

'Tiptree Village' Neighbourhood Plan Working Party

Notes of Meeting 6.30pm 3rd Jan 2018

Present Cllrs Steve Bays, Diana Webb, Barbara Wood, Jonathan Greenwood, Julie Webster (Secretary)

Andrew Bryant, Debbie Foot, Dennis Mannina, Frank Zada, Mike Corbett, Molly Stammers, Sue More, Terry Vickery

1. Apologies for Absence

Cllr Dianne Coe, Adrian and Jean Foster-Brown, Sue Shepherd

2. Introduction of any new volunteers

Two of the 3 visitors had shown an interest in joining but would like to attend a couple more meetings before fully committing themselves.

3. Approval of Notes from last meeting (13th Dec 2017

Approved

4. Actions Outstanding from previous meeting

Environment pre-consultation report (DW)

DW reported that this had been worked on and was in transit to the Secretary

Pre 2017 notes to be Uploaded (Secretary)

Secretary advised this was a large task and would take some time

Summaries of analysis (SS)

Still Outstanding

5. Chairman's Report

Chairman informed group that Government are pressing for smaller building developments in favour of larger developments

6. Secretary Report

Secretary advised that £2000 had been received from Borough Councillors allowances

Action Secretary to send thank you letters to Borough Councillors Barbara Wood, John Elliott and Derek Loveland for their support

Secretary checked that everyone had received the Housing Needs Survey, there were a few amendments to be made and then a paper version will be distributed to everyone in the group. A meeting had been requested with RCCE to discuss the document. It was discussed whether the housing survey information could be used at the exhibition and whether RCCE would be able to assist. JG advised that he had received traffic movement figures but had not managed to read it properly yet, other members were absent so no comments were available.

Action Secretary to liaise with RCCE regarding displaying survey results at exhibition

7. Draft Vision and Objective Statement Update

JG advised that BM (CBC) had responded with her comments which she had reiterated were meant to be constructive and not criticism. The group discussed these comments and JG offered to send the comments back to BM (CBC) before proceeding to full council.

Action JG to forward comments

8. Analysis Update

No update available

9. Results Feedback exhibition

- Confirm date and time

Sat 3rd February 2018 10am – 3pm/ Wednesday 7th February 2018 - 5-7pm

Main Hall has been booked Sat 3rd from 9am – 4pm and Wednesday 7th from 4pm to 8pm to allow for setting up and packing away

- Confirm Promotion
 - i) Newspaper Articles

Secretary advised we were too late for Look Magazine but was hopeful for Life Magazine. Adverts were to be placed in the Tribune, Gazette and Standard the

week before the event. Steering Group had agreed expenditure prior to meeting. SB offered to write article for editorial section of newspaper and DM offered to try and arrange for a radio interview for Chairman to promote the event. **Action Secretary/Chairman/DM**

ii) Facebook

Action Secretary to ask administrators to advertise event on Parish/Neighbourhood Plan Facebook

iii) Website to be updated

Action Secretary

iv) Banners/Posters/Advertising Boards

DM had investigated banner costs and the SG agreed expenditure of approx. £50. Details to be sent to Secretary for Clerk to action payment. DM also offered to do the necessary work on the banners and arrange for them to be put up at various points around the village. He requested that SS check with the contact in Tesco for permission for banner. Secretary to check with Clerk to see whether railings by the duck pond were available. DM would check with the rest.

Action DM/SS/Secretary

DF, FZ, MS, SM and TV offered to deliver posters to local shops and businesses to advertise the event

Action DF/FZ/MS/SM/TV

Secretary advised that she had contacted Working Group, all Parish Councillors, Parish Staff and all members of the Updates register regarding advertising boards. Twenty fives places have been secured

- Confirm Refreshments Required

MS had previously offered to do refreshments, DF offered to help. They will liaise with Secretary to see what supplies she has in office

Action MS/DF/Secretary

- Confirm Equipment required

To be confirmed at a later date

- Confirm Board Requirements

JG demonstrated some ideas that had been put together regarding what to put on boards. As per previous meeting, the general consensus was again that material needs to be informative but easy to read and not masses of information. Chairman asked JG to prepare some examples on different sizes of paper/font etc (via printing in the office) to discuss presentation next week. Secretary to check back on prices for A1 printed sheets

Action JG/Secretary

The question was asked whether we could display the Map of sites that had been submitted.

Action Secretary to speak to CBC

- Date/time availability of members

Some members had already confirmed their availability, need to be mindful of parking restraints in the village and availability of parking at the Centre. To be discussed further once Secretary has ascertained how much parking space we have at the centre

Action Secretary

10. Invites to event

It was agreed to personally invite Borough Councillors, County Councillor, local MP, CBC and RCCE to the event

Action Secretary

11. Meeting Dates for Jan 2018

10th Jan 17th Jan 24th Steering Group Meeting

31st Jan Full Rehearsal for exhibition

Meeting closed at 8.50pm