

COGGESHALL NEIGHBOURHOOD PLAN SUB COMMITTEE Meeting

Thursday 26th April 2018 at 19.30am at The White Hart Inn

1. Welcome and apologies

Present: Peter Kohn (PK) - Chair/Facilities and Infrastructure/Education
Paul Javin (PJ) - Heritage and Environment
Alex Stevenson (AS) - Heritage and Environment
Jo Brindley (JB) - Publicity
Steve Lavender (SL) - Housing
Ian Stock (IS) - COG
Tracey Thomson (TT) - Budget & Finance (arrived 8.25pm)

Apologies: Michael Bowes (MB) - Economy
Michael Horne (MH) - Heritage and Environment
Tom Walsh (TW) - Housing
Anna Appleton (AA) - Website and Survey
Meg Jones (MJ) - Secretarial Support
Jeff Collins (JC) - Local Resident and Monks Wood Action Group
Jan Stobart (JS) - RCCE
Petra Ward (PW) - Heritage and Environment

2. Minutes of the 22/3/17 meeting

- IS noted his name is Ian 'Stock' not 'Sandistock' (the latter is his email address).
- Under item 3.4 IS noted that he wasn't in attendance therefore couldn't have reported as noted.

There were no further comments

3. Matters arising

- Parish council meetings:
 - Date for special meeting agreed - May 10th at 7pm.
 - AS noted that the church will charge £15 per hour for hire of the church. AS to contact all parties, and extended CNP group, for confirmation of attendance.
 - AS to add to Coggeshall and CNP Facebook pages.
 - Parish Council will require copies of the agenda and policies one week prior to meeting. MB to action.
 - MB to remove policies from CNP draft document for issue to the PC.
 - AS to check on church availability for viewing at 6.30pm. It was agreed that policies would be shown via laptop/projector; AS to check availability of power, laptop and projector screen.
 - JB to prepare CNP objectives on A1 foam boards for display.
 - AS to contact MJ to record all comments during policy presentation (done).
 - JB to print more trifolds re: CNP for distribution.
 - PK to chair meeting.

- Incinerator
 - Nothing to report.
- Projects group
 - IS noted a meeting has been arranged with the Co-op later in the summer; he indicated that there may be minor improvements to be made to the property on Doubleday Corner.
 - The tapestry projects day was well supported with local craftsmen working with the group; also local suppliers are now involved.
 - The group have a tentative agreement with the owner of the old Post Office to create a community pop-up arts/events space.

4. Policies

- 12th April Workshop: PK reported that the workshop with DAC went well.
- Progress check: The CNP plan is now 'Revision 18' and this is to be sent to BDC/Alan Massow for the meeting on May 3rd at 10am (seven to attend; PK offered to drive).

5. End of grant report: TT and Debbie Morgan (Parish Council) submitted the report on-line.

6. Timeline

- RAMs assessment: CNP to request current status from BDC at May 3rd meeting.
- Ann Skippers: It was agreed to progress with the critical friend assessment in June. The quotation from Ann for £1,500 has been added to the agenda for the Full Council meeting on May 12th; TW to present. It was also agreed that, with the exception of moving the critical friend assessment and the Regulation 14 consultation (plus the printing of the draft Plan document) back a month or so, all other items on the timeline should remain at the same date in order that a referendum in March 19 remains achievable.

7. Braintree District Council Draft Plan

- Garden Communities update: Nothing to report.

8. Community festival 9/6/18

- Aims and objectives: TT suggested that this mark the start of the six week consultation period under Regulation 14.
- Tent: TT to confirm time and date of set-up and removal (potential security risk if tent erected on Friday evening as previously advised). The tent is approx. 12m x 8m.
- Materials:
 - PK & AS to consider decoration of tent, tables and general requirements.
 - JB to produce comments sheets with a Yes/No and space for further comments on all policies. DAC to comment for suitability with regard to Regulation 14; format to be added to website for those unable to attend and details also to be added to Facebook.
 - JB to organise other displays, e.g. heritage assets.

- PK to give big banners and previous display material to JB for possible inclusion in display.
- Rota: PJ/AS to organise.
- Other participants:
 - Marks Hall, National Trust and Environment Agency have been invited.
 - AS to contact schools, Parish Council, Chamber of Trade, Big Park Project
 - IS to confirm attendance by Projects group.
 - MB to contact Coggeshall Society.
 - Extra volunteers required to distribute flyers on the day - PK to email CNP interest group.

Also discussed: ideas to attract visitors into the CNP tent - possible use of JB's double decker parking posters; ideas discussed and further input required.

9. Other Planning issues

- Trine plans for Dutch Nursery: Nothing to report.
- Martins old shop: Nothing to report.
- Updates on A12, A120 decisions: Nothing to report.
- Bovis highways not making any decision until 28.3.18: Nothing to report.
- Braintree's calculation of land supply: Nothing to report.
- Any updates on other planning decisions: AS noted that change of use had been requested for the Demon Barber site.
- Telephone exchange site: Nothing to report.
- Monks Wood Action Group update - see letter attached from Jeff Collins.

10. Any other business:

- DAC to review community day consultation comments as part of the Regulation 14 process.
- TT/PJ to contact JS/DAC re: formatting the plan; TT to speak to Debbie Morgan re: possibility of engaging, for payment, a CNP member.
- TT has requested the Parish Council to rollover the unused budget from 2017-2018 to 2018-2019; an additional £3,000 may be required to complete the Neighbourhood Plan process (additional grant funding - if available - will be applied for). TW to present at meeting.
- PJ to send draft Village Design Guidelines to SL for comments (done).

11. Date and time of next meetings:

- May 15th - de-briefing from Parish Council open meeting to present policies (7.30pm at AS's house)
- May 31st - 7.30pm at White Hart to discuss presentation and format of Plan document and arrangements for Community day (booked)
- June 28th - TLP design guide review - 7.30pm at White (booked)
- July 26th - regulation 14 review - White Hart to be booked for 7.30pm.