

'Tiptree Village' Neighbourhood Plan Working Party

Notes of Meeting 6.30pm 10th Jan 2018

Present Cllrs Steve Bays, Jonathan Greenwood, Julie Webster (Secretary)

Adrian and Jean Foster- Brown, Andrew Bryant, Debbie Foot, Dennis Mannina, Frank Zada, Heidi Southgate, Jacqueline Bakker, Michael Cock, Mike Corbett, Mollie Stammers, Ronnie Hannan, Sue Shepherd, Sue More, Terry Vickery

1. Apologies for Absence

Cllrs Diana Webb, Dianne Coe, Barbara Wood, Kevin Coogan, Mike Corbett and Steve Reid.

2. Introduction of any new volunteers

None

3. Approval of Notes from last meeting (3rd Jan 2018)

Approved

4. Actions Outstanding from previous meeting

- Environment pre-consultation report (DW)

DW reported at the previous meeting 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

- The RCCE (Community Engagement Manager and Housing Enabler would be able to attend on Thurs 25th Jan to discuss the housing survey and answer any questions. They are happy for us to use the information at the exhibition once the amendments have been made. The Community Engagement Manager will be available on the Saturday to attend the exhibition and would produce some FAQ's on Community Led Housing, as well as being able to signpost and raise awareness of CBC's housing

register, and explain to people why the Survey was carried out and how it could be used as evidence, as well as helping with any other general neighbourhood plan questions, if required. Three Steering Group members had authorised this expenditure prior to the meeting. The majority of the Group confirmed they would be available so it was agreed to book this date.

- Facebook administrators confirmed
- Website still to be updated **Action Secretary**
- AB and SS offered to add details of the exhibition to sites that they use, these being 'Next Door', Tiptree Essex Facebook, Twitter.

Action AB/SS

- Banner patches should be received shortly ready for distribution before the event. All permissions had been agreed for hanging banners. Posters had been printed and were distributed at the meeting to the delivery group. Twenty seven advertising boards were being delivered on the day of the meeting
- Costings still to be obtained for printing – some members had forwarded some costs to secretary. **Action Secretary**

- Call for sites

It was agreed that we would display a copy of sites that had been submitted but would need to ensure that people were aware it was just submissions and that no sites had been chosen

- Parking maybe a problem for group on the exhibition days if members wished to stay for more than 3 hours. Group were asked to give their availability as well as their vehicle registration numbers if they required a parking space for Secretary to try and sort out parking arrangements at the centre. It was suggested that we ask if we could use Barclays Bank Parking as they are not open on Saturday **Action Secretary**
- Still some personal invites outstanding, namely CBC, County Councillor and local MP **Action Secretary**

5. Chairman's Report

Chairman reported that he had spoken to Bev (CBC) regarding information about s106 contributions and that he was hoping that she would be able to attend the next meeting **Action Secretary to confirm**

He also asked whether HS had spoken to local businesses to arrange meeting. HS informed that she had receive some interest and need to sort venue and date **Action HS/Secretary**

6. Secretary's Report

None

7. Draft Vision and Objective Statement Update

Agreed at full council, subject to no further amendments from CBC. Any further comments to be circulated to Council prior to full council.

8. Analysis Update

No update available but agreed that SS would forward summary documentation to JG and copy in SB and Secretary **Action SS**

9. Newspaper Editorial

A draft copy was distributed amongst group. JG would make minor amendments and send to Steering Group for approval before being sent to newspaper.

Action JG/S Group/Secretary

10. Results feedback exhibition

- Board detail

Some board detail had been produced and would be distributed electronically to the group after the meeting. A sub group (MC, DF, JB,) would verify the information. This group plus JG and SS subject to room/caretaker availability would meet on Tuesday 16th Jan to discuss ways of displaying this information. There was offers of help from JB with desktop publishing and FZ with A1 printing

Action Sub group/Secretary

- Confirm equipment required

Still to be discussed

Meeting Dates for Jan 2018

17th Jan Working Group Meeting

24th Steering Group Meeting

25th (Thurs) RCCE Housing Survey Meeting

31st Jan Full Rehearsal for exhibition

Meeting closed at 8.50pm