

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

### **Notes of meeting 04 March 2020**

Present Cllrs, J Greenwood (Chairman), D Webb (Vice Chairman), B Wood, S Allen -Shepherd  
Julie Webster (Secretary)

Adrian Foster- Brown, Debbie Foot, Kevin Coogan, Sue More,

**1. Apologies** Cllr D Coe, Jean Foster Brown, Steve Read

**2. Introduction of new volunteers**

**3. Declaration of interest** None

**4. Approval of notes from last meeting (19<sup>th</sup> Feb 2020)**

Approved with the amendment of spelling of a Group Members surname (SR). Secretary apologised for this and thought that this error was probably throughout the notes and had not been picked up before.

**5. Actions outstanding from last meeting (19<sup>th</sup> Feb 2020) or previous meetings**

#### **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 reported that Draft Plan was almost complete and thanked everyone who helped with proof reading of this document and advised that there were still a couple of amendments to be made. If the group were happy with the document which would be discussed later in the meeting (item 8) then the document would be passed onto the Parish Council for approval at the next Parish Council meeting on the 9<sup>th</sup> March 2020. If this happens then it was hoped that documents could be submitted under Reg 15 to CBC by the end of the month but this would be subject to all supporting documents being ready. The Vice Chairman proposed that the Chairman was thanked for the time spent on this document. Chairman responded by offering his thanks to SS for her assistance. The group voiced their thanks unanimously.

The amended policies which had derived from the Reg 14 Consultation had been sent to the relevant siteowners/developers for comment if required. Some comments had been received back.

Chairman stated that he had received a copy of the Basic Conditions Statement produced by the Consultant and that the SEA and HA documents had also been amended

He also advised the group that since the last meeting a response had been received from the Secretary of State's Office informing us that the decision regarding the Gladman Appeal had unfortunately been delayed and would not be made by the original date given. No further date had been given

## **7. Correspondence**

Secretary had received some correspondence from Locality requesting members to become 'Volunteer Neighbourhood Champions'. She asked if anyone was interested to contact her and she would forward them details to apply.

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

JG talked through the amendments that had been made to the Plan with the Group. KC proposed that the document should be forwarded to the Parish Council for approval, this was seconded by SM and agreed unanimously by the Group.

## **9 Plan Health Check Review**

Locality offer a free Plan Health Check review through their technical grant package which Tiptree is eligible for. This review looks into whether the Draft Plan meets the basic conditions and provide advice on any potential amendments required to ensure the conditions are met, prior to submission of the Plan to the local planning authority. This would not involve the rewriting of policies, but general advice on what changes need to be made.

Advice had been sought from RCCE and CBC and in light of CBC's response it was proposed by JG, seconded by DW and unanimously agreed by the group that this review would not be required for the following reasons- we had engaged a consultant to assist with the Plan, it was felt that the Plan met the Basic Conditions required, CBC had been working with us reviewing the Plan at various stages and that a 4- 6 week delay whilst this review is taking place may disadvantage the Plan.

## **10 Website Update**

Secretary advised that the Parish Clerk had moved most of the relevant documents across from the current website to the new website. The notes page still needed transferring and the Clerk and Secretary were working in unison to get this done by the end of the month when the current site closes down. This must be the Secretary's priority at the moment, regardless of the other urgent tasks

Action Secretary

## **11. Press Release**

A general press release would be issued once the documents had been submitted to CBC (reg 15) explaining that documents had been submitted and the procedure that would follow. Prior to this release our database of people who wished to be kept informed would be notified.

## **12. Next Meeting**

The meeting on the 18<sup>th</sup> March had previously been cancelled in place of tonight's meeting, however the Consultation Statement still needs to be reviewed by the group so in light of this an additional meeting was agreed for the 18<sup>th</sup> March 2020 for this purpose. SR and Secretary would be meeting next week to hopefully complete the document subject to them receiving any documentation required from other sources. It was suggested that if possible, this document is then circulated before the meeting to the group for review and amendment if required. If this is done in time, this will probably be the last meeting for some time whilst docs are with Planning authority (Reg 15) and out to consultation (Reg 16) and onto examiner (Reg 17). Will need to reconvene at some point to discuss items such as publicity subject to Examiner agreeing Plan and going to Referendum/or changes required to proceed or decline of Plan. Secretary will update via email any information as well as inform members if meeting is required

Meeting closed at 8.15pm