

## **Tiptree Village Neighbourhood Plan Working Party**

### **Notes of meeting 19<sup>th</sup> February 2020**

Present Cllrs, J Greenwood (Chair), Barbara Wood,

Julie Webster (Secretary)

Debbie Foot, Sue More, Visitor – Sam Hollingworth/ Strutt and Parker

**1. Apologies** Adrian and Jean Foster Brown, Kevin Coogan, Steve Read, Cllrs Diana Webb, Dianne Coe, Sue Allen- Shepherd

**2. Introduction of new volunteers** Debbie Foot re-joined the group after a short absence and re-signed members forms.

**3. Declaration of interest** None

#### **4. Approval of notes from last meeting (15<sup>th</sup> Jan 2020)**

Approved subject to the following amendments

Item 4 Insert 'Nov 19' after the word '20<sup>th</sup>'

Item 5 Amend the word 'was' for the word 'were'

Item 6 Delete the word 'that' between the word 'informed' and 'the'

Item 8 Alter after 1<sup>st</sup> sentence to read : Secretary had queried the Plan Health Check review that wasn't mentioned in the training session. RCCE have confirmed it should be done before reg 15 if utilising this service.

#### **5. Actions outstanding from last meeting (15<sup>th</sup> Jan 2020) or previous meetings**

Secretary had investigated time required to carry out the Plan Health Check Review and Locality had confirmed 4- 6 weeks from submission

##### **Previous meetings**

Process of analysis report SS Nov 17 – still not completed

Youth Questionnaire results SS Nov 17 Still not completed

Schools report SS Nov 18 Still not completed

Action SS

## **6. Chairman's Announcements**

Chairman advised that the plan had been redrafted, almost all policies had been reworded after reviewing responses and CBC had suggested to include a policy on heritage which has now been completed. The Basic Conditions Statement which is being done by our Consultant will be completed once the document is finalised. Consultation Statement which is being compiled by SR and Secretary will be finalised once outstanding docs are received. NP website is gradually being transferred onto the new Parish Council website due to closure of provider of old current website. Secretary is working with Parish Clerk re transition of this information and hopes to be completed shortly.

## **7. Correspondence**

None to date

## **8. Review of Draft Plan prior to submission (reg 15)**

Chairman talked through the changes in the draft plan and asked members for any comments and to proof-read for typos etc and contact him by the 1<sup>st</sup> of Mar 2020 with any amendments. There were some spacing issues and would need further checking once the typo's were sorted. Consultant had already sent through some suggestions/observations which Chairman would address. Photos were acknowledged. There needs to be some alterations in the timings from Mar 2020, submission is provisional for Mar. Need more time allocated for examiner – one month not sufficient – the guidelines are two/three months which will then push timings afterwards out to the end of the year or possibly next year for plan to be adopted. (Action Group)

## **9 Time Plan**

Subject to receiving amendments from Group – this document could then be approved at next WG meeting and then passed onto Council for approval. The other two documents would then follow on as soon as possible after this. Once all docs are approved – will then need to be submitted to CBC (Reg 15)

Plan Health Check Review will be discussed further with CBC/RCCE (Action Chairman/Secretary)

## **10. Next Meeting**

Meetings had recently been changed to the third Wednesday in the Month instead of first and third Wednesday but will now be meeting on the 1<sup>st</sup> Wednesday in Mar (4<sup>th</sup> March) instead of 3<sup>rd</sup> Wed (18<sup>th</sup> Mar) .

Meeting closed at 8.10pm