

**Minutes of the Coggeshall Neighbourhood Plan (CNP) Meeting
Tuesday 20th December, 2016 - 7.30 pm at the White Hart**

1. Welcome and apologies:

Present:

Peter Kohn (PK)	Chairman/Facilities & Infrastructure
Michael Bowes (MB)	Economy
Alex Stevenson (AS)	Heritage and Environment
Paul Javin (PJ)	Heritage and Environment
Tom Walsh (TB)	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: *Action: Peter Kohn to write up the notes in preparation for the next meeting.*

3. Matters arising not covered in the minutes:

- (a) Parish Council planning meeting in January:
MH suggested a meeting on either Jan 23rd or 30th (PK's preference is for the 23rd). MH won't be able to report on the meeting as it's not on the agenda.
Action: TW to provide an update.
- (b) Feering and Kelvedon Neighbourhood Plan groups meeting 8pm on Monday January 30th at Feering Community Centre:
PK can't attend, AS will go along as will MH if there are no other planning meetings on that date. PK will chat to our contacts at Feering and Kelvedon re: the format and see if a slot can be made available for us. Version 6 of MB's draft plan has been sent to them.
- (c) New planning submissions (Bovis draft note thanking them for information):
 - (i) PJ received a letter from a communications company acting for Bovis - they think that BDC would be unable to deliver the 5 year housing supply required by the government – how could BDC justify this as the garden city development could take 2 years to get through Planning?
 - (ii) Pigeon are appealing the refusal re: the West Street application. PK asked how the 5 year land supply could be ring-fenced and will raise this at a meeting with BDC regarding the local plan. PJ said we need to proceed with our plan asap as it will give weight to any planning application in Coggeshall. It was also noted that Sajid Javid (the Communities Secretary) has blocked an application in Staffordshire as this is contra to the Neighbourhood Plan there.
 - (iii) Jan Stobart has said that we could acquire some weight after the first consultation (PK).
- (d) Marks Tey draft response:
A request has come from Marks Tey to meet up, PK has replied to John Wood.
- (e) Garden Communities:
 - (i) MB read out the letter from the North Essex Garden Communities Limited (NEGCL) Masterplan workshop event; it was agreed not to send a response yet.
 - (ii) The consultation period for the Marks Tey settlement will extend until March. 3 councils are involved in the draft local plan process and a paper will be presented to the full council in December. 3 LDV's are proposed/in place. PK said that there had been an ambivalent response within the group – some for, some against.
 - (iii) JB suggested that we demonstrate support for the new development in principle, i.e. that we want to help shape it rather than object to it. PJ agreed with this - CNP understands the need for new housing requirements but that more detail is

needed in order to assess the impact and help shape any housing development. TW agreed with PJ and has concerns about the design/green wedges and infrastructure. MH reminded us that Surrex and the Essex Way are within the Coggeshall Parish Boundary.

- (iv) PK asked how we should respond to BDC – he could go to the meeting in January and speak for 3 minutes on the Monkswood proposal. MH has not received any information about the meeting although he could get this via the Parish Council planning meeting.
- (f) MB had received a £100 parking fine for attending a meeting at the Marks Tey Hotel organised by Colchester Borough Council (the hotel have tightened up their parking regulations, but appear not to have allowed the appropriate leeway for meeting delegates). He will contact CBC to get a refund for this but PK said that if he was unsuccessful then payment would be requested from the CNP budget.
- (g) PJ asked if MB has looked at the National Planning Policy Framework (NPPF) as this will give greater weight. MB has read the document and added some guidance emails to Dropbox. **Action: All four topic groups to read the NPF to see how the work they have carried out so far relates to this and also the Braintree Plan and report back to MB by the end of January.**
- (h) PK said that 20 Policies are needed in total – Education have 2; Economy have 6; Heritage and Environment have around 28 and Housing have 16. PK suggested that Peter Hutton be asked to help out with Infrastructure – he will be meeting with him soon and will sound him out. AS knows a Planner who could look at our policies for a fee. **Action: AS to obtain a quote.**
- (i) MB suggested that land policies should be kept separate to non-land policies – both should go in the plan, but the land policies will have more weight.
- (j) AS said that it may be difficult to also complete the Design guidelines by the end of January.
- (k) AS suggested that more resource may be needed – should we try and get more people on board (the two people she had invited to the meeting hadn't turned up) or stick with the group we already have? MB said that Matt Argent, who has a PhD in Neighbourhood Planning, was interested in joining us and he will contact him again. **Action: TT to ask Debbie Morgan what the procedure would be if we wanted to pay someone to help us develop our policies.**

4. Community Engagement Plan – Roadshow 26/11/16:

- a. Capturing the evidence:
 - i. JB distributed a spreadsheet with responses from the Roadshow and will undertake further analysis to see what policies emerge from the results.
 - ii. TT provided a breakdown of the ages of the attendees.
 - iii. Parking is one of the major issues that needs to be dealt with, as is the conversion of shops to housing. PK/MH also said that there is also a 'complicated' garage issue to be dealt with and they will speak to PJ about it.
- b. Focus group at Honywood late January:
 - i. Jill Ward has arranged a 2 hour focus group session.
 - ii. AS could attend the session to be arranged with St Peter's school.

5. Draft Plan:

- a. Revised timetable:

This has been updated, but PK possibly attached an older version to the agenda.
- b. Latest version 8:

Attached as MB had asked all to review the highlighted bits only (blue = new; yellow = agreed, but may need modification; no highlights = finished). Cuckfield's document had been used as an example, but not all items are relevant.
- c. Preparing policies for consultation – testing against Braintree policies:
 - i. We will need to go 'outside' for help on Housing and extra budget may be required. AS has examples of Housing surveys given to her by JS and has passed these on to JB. **Action: AS to get estimates.**

- ii. AA-C will take the lead on the survey rather than Infrastructure; she will liaise with JB and also TT for budget purposes. Potential policies should be developed from the surveys. AA-C will also look at the overall process and chase the policy groups for updates.
 - iii. AS suggested that topic groups meet in early January to discuss/formulate their policies.
- d. Survey in February: Nothing further added

Action: Topic groups to meet in early January and formulate policies for presentation at the next Steering Group meeting on Thursday January 19th.

6. BBC article (on Community Land Trust – landowners providing land for low cost housing):

- a) Although the article was interesting, it really only applies to builders. CNP could promote if appropriate.
- b) PJ has spoken to Jane Mowan at The Vineyard. Some of the vines are now dead and she would like to build 5 houses on the land – this could be classed as self-build/community interest. MB asked if this could be used for parking and PK asked if the land should be considered a green wedge, given the view. If building proceeds, this could set a precedent if other land is developed.

7. A120 Consultation: PK said we need to have a view on this – we need the most direct route, but the one that has the least impact, e.g. doesn't make it easier for the proposed incinerator. The 9 routes that were proposed originally are being honed down to 5 and a consultation is planned for March/April. **Action: Discuss preferred route at next meeting.**

8. Next steps:

AS will arrange to meet with Marie Nagy from Trine in early January

9. AOB

- a) AS has added posters to the website and also created a page so that meeting minutes can be uploaded. **Action: All to take a look and email AS with any comments.**
- b) AA-C has set up Survey Monkey so get a rolling survey on big issues and will add this to the website.
- c) TT to ask MJ to supply 2 website 'stickers' stickers for our banners

10. Date and time of next meeting: January 19th at 7.30pm in the White Hart