

Minutes of a Meeting of the NP Residents Working Group  
Held on Thursday 8<sup>th</sup> May 2025  
At Collingwood, Cannons Lane, HBO

Present: Nicky Joshua, RCCE (NJ), Sue Brown (SB), Kerry Stedman (KS), Mick Howarth (MH), Jonathan Diamond (JD), Gary Matthews (GM), Alan Fisher (AF)

- Actions from the Last Meeting

Mick Howarth and Alan Fisher met with UDC to discuss the progress of the Plan and were able to report that, from responses to questions raised, UDC were confident that we were progressing satisfactorily.

We were told that James Blakey (UDC) should become available to assist in policy writing and generally keeping a check on our work.

As a footnote, Nicky advised us that UDC are planning to attend future Steering Committee and Working Group meetings.

- The New NP Steering Committee

Although not on the agenda, the composition of the new NP Steering Committee was noted from the agenda of the forthcoming Parish Council meeting as consisting only of Parish Councillors who, from the wording of the agenda, appear to be taking all decisions and carrying out all of the tasks that the Working Group have done to date.

The composition of the new Steering Committee will be made up of 2 Councillors of the current Steering Committee plus at least one other councillor. It was generally agreed that the current Working Group would decide as to whether to continue their work once the composition of the full Steering Committee was known.

It was further agreed that one of the Councillors on the NP Working Group would table an amendment at the next PC meeting to seek clarification as to exactly what is meant by paras 1 and 2 of 25/14 (iii) of the agenda because as they are presently written they do not make any sense.

- Housing Allocation Strategy

The housing allocation strategy was discussed, and it was agreed that we should look to promote housing on smaller sites of approximately 25 units plus one or two Rural Exception Sites.

The approval of the 100 dwellings on our northern border was also discussed and it was generally accepted that we could not hold up the NP process until a definitive decision had been made as to whether the number would come off the HBO or Takeley housing allocation quota. It would appear that this decision would probably be taken by the Local Plan Inspectors and may not be known until the latter part of the year.

- Public Event and Survey for Our Housing Strategy

It was agreed that a public event would be held in 4 to 6 weeks' time to allow residents to see the results of the Call-for Sites and the surveys that have been carried out to assist us in the site selection process.

- The Durkan Pre-App and Public Consultation Event

The upcoming Public Consultation Event was discussed, and it was agreed that up to 95 dwellings on one site would not be acceptable.

The NP Working Group, through the Parish Council, will look at ways to reduce this number but still seek a section of land suitable for a Rural Exception Site of up to 10 dwellings.

Our Design Guidance and Code, although not officially accepted, has been sent to the developer in the presumption that they will take its recommendations into account. Particularly with regard to screening where bordering existing properties.

Further representations will be made to the District Council Planners, via the Parish Council, about policies that will be encompassed in the new

Neighbourhood Plan to ensure that they are taken into consideration when deciding the outcome of this development.

- Report Writing and Layout

The Plan will be written as a Word document. This may mean that there will be spaces left but this would appear to follow the format of other Plans that have been completed.

The general prose will be written by the Working Group, or the Steering Committee if necessary, and passed to Gary who will incorporate it into the Plan.

Nicky agreed to send over to Gary a document produced by the RCCE which gives advice on the presentation of the Plan and ensure that we can comply with new regulations concerning accessibility.

- Policy Writing

The Working Group are currently compiling a schedule of policies we wish to include within the Plan. Once completed this will be shared with the Group who will decide which policies together with any back-up evidence will be written by who.

- Program Review

A review of the program was not carried out as this would now appear to be the responsibility of the new Steering Committee. This will also apply to future budget changes.

- Date for Next Meeting

To be decided following clarification from the Parish Council as to how the new Steering Committee and/or Working Group will proceed.

