

'Tiptree Village' Neighbourhood Plan Working Party

Notes of Meeting 6.30pm 13th Dec 2017

Present Cllrs Jonathan Greenwood (Acting Chair), Diana Webb, Barbara Wood, Julie Webster (Secretary)

Adrian/Jean Foster Brown, Debbie Foot, Heidi Southgate, Jacqueline Bakker Kevin Coogan, Michael Cock, Mike Corbett, Molly Stammers, Sue More, Sue Shepherd

3 Visitors

1. Apologies for Absence

Dianne Coe, Frank Zada, Ronnie Hannan, Steve Reid, Steve Bays

2. Introduction of any new volunteers

A new member joined the group and signed the terms of reference and will be added to the Working Group contacts.

3. Approval of Notes from last meeting (29th Nov 17)

Approved

4. Actions Outstanding from previous meeting

Environment pre consultation report

Action DW

Pre 2017 Notes to be uploaded to website

Action Secretary

Summaries of analysis

Action SS

5. Secretary's Report

Secretary informed Group that she had chased RCCE regarding Housing Needs Survey before she went on leave and had received the report on her return to the office that day which she would distribute in due course. She had also been asked by the chairman to distribute some transport data regarding traffic movement figures that she had received to the Transport Group

Action Secretary

6. Draft Vision and Objective Statement

JG advised that Steering Group had approved the latest draft (copy to be forwarded to group) and had been forwarded to BM (CBC) for any further comment. This would then be passed to Full Council for approval at the next Parish Council Meeting. Secretary advised that if approval is required at the Council meeting on the 8th Jan 2018 this document would need to be with the Parish Clerk by midday on the 2nd Jan 18

Action JG/Chairman

7. Analysis Update – No Update

8. Results Feedback Exhibition

The majority of the group were able to offer their help on the suggested date of Sat 3rd Feb 2018 between the times of 10am and 3pm (set up at 9am and pack up by 4pm). It was also agreed to run an evening session for people that couldn't attend on the Saturday. The following Wednesday 7th Feb 2018 between the times of 5pm and 7pm (set up 4pm and pack up by 8pm) would be preferable subject to hall availability.

Action Secretary

The general consensus was that information boards should be in an easy to read format without masses of text for people to follow under the headers of the vision and objective statement. Information to be loaded onto website and paper copies available on request. JB offered her services with desktop publishing of information if required.

An advert needed to be drafted for the newspapers promoting the event although it was unlikely to be able to promote within the Look and Life Magazine because of publication deadlines. Facebook and website to be used.

Banners still to be decided.

MS offered to sort a team of people for refreshments on the day Action MS

Secretary to source equipment Action Secretary

Feedback forms still to be decided

It was agreed to meet again on Wed 3rd Jan 2018 to continue with preparation for event