

Minutes for the Neighbourhood Plan Steering Committee held on 13th February
2025 at 7:00 PM
in the St Mary's C of E Primary School, CM22 7HH

Those present :

Chair : Cllr M Strutt

Councillors : Cllr S Brown, Cllr K Stedman

Non Councillors : Mr A Fisher, Ms E Chinnery, Mr J Diamond

Officers : T Wilson

* Attended remotely

NP24/31 Chairman's Welcome and Public Participation

The Chairman welcomed the public present of which there were 8 present and asked if there were any questions.

No questions were asked.

NP24/32 Apologies for Absence

Apologies were received from Mr M Howarth and Mrs Chinnery stated she would be arriving late.

It was **RESOLVED** to accept the apologies.

(Proposed by Cllr Stedman - Seconded by Alan Fisher - Unanimous)

NP24/33 Declaration of Interests

No declaration of interests declared.

NP24/34 Minutes of Previous Meeting

It was **RESOLVED** to accept the minutes of the meeting held on October 15th, 2024.

(Proposed by Cllr Brown - Seconded by Mr Diamond - Unanimous)

NP24/35 Reports from Members

Three appointments have been made with land owners with Alan Fisher and Cllr Stedman for the next three weeks running. The rest of the reports from members are to be discussed in the agenda.

NP24/36 Landscape Assessment Survey

An update was received on the Landscape Assessment Survey. Unfortunately the person who was dealing with the survey had left the company and this has caused a delay to the process as it meant a new staff member had to take over the process. Mr Fisher and Cllr Stedman did a village tour with the new person who has taken over the survey assessment. They are likely to return and take more photos and a draft is expected at the end of February. They have asked members of the public to provide any favourite walks or

photos of areas in the village.

NP24/40 Site Assessment

An update was received on the Site Assessment Survey. Land Use Consultants (LUC) are now on board with Hatfield Broad Oak Steering Committee to undertake the Site Assessment and a response is due mid March. A recommendation is to be given from LUC but ultimately the Parish Council must decide where houses will go.

NP24/37 Design Code Survey

An update on the Design Guidance and Code was received with a draft returned. The steering committee and residents working group reviewed this document and thought it was very professional but gave some further suggestions and edits. The revised version is due on the 18th February.

NP24/39 Survey of Parish Employers

An update on the survey of Parish Employers was received. A list of employers has been put together by Alan Fisher and it is hoped by the end of the month this survey can be sent out with a return date by the end of March. It will be distribution via email.

NP24/38 Coffee Morning

An update on the coffee and cake village meeting was received. It was well attended by 42 people. A list of questions that were asked at the session was taken to be part of the consultation.

Mrs Chinnery arrived and joined the meeting at 19:16.

An additional consultation event will be held when all documents have been returned.

NP24/41 Parish History

The Parish History document was reviewed and discussed. It was discussed if the additional information was needed. Nicky Joshua from the Rural Community Council of Essex (RCCE) suggested editing the document to see how you can incorporate the historical aspects with how the scene is set today and how moving forward it will continue to impact the parish.

NP24/42 Village Survey

A discussion was had on a Parish Wide survey to review the housing allocation recommendations. It was said that all information should be returned by April whereby it is then possible to review the information and potentially put it out to residents so that they can be updated on progress and where houses may potentially go.

Nicky Joshua from the Rural Community Council of Essex (RCCE) said a survey or exhibition can take place to give residents an idea of placement ahead of time. However she stated that the NPSC are not yet close to reg 14 submission as the policies must be written and reviewed.

Cllr Stedman stated that as soon as the committee are ready to put information out to the public that this should be done, possibly via an exhibition. The committee must be able to tell others what has come up and how they feel and that they can be involved in the decision making process.

NP24/43 Budget

An update on the current budget for the Neighbourhood Plan was received ahead of the meeting by the Clerk. A list of what budget is needed to complete the plan was shared. It was stated that funding will need to be sourced by April/May to stay on course with the project deadline as further funding from Locality may not be available until July 2025. It was stated that as HBO had unlocked 'design codes' from Locality, an additional £8k in funding was available from Locality.

Action: Clerk

NP24/44 Items for the next agenda

NP24/45 Date of the next meeting

i.) It was suggested that the next Steering Committee meeting is, as stated in the terms of reference is in 3 months time in May however this will be confirmed closer to the time.

ii.) A date for another public engagement session similar to the previous coffee and cake afternoon was discussed. This may be combined with a proper exhibition so that there is more information to share at the time. This will be confirmed closer to the time.

- Close & Chairman's Signature

Meeting closed 19:44

Signed by Chairman:.....

Date:.....