

## **Steering Group Meeting Notes at the Tiptree Community Centre on the 29th Jan 2020**

Present Cllr Greenwood (Chair), Cllr Webb (V Chair), Cllr Coe, Cllr Wood, Cllr Allen-Shepherd, Secretary

**1 Apologies for absence** None

**2 Declarations of interest** None

### **3 Approval of notes from previous meetings 9<sup>th</sup> Jan, 6<sup>th</sup> Mar, 11<sup>th</sup> Dec 19**

The revised notes of 9<sup>th</sup> Jan and 6<sup>th</sup> Mar 19 were finally agreed. There was some lengthy discussion regarding the notes of the 11<sup>th</sup> Dec 19 which was finally agreed to omit the second and third paragraph and include the following revision.

‘The revised notes for 13<sup>th</sup> Mar, 3<sup>rd</sup> May and 23rd Aug 19 were agreed. There were still some issues concerning the notes of 9<sup>th</sup> Jan and 6<sup>th</sup> Mar and these notes were held over. After the Secretary had passed on information received from the present and previous clerk regarding minutes/notes there followed further discussion. There also followed some discussion concerning the procedure for amending and agreeing notes. The Chairman and Secretary will meet to discuss this further and agree a procedure.’

### **4.Recap on procedure for agenda and approval of minutes**

A procedure for agenda and approval of minutes had almost been completed by Chairman and Secretary which was a mixture of terms of reference, previous working practices, agreed actions in previous notes and standing orders which was shared with the group. Copy to be sent to members in due course.

DW asked for further clarification regarding last but one paragraph as she has not encountered this action before and wished to know where in Standing Orders this procedure is to be followed. **(Action Secretary to discuss further with Clerk)**

Secretary asked members if they felt there were any amendments to be made to meeting notes to contact her with the agenda number stating the issue and not to redraft minutes/notes into another document. This has caused more confusion and errors in earlier notes being agreed incorrectly. Once they are agreed they have to stand and also be put on the website.

Notes to be changed to more minute ‘style’ in content than ‘notes’ as done previously

### **5. Actions outstanding from last meeting and previous meetings**

Process of analysis report (Nov 17) (SS)

Youth Questionnaire results (Nov 17) (SS)

Schools Analysis Report (Nov 18) (SS)

Copy of plan to be sent to John Jowers (Dec 19) (Secretary)

### **6. Website/Facebook and Survey Monkey Update**

Essex info website is closing at the end of March and Secretary advised that the Clerk has commenced forwarding the info onto the TPC website although this is not visual yet. Survey Monkey account has now been closed and final payment been made. Secretary advised that Facebook administrators had left the group, JG offered to take this task on if he could get access. The group were surprised that one

of the administrators had left. Secretary explained that she had received no apologies for meetings from this person since the consultation or had any contact so as per our terms and conditions had been removed from the WG list as per other members. The group felt that she still wished to be involved. **Action Secretary to contact member who had left group to check whether she wished to still be involved**

## **7. Correspondence**

Secretary had received correspondence and telephone calls regarding update on Plan and whether submission of the Plan was going ahead on the date suggested. Agreed press release had not been published at this point, although this had no submission date, she could only presume this had been discussed at a Council meeting or in a Group Meeting and was therefore out in the public domain. It was agreed that this was an optimistic date that had been discussed.

Various correspondence questioning whether plans has been approved opposite Tiptree Heath School.

Some correspondence was received thanking the Group for their work.

## **8. Finance**

Expenditure to date	(2019/2020) approx.	£10,000
Balance of funds	(2019/2020)	£10,000

plus £1500 received recently from Borough Cllrs (earmarked for Consultancy fees)

£4602 spent on Consultant fees to date

NP Total expenditure from 2016 to present = approx £50,000  
(£9000 received through Borough Councillors and £7800 through from grants)

£9000 still available in grants plus free technical support

## **9. Timescale – Progress with NP**

Plan was being reviewed in line with responses, Essex Highways were being chased in regard to their updated response, Consultation Statement was being collated, HRA being produced by CBC, Basic Condition Statement will be completed by Consultant in due course. Some technical documents to be collated as well as a site assessment methodology report.

A Plan Health check review from Locality is available free of charge.

**Action Secretary to make enquiries as to how long this will take from submission.**

## **10. Data analysing**

SS gave an update of her work so far on this, which was ongoing.

Council Verifiers had looked at the data last week and would be meeting with the NP Chairman next week to discuss their findings.

## **11. Meeting with developers**

This was discussed at last WG meeting and SG members had been sent a report of these meetings.

## **12. Next SG Meeting**

Next meeting 12<sup>th</sup> February 2020 at 3pm

Meeting closed at 5.10pm