

**Minutes of the Coggeshall Neighbourhood Plan (CNP) Meeting
Thursday 23rd February - 7.30 pm at 23 East Street, Coggeshall**

1. Welcome and apologies:

Present:

Peter Kohn (PK)	Chairman/Facilities & Infrastructure
Jill Ward (JW)	Infrastructure
Michael Bowes (MB)	Economy
Alex Stevenson (AS)	Heritage and Environment
Paul Javin (PJ)	Heritage and Environment
Michael Horne (MH)	Heritage and Environment
Tom Walsh (TB)	Housing
Steve Lavender (SL)	Housing
Tracey Thomson (TT)	Secretarial Support
Jo Brindley (JB)	Publicity
Anna Appleton-Claydon (AA-C)	

Apologies: Meg Jones (MJ), Jan Stobart (JS)

2. Minutes of the last meeting: Agreed by all

3. Matters arising not covered in the minutes

- i. Parish Council (PC) planning meeting January 23rd:
 - This was a cordial 45 minute meeting, the council are interested in what the Neighbourhood Plan group (NPG) is doing; they recognise that we can do things that they can't, e.g. talk to developers. The PC can take our plans further than we can.
 - Parking and other contentious items were also discussed.
 - The PC will meet with Bovis to get opinions, they can't make comments.
 - Open spaces – could our list be more like Kelvedon's? AS has added items to the list (in yellow) and MH advised that some amendments have been made by the PC.
 - TW provided list of future PC meeting dates: March 6th, (special meeting re:A120 at 8pm); March 13th (full Council meeting at 7.30pm); March 27th (Planning meeting at 8pm). It was agreed that NPG should attend regularly; Bovis will be presenting at the next Planning meeting – PK, PJ will attend, TW and AA-C will be attending as councillors.
- ii. Feering and Kelvedon neighbouring plan groups meeting Monday 30th January:
 - MH, PJ, AS and JB attended.
 - After an introduction, attendees split into Topic groups and discussed the pros and cons of questionnaires and surveys. Kelvedon's survey contained a lot of open ended questions; the threat of 1000+ houses gave it a different feel and also the aspirations were different.
 - AS was seconded to the Education group. The Kelvedon representative is an ex-head and was very experienced. He advised the group that there is no longer a requirement for schools to have a playing field so this facility could be built on. We may need to include this in our Education policies.
 - PJ advised that the Heritage & Environment groups were keen to connect with us, e.g. for the cycle-way; the Infrastructure groups were also keen to share policies.
 - The next meeting will be held at 8pm on March 27th at the Feering Community Centre (this clashes with the Coggeshall PC Planning meeting). MB, AS, SL and JB will attend.
- iii. New planning submissions – Bovis consultation (held on February 22nd):
 - PJ couldn't speak to the planners as they were in discussions with Tey Road residents. He did speak with Highways and was told that there would be no traffic issues as all the appropriate counts had been done.
 - JB was told that there were no parking issues and that the 'community bus would transport everyone wherever they wanted to go'.

- A maximum of 365 houses is proposed but a primary school, if required, would be taken out of this space.
- Bovis were vague about the size of houses to be build, but did say that 40% would be affordable.
- SL asked if Bovis had looked at the flood risk and sewage - residents of St Peters already have issues.
- There is concern that Bovis could go to appeal if Braintree do not determine the application within the timeframe (this happened on Tilkey Rd). **Action: PJ to contact JS for her comments as to whether the NP should be formally meeting Bovis to discuss their proposals.**

4. Community Engagement Plan – Road show 26/11/16

- Questionnaires:
- Focus group at Honeywood January 30th:
 - PK and JW attended; the small survey was quite successful.
 - Many youngsters rated the peace and quiet of Coggeshall, this was a surprising response.
 - The survey acted as an ice-breaker and resulted in a mix of views being offered.
 - No new information resulted from the survey.
 - The survey template could be used by other groups.
- Coggeshall youth project – AA-C will be meeting her contact at 9.30am on Friday February 24th at the White Hart.
- Police objectives – not discussed ('policy' was perhaps the intended word)
- Website – AS has updated with news, progress and minutes and will be meeting with AA-C to find out more about WordPress.

5. Budget planning

- LCA responses:
 - AS has received two of the three quotes requested and will prepare a proposal/brief reason for the Parish Council as to why the LCA is required. This will be needed by Monday 6th March in order for it to be included on the agenda for the next Full Council meeting which is being held on Monday
 - AS will also ask the PC if they would share the cost.
- Further support/other costs:
 - TT has summarised a list of expenditure (see below) that will be required and will ask the Parish Council to rollover our unused budget of £7,500 for the current financial year to 2017-2018.

1. Landscape Character Assessment	£3,996 - £6,400
2. Survey printing (2,200 copies of 14 + 2 pages)	£1,689
3. Inclusion of Freepost envelope with survey (£95 licence fee + postage on 50% returns)	£1,954
4. DAC Planning to look at policies	£1,500
5. DAC to further review/assess policies	£500
6. DAC – critical friend assessment	£675
7. Independent review (Ann Skippers)	£3,000

Total: £13,314 - £15,718

6. Draft Plan

- Gantt chart:

- Matt Argent (MA) has looked and the chart will be completed by the end of March.
 - The community consultant is shown as being due for completion by the end of April and it was agreed that this is too soon.
 - There is no need to mirror the Braintree plan.
 - The whole plan may need to be moved back; MB asked that we try and stick with our existing timetable
- ii. Preparing policies for consultation – testing against Braintree policies and the matrix. meeting with Alan Massow (AM) 8/3/17:
- PK, AS and MB will have a preliminary meeting with Jan Stobart (JS) on Feb 24th to discuss any difficulties with drafting the policies.
 - MB has prepared a 4 page document for the meeting with AM – SL has some information to be added.
- iii. Draft policies for discussion:
- JS has said that the NP group should have been assigned a government planner to help with drafting policies to ensure that we approach this correctly, i.e. objectives first, then the survey and finally the policies.
 - AS suggested that we enlist the help of someone like Ann Skippers to write our policies/help with the technical layout.
 - Our objectives could be ‘to provide a Coggeshall that everyone wants’.
 - The Braintree plan mirrors parts of our neighbourhood plan and we should remove any duplication.
 - MA has given SL some help with housing policies and it was suggested that we may be able to engage him further if we were to pay an honorarium.
- iv. Survey in February - draft questionnaire/quotes for support
- JB circulated the draft survey which has been designed on the basis of getting evidence for the issues that have already been discussed and the policies that MB has drafted.
 - Each household will receive one survey initially, but can request further copies; alternatively, we could look at the electoral role and deliver an appropriate number of surveys per household.
 - An on-line version will be considered. **Action: AA-C to speak to a web developer re: the cost of this and for analysing data**
 - A unique reference number will be included on the survey.
 - A contact number will also be included in case anyone needs help with completing the survey.
 - An inducement to complete and return the survey, e.g. a bottle of champagne or donation to a charity, will also be included.
 - Volunteers will deliver the surveys, alternatively we could ask postmen if they would deliver upon payment of a small fee.
 - A Freepost envelope could be included with the survey and drop-off points will also be arranged.
 - Up to 300 pieces of data will be generated from the survey.
 - Tiptree are using volunteers and their laptops to analyse the data.
 - Bruce Hogarth-Jones had identified an on-line mechanism to analyse data.
 - JW suggested that section 7 be re-worded in a more positive way, similar to the rest of the document.
 - PK asked if the survey could be made shorter than its existing 16 pages; TW recommended that it be half its current length.
 - JB asked that all members of the committed complete the draft survey and time how long it takes. **Action: JB to add survey to Dropbox, all to complete within one week.**
 - Discussion was held re: Section 10 and whether or not question 41 should be removed.
 - PJ reminded everyone that our policies can't be formulated until the survey has been done and the results analysed.

7. A120 response - feedback from meeting on the 22/2/17

A successful meeting was held with Stisted, Bradwell, Feering and Kelvedon. Stisted and Bradwell have a Parish Plan rather than a Neighbourhood plan. Although all had differing

opinions, a consensus was reached favouring route E (although it was noted that if route E is chosen, then the existing road will remain busy and serve a potential new development of 30k houses. PK will summarise the notes into a response, to be signed by representatives from all five villages.

8. Incinerator response

Alex has prepared a technical response to the incinerator issue, based on a document written by the Green Party's James Abbot; MH has edited her response.

- AS will progress this as quickly as possible.

9. BDC business rates – Fork ‘andles

MB will draft a letter for the Parish Council to send to Braintree district Council re: the 33% increase in business rates for Fork ‘andles; this level of increase is likely to have an effect on other local businesses as well.

10. Tilkey Rd appeal and inspectors comments: Appealed on non-determination by BDC and approved by the inspector.

11. Next steps: Nothing to report.

12. AOB

- Uneven pavements/traffic calming and speedbumps – no consensus was reached from the roadshow feedback; there is a general concern about safety, but this is a highways issue.
- ‘Missing’ banner – AS has. **Action: TT to collect and add web address to it once MJ has received back from the printers.**
- Recording/analysing Facebook comments. **Action: TT to ask Claire Barham if she would be willing to do.**
- The BT building on East Street will be demolished within the next 10 years. AS has suggested that she speak to the Parish Council re: using it for parking (it won't be suitable for housing as it is in the floodplain).
- TW and SL make contact with the owners of Hollingtons to discuss the future of the building.

13. Date and time of next meeting: 7.30 pm on March 23rd at the White Hart (**Action: TT to book – awaiting call back**)