

Minutes from the Neighbourhood Plan Meeting

Thursday 22nd March 2018 - 7.30pm at the White Hart

1. Welcome and apologies:

Present:

Peter Kohn (PK)	Chairman/Facilities & Infrastructure/Education
Michael Bowes (MB)	Economy
Paul Javin (PJ)	Heritage and Environment
Alex Stevenson (AS)	Heritage and Environment
Steve Lavender (SL)	Housing
Jo Brindley (JB)	Publicity
Anna Appleton (AA)	Website and Survey
Meg Jones (MJ)	Secretarial Support
Ian Stock (IS)	COG
Jan Stobart (JS)	RCCE

Apologies:

Tracey Thomson (TT)	Budget and Finance
Tom Walsh (TW)	Housing
Michael Horne (MH)	Heritage and Environment
Jill Ward (JW)	Facilities & Infrastructure/Education
Petra Ward (PT)	Heritage and Environment

2. Minutes of the last meeting – No comments

3. Matters arising:

(i) Parish Council Meetings

- i. Presentation to full council meeting – what was taken from this was the need to make the consultation exercise more interesting to engage the public. Perhaps the design plan is more interesting than the policies. Big ideas and aspirational policies are more interesting to the public. Finished document for regulation 14 needs to be a published technical document for the referendum but need a summary leaflet to explain this is what we are trying to achieve and how we are doing it or a split document / online document with pop up annotations.
- ii. PK asked JS if we were more technical than other NP's, JS confirmed more thorough and strong.
- iii. Consultation before Reg 14 is our opportunity to test if public agree with the policy intent and will give them what we want..
- iv. JS suggested Bradwell Reg 14 consultation form, in the way people are asked to respond and the way people would vote, is worth looking at.
- v. Annual Assembly – AS advised what we had done in the last 12 months.
- vi. Coggeshall Planning Meeting - AA advised that there was a planning meeting earlier this week and new chair is to be elected. Trevor is to stay as Vice Chair but is stepping down from Chairman.

(ii) Joint Feering / Kelvedon Meeting 2.7.18

- i. MB to attend with PK or AS – JS suggested worth attending as Kelvedon starting their Reg 14 in mid-June.

(iii) Incinerator

- i. Deferred the decision.

(iv) Projects group

- i. Tapestry group is having a workshop next month and looking for designers.
- ii. Art centre is progressing well. Charity being formed, looks like it will happen in the old Barclays bank with 35-40 people.

4. Policies

- i. Meeting with Alan Massow went well.
- ii. Draft plan V24
 1. MB and JB have been editing policies where duplication across all of the policies, looking at what we do and do not want. Shortened the introduction to the policy. Discussion regarding whether the data and results from questionnaires should be with the policies or in the appendix. Concern raised re editing so MB produced draft V25 doesn't include any editing.
MB has reordered the plan as follows:
 - a. Residential development - now includes allocated sites (policies 1-3)
 - b. Business Needs/Economy (policy 4)
 - c. Environment (policies 5-10)
 - d. Heritage (policy 11)
 - e. Design (policies 12-13) – AS suggested to say “with the Built Environment” (instead of the village)
 - f. Transport & Infrastructure (policy 14)
 - g. Developer Contributions (policy 15)
 2. AS queried where maps etc should be positioned – do they go in the appendix or in the body of the report and should they be aerial or road. PK suggested that maps are good and break up the document.
 3. Reg 14 document format - Confirmed font Calibri 12pt, single line spacing (note with commentary down the side) and portrait.
 4. Main consultation document for referendum, discussed we might want to produce this in landscape, for future discussion.
 5. Design guide will work well in landscape.
 6. MB to send latest version 25 over to JB, AS will finish maps and figures and send through. AS also to produce map on the main businesses in Coggeshall.
 7. NP Cover – like the layout, might want to include different photos
 8. Housing – SL reviewed matrices and can be added to dropbox.
 9. Heritage – PJ produced this, need to check
 10. SL asked Cook Field, is it worth trying to designate Cook Field to be a self-build site? JS added that Braintree are quite loose on requirements but can send through information from other districts.

5. Timeline

- i. Budget
 1. Money in budget for further work for DAC. However plan might take a lot more time to go through again? Should we ask DAC to check through the matrices and look at new additions. Agreed to hold fire until Ann Skippers has reviewed.
 2. SL to check with TW if the budget has been presented to Parish Council and if didn't get presented to be added to full meeting on 11th June.
- ii. Ann Skippers
 1. PJ suggested that only Version 25 goes to Ann. She will be able to start the work on 25th June.
 2. TT/MJ to organise through Dropbox and provide a folder for Ann Skippers to access (before 25.6)
- iii. SEA Assessment / Jonathan Crane
 1. On holiday until 4th June.

6. BDC Draft Plan

- i. Garden communities – waiting for examiners report. Should hear early June.

7. Community Festival 9/6/18

- i. Marquee: to be delivered 8.30am to be set up (PK, PJ and SL). Need to pay Graham £50 on the day, TT to arrange receipt.
- ii. Marks Hall, Art Space and Tapestry confirmed will be in the tent. Coggeshall Society and Coggeshall in Bloom TBC. Photography Club – MJ to ask.
- iii. Promotion: Facebook and possible A4 posters.
- iv. Materials:
 - a. Big Banner / Balloons / Boards - AS to bring
 - b. Tables and Boards on stands – AA to confirm if we can borrow through Parish Council
 - c. Guy Ropes/posts/Velcro Stickers/ Yellow/Black tape/£50 - PK to bring
 - d. Velcro Boards - JS advised may be able to borrow the 4 sets (each set is 2 sets of 3 panels)
 - e. Comment form – PK to produce, CPC to print off 100 copies
 - f. Board content – JB to check against what we have used before
 - g. Photography – JB to bring camera
 - h. Copies of policies – required
 - i. Timeline and Achievements so far – boards to be added

8. Other Planning Issues

- i. Dutch Nursery – no updates
- ii. Martins Old Shop – public notice on shop, details tbc.
- iii. A12 / A120 – A120 announcement Friday 8th June by ECC and A12 decision postponed
- iv. Bovis – highways requested deferment decision until 29th June but attempt to review beforehand
- v. Braintree's calculation of land supply – JS to advise re March calculation
- vi. Any updates – none

9. AOB

- i. Next meeting to decide re Regulation 14
- ii. Website – community consultation needs to be updated before 9th June
- iii. Website – to be updated to be GDPR compliant
- iv. Design Guide – to be added to next agenda. SL to send text to IS to amend as necessary.

10. Date and time of next meeting:

- i. 28th June 7.30pm at White Hart