

Minutes from the Neighbourhood Plan Meeting Thursday 31st August 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
Steve Lavender (SL)	Housing
Tom Walsh (TW)	Housing
Jo Brindley (JB)	Publicity
Tracy Thomson (TT)	Administration and Finance
Jan Stobart (JS)	RCCE
Ian Stock (IS)	
Meg Jones (MJ)	Secretarial Support

Apologies:

Petra Ward (PT)	Heritage and Environment
Anna Appleton (AA)	Website and Survey

2. Minutes of the last meeting – no comments.

3. Matters arising:

- Parish council meetings
 - o Next meeting is 11th September.
 - o Land behind Hamlet allotments is in discussion. MH is writing a report with 7 possibilities including some housing, car parking, leisure centre, beehives, willow plantation, restore 1527 hop field, burial... or leave as it is.
- Joint Feering/Kelvedon meeting 23/10/17
 - o AS commented that did submit joint comments re West Tey
 - o PK suggested worth meeting again
- Cooks Field
 - o Added to submissions to BDC
 - o PK suggested an offer may had been put in for site
- BDC Draft Plan consultation
 - o Submissions have been put in, AS said that the parish council are keen to adopt our submission as theirs
- Facebook comments
 - o Thanks to Claire for a great job and will fall into evidence
- Parish Survey
 - o Confirmed we should base the % return on the census
 - o AS to chase analysis
 - o Children's survey to be carried out in the Autumn

4. Version 12 Draft Plan

- MB advised regarding a meeting with JS regarding reviewing the policies, MB has resupplied the last version of the plan to the group with the agenda and highlighted areas in Coggeshall Today needing attention.

- Vision and Objectives – left in generic objectives and the rest to be reviewed following JB’s work on policy matrix in section 2, and look at what Jo has had back on the matrices for section 3. JS suggested within each of the topic group section it talks about objectives but they need to flow as JB’s work.

5. Objective to Policy Matrix

- JB to issue on email to group
- We had 6 theme objectives with the questionnaire, and seemed logical to keep with these that we tested. JB has taken the policy intent and allocated to headings with principles underneath. JB stressed it is important to feeling the matrix to assist with the justification. PK suggested given holiday season tackle at one per week.
- JS suggested that when we start looking at the evidence that unpins the policy then there may be more evidence to gather to either support or remove the policy.
- PK suggested that a lot of evidence had been collated and hopefully the evidence gaps are small however we should do a gap analysis and look at what has been produced and challenge each other.
- JS asked does each topic group have sufficient resources? MB asked whether Education should go back into Infrastructure which leads onto budgets...

6. Budget

- Design statement/paying members
 - o TT said that she hadn’t yet had a response from the council re budget figures for estimated amount for next year.
 - o JS asked to understand where some of the elements had come from, and worth having a meeting with the parish council to discuss if should be grant funding as the CPC would need to apply. JS advised the current funding scheme ends 31.03.18, and last date for applications is 31.01.18. Indication is that there will be a new scheme. From application to approval is 10 working days.
 - o PK asked the best route for extra capacity and paying expertise? JS said that the CPC would need to get 3 quotes for anything over £200 so if someone is responding to a “request for quote” whether they are part of the CNP or not then they would be considered if best value. AS suggested the brief would have to be much more complicated for someone outside of the group. PK and AS confirmed the policy matrix and design guide are the two items that would ideally be outsourced – JS to check and advise if there is an existing brief for the design guide. PK advised to bring it forward to the next meeting to try and get within the timescale.
 - o Noted, AS said we would need to outsource turning policy ideas into wording.
 - o JS and TT to meet to review the budgets ahead of the next meeting.

7. Next Steps

- Policy matrix
 - o 5th October confirmed deadline for first draft of the policies

8. AOB

- JS advised Community / Network gathering for NP groups at Great Braxted on 14th September and Great Sailing on 18th October.
- JS advised the RCCE has been contracted by the consortium to be the liaison party the development and the community.
- IS advised that there is a lot of enthusiasm and new group called “Coggeshall Community Project” and there is a plan to hold a brainstorming meeting to start moving ideas forward ie for use for the Chapel in the church ground.
- Confirmed A120 and A12 route to be confirmed in October.
- BDC consultation finished, JS confirmed they will review comments and amend and then submit.
- MH advised the rights of way plan has been reissued.
- AS advised that CNP will be producing an incinerator objection

9. Date and time of next meeting: 5th October at the White Hart 7.30pm