking at emerging objectives and has sent out a to-do list to each group and advised we should now wait for the survey results to move forward with a much bigger body of evidence.
- JB suggested the survey was a pivotal point based on evidence so far from Queens Day etc and now taking one stage further into specifics.

- AS suggested a policy workshop once the survey results have been collated.
- MB proposed to look at other NP's such as Hatfield Peveral for reference. There is a list of other key NP's from the course AS attended and will circulate.

7. AOB

- 24th May possible meeting re Bradwell and incinerator.
- Website sticker for the banners now printed.

8. Date and time of next meeting:

- Thursday 1st June at the White Hart 7.30pm