

## Earls Colne Neighbourhood Plan Steering Group Meeting

Tuesday 5<sup>th</sup> February 2019

Attendees: Tony Calton, Jan Stobart (RCCE), Robert Cook, Paul Copsey, Denise Siddall, Nicola Spelling, Catherine Hayes, Sheila Boyce, Hugh Street, Margaret Barrett

### Steering Group Tasks and Responsibilities

- Tony gave a brief introduction of the Steering Group role and responsibilities and how this fits alongside the Neighbourhood Plan Sub Committee, which is made up of Parish Councillors only
- Jan provided an overview of funding. A total of £17,000 funding is available to us and this can be accessed over a number of years. Free packages of work are available as part of the Neighbourhood Plan process and we will need to assess which ones we apply for.
- Jan will provide links to 'made' neighbourhood plans and Angela to distribute Coggeshall Regulation 14 document

### Project Timeline

- Jan took the group through the high level tasks required to complete the Neighbourhood Plan process
- A draft timeline was developed for our initiative – Angela to distribute

### Formal Application

- It was agreed that the Neighbourhood Plan would cover our parish boundary and that the form would be presented to the Parish Council for approval on 20<sup>th</sup> February
- Jan will source maps showing the village envelope and the parish boundaries

### Task Groups

- Task Groups will gather evidence and define policies. Evidence will either be readily available through BDC, studies that we perform either ourselves or via third parties, alongside resident / business views and opinions
- Time taken can range from 8mths to 2 years as reliant on volunteers and their availability – our draft plan has 10mths set aside for these activities
- Guidelines are available on how to gather evidence and this can be done internally or commissioned
- Overlap and dependencies between groups – agreement will need to be reached on which groups cover which things to ensure no duplication
- Initial meetings of task groups will need to expand on below scope and Jan will bring examples of evidence to that session
- Housing Task Group
  - Assesses housing need in parish over plan timeframe e.g. 20 years
  - Housing need assessment conducted, compared to delivered and gap examined

- Sites assessed, in association with environment group, to identify best location for housing
- Consider Design Statement, Design Codes and Heritage
- Environment Task Group
  - Assess landscape around built up areas
  - Identify constraints and locations where development shouldn't take place
  - Examine remaining land and determine logical place for development
  - Consider aspirations for conservation and enhancement to landscape
  - Perform a landscape character assessment
  - Jan will follow up on Open Countryside Policy as the draft Local Plan does not reference this
- Economy Task Group
  - Covers anything sold or traded to make money and technically includes doctor's surgery and school
  - Conduct survey of businesses – home workers, premises
  - Identify barriers to thrive and enablers for economy
  - Jan noted that it can sometimes be challenging to survey businesses and some samples can be provided
- Infrastructure/Community Facilities Task Groups
  - Infrastructure is often defined as the areas covered by S106 such as roads, cycle paths, lighting, education, health, nurseries, etc.
  - Community Facilities covers libraries, youth meeting places, public open spaces, village halls, etc.
  - Need to decide how education and health are treated as they can overlap
  - Both groups will need to assess the ability of existing to support the population now and in the future based upon increased numbers and changing demographics
  - Examine capacity, location, scale ability, fit for purpose

### Communication

- Agreed that personal email addresses can be shared within the group for the purposes of Neighbourhood Plan related activities only and that details will not be shared externally
- Agreed that we will set up a secure section on our new Parish Council website to store Neighbourhood Plan related documentation. Angela/Tony to establish.

### Task Group Meeting

- Agreed to hold a Task Group Meeting on Tuesday 26<sup>th</sup> February, 7.30 – 9.00 pm in the Village Hall
- Meeting will cover the following:-
  - Task Group Overviews
  - Q&A
  - Breakout sessions for each group
- Each Task Group Leader will present their scope overview to the group
- Email will be sent to all who have expressed an interest and notices will be posted in the village

### Steering Group Meeting

- Dates for the next two Steering Group Meetings as follows:
  - Tuesday 12<sup>th</sup> March, 7.30pm, Council Chamber
  - Tuesday 9<sup>th</sup> April, 7.30pm, Council Chamber
- Task Group Leaders to firm up what falls in which category for this meeting
- It was agreed that Tony would act as the Chairman for the Steering Group with Hugh as Vice
- Tony to draft Terms of Reference for next meeting.