

# Minutes from the Neighbourhood Plan Meeting

## Thursday 19th January 2017 - 7.30pm at the White Hart

### 1. Welcome and apologies:

Present:

Peter Kohn (PK)	Chairman/Facilities & Infrastructure/Education
Michael Bowes (MB)	Economy
Jill Ward (JW)	Facilities & Infrastructure/Education
Michael Horne (MH)	Heritage and Environment
Paul Javin (PJ)	Heritage and Environment
Alex Stevenson (AS)	Heritage and Environment
Petra Ward (PT)	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
Mark Waugh (MW)	

Apologies: Jan Stobart

### 2. Minutes of the last meeting – Jill Ward apologises for missing the last meeting.

### 3. Matters arising:

- a) Braintree Planning Subcommittee – PK confirmed meeting has been postponed.
- b) Parish Council Meeting – on Monday 23<sup>rd</sup> Jan. PK asked if we need to discuss a policy on parking and will ask for an agenda and slot to discuss parking and traffic flow through the town.
- c) Feering and Kelvedon NP Groups – AS, JB and SL offered to attend on 30<sup>th</sup> January. Key are their housing allocation with its impact on education and the cycle way. Plus, A120 road system. MH advised their housing allocation was preferred to be north of Kelvedon station towards Coggeshall up to Monks Farm.
- d) New planning submissions – PJ wrote to them on 1.12.16 and hasn't received any response.
- e) Marks Tey draft response – PJ to talk to Alan Massow regarding this.
- f) Additional capacity for the group –
  - i) David Coleman – on hold for now (DAC planning, quoted to work with NP groups to assess our policies). AS to send holding email until next meeting. TT confirmed the budget for next financial year is set at £2,500.
  - ii) Budget for the survey - allowed £1,000 however quotes coming in much higher. SL suggested analysis should be completed by a third party. AS and JW suggested the design of the survey is key and should also be outsourced. MW confirmed the need not to have any leading questions. TT suggested that the Kelvedon survey was well laid out. PK – we do the draft specification for the design, delivery of the surveys and collation. Then outsource the design of the questionnaire and analysis. AA to source quotes for this including group that Jan mentioned in the midlands. PK suggested to allow £4k for this.
  - iii) Add budget forecast item to next agenda.
  - iv) Peter Hutton (retired local solicitor) has lots of information regarding cycling and has time to do focussed pieces of work.

#### 4. Community Engagement Plan

- a) JB advised missing details on colours of housing otherwise complete.
- b) Focus group at Honywood is fixed for 30<sup>th</sup> January. PK and JW attending 100-minute lesson to fill with draft policies for comments from all age ranges. SL commented that it would be good for the class to come up with their own innovative and creative thinking. PK confirmed this is how the lesson will be structured. SL also suggested that this format could be put forward to other stake holder groups. PK confirmed that this can be done over the summer with 1 – 2 groups per team. TW suggested that we discuss at next meeting.
- c) AS advised the Coggeshall Youth Project are interested in putting forward the young people's opinions. AA is involved with this and can assist.

#### 5. Draft Plan

- a) Revised timetable, interest from the community in timescales.  
AS has been asked when the NP will be finished. MW suggested a Gantt chart might be useful instead of chronological order and will assist with this with MB. PK asked once we have gone through the survey, does it then have the validity to hold off the developers? MW advised that no one does know at the moment, it doesn't matter if we come in before or after the local plan. Also, that we are in a position to engage with developers now, such as at the Dutch Nursery. MB suggested that as the plan evolves we should be working with and challenging developers prior to plan being completed. PK advised that once we have done the survey then we will know what the community wants and that will be key.

- b) Preparing policies

**EDUCATION** – 2 policies discussed and matrix to be completed.

**ECONOMY** – 6 policies added to matrix and mapped against national planning network. Saved in Dropbox and sent to MW for feedback. 2 aren't land based more aspirational projects but a good well of getting the communities wishes on paper. Probably will only end up with 2 or 3 as some can be merged.

**HERITAGE & ENVIRONMENT** – 5 policies in discussion. PJ asked if MW to review them for guidance.

AS advised that there are also design guidelines that look at the different areas of the village and analyses them all and a very important part of the process and to keep this local to Coggeshall and a tool to manage change (not prevent it). AS offered to take the lead on this to produce the design guidelines and it would sit behind the policies in the document. PK confirmed this is a valuable thing to do.

Landscape character assessments – a crucial analysis of the landscape which inform the village design statement. AS has been reviewing the LCA of the different parcels and concerned about the amount of time and cost to outsource this. AS suggested that we consider areas around hamlets and other areas not assessed by Braintree District Council (including land by Bovis, Cooks Field and West Street) and fill in the gaps suggested we could use an independent consultant for this. PK advised if there are parcels of land that should be considered then that should be done. The parcels should be identified and brought into the budget. TT to advise the Parish Council that we do want to discuss budgets at the next meeting.

**HOUSING** – 7 policies confirmed by SL, identified aspects of the questionnaire in the matrix. Still to look at the local plan and reference against this. MW to review.

**FACILITIES & INFRASTRUCTURE** – 1 policy so far on cycling. Discussed the following:  
Flood Defences - PW agreed we should include drainage and flooding.  
Community Meeting Spaces- MW advised this is an aspiration not a policy for any future sites. JW advised lots of information in the Cuckfield NP.  
Allotments - could be a policy.

Open Spaces – need a general policy on open spaces and a policy of specific plots of land.  
Paths – should be as an aspiration but can say for example “any new development can’t impact existing paths” as a policy.

Health – local surgery not accepting any new patients at the moment. MW suggested putting in a more detailed version of what will be in the local plan.

Social Care – covered in housing

Roads – A120 will have an impact and should be commented on but not part of CNP.

Parking – discuss with Parish Council.

**TIMETABLE** – Policies to go to MW to comment on then review with BDC planners – aim for 1<sup>st</sup> March. PJ to contact and arrange for early March and see if they will assist before and after the consultation.

**c) A120 consultation**

Now down to 5 routes. MH advised routes B & C will pass by the proposed incinerator, deadline in March. PK advised we need to be part of the consultation and should devote some time at new meeting.

**6. AOB**

- (i) TT has refined contacts list
- (ii) MJ to create distribution list

**7. Date and time of next meeting:**

- Thursday 23<sup>rd</sup> Feb at the White Hart 7.30pm