

Steering Group Meeting Notes at Tiptree Community Centre on the 12th Feb 2020 at 3pm

Present Cllr Greenwood (Chair), Cllr Webb (V Chair), Cllr Wood

Secretary

1 Apologies for absence

Cllr D Coe & Cllr S Allen-Shepherd

2 Declarations of interest

None

3 Approval of notes from previous meetings 29th Jan 2020

Approved subject to slight variation in wording item 4 pg 4. DW queried why we were including it in our procedures if not in Standing Orders.

4. Actions outstanding from last meeting(s) 29th January 2020

Item 4 prg 2 - Secretary reported that the Clerk had confirmed that it was not in our Standing Orders but would instigate further if required. DW didn't feel this was necessary

Secretary to send a hard copy of the procedures for Agendas and Minutes to group. (Action Secretary)

Item 5 – Secretary stated that she was still looking for a spare copy. Chairman stated that he may be able to assist

Process of analysis report (Nov 17) (SS)

Youth Questionnaire results (Nov 17) (SS)

Schools Analysis Report (Nov 18) (SS)

Item 6 - Secretary had confirmed that she had contacted the member concerned two weeks ago but had not received response.

Chairman confirmed he was able to access Facebook as administrator.

Progress was being made with the website. Secretary confirmed that we would be using the Parish website and would therefore have this website address.

Item 9 pg 2 – Awaiting response

Process of analysis report (Nov 17) (SS)

Youth Questionnaire results (Nov 17) (SS)

Schools Analysis Report (Nov 18) (SS)

5. Correspondence

Chairman had had received some correspondence from developer (Action Secretary to respond)

DW had spoken with a member of the group who wish to re-join the group (Action Secretary to contact member DF)

6. Finance

Secretary had contacted Consultant for Jan invoice – no other figures were available

7. Timescale Plan

Plan had been redrafted, almost all policies had been reworded due to the responses, CBC had suggested to include a policy on heritage. Had received a positive response from Highways. SEA and HA had been edited and returned to CBC. Basic Conditions Statement was being started next week by Consultant and SR was making good progress with the Consultation Statement. Action Chairman to send copy of the draft plan to Secretary and Clerk for onward transmission to Councillors and Working Group

8.Data Analysing Update

DW confirmed that there was approximately a week's work left to be done. Verifiers had checked data, issues were discussed with the Chairman which were mainly duplications (possible internet issues and the moving of data into different sections) and a preliminary report had been produced.

9. Next Meeting

Working Group 4th March 2020

Meeting closed at 4.15pm