



Ingatestone and Fryerning Parish Council

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NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

MINUTES OF MEETING HELD:

16th January 2018 7.30pm

VENUE:

Ingatestone Library

Present:	Cllr J Winter (Chair)	E Jeater	D Sankey	Cllr T Blunsten
	Cllr P Jeater	N Wagland	Cllr E Benson	P McCann
	Cllr D Jelley	A Donnelly	M Hart	2 Parishioners
Absent:	B Cllr N Hones	J Denham	N Jennings	

NP18/001 Apologies for Absence

Apologies were received and accepted from Cllr Hones, J Denham and Cllr N Jennings

NP18/002 Announcements and Declarations of Interest

There were no declarations of interest.

NP18/003 Public Participation session

Two members of the public were present and invited to join in the discussions.

NP18/004 To approve the minutes from the last meeting

The minutes of the meeting on the 5th December 2017 were noted and approved. They were signed by Cllr Winter.

NP18/005 To review the action notes of the previous meeting

Action listed, appeared elsewhere on the agenda.

NP18/006 To receive progress on the grant spending

Of the £2676 available, £2387.58 had been committed so far. The balance will be used for room hire and other consultation expenses until 31 March 2018. A request for the financial year 2018-19 will be submitted to the awarding authority when it is known what expenses will be needed to cover.

NP18/007 To receive progress from the two working groups

Environment and land use

Members of the Group had been working through their allocated tasks. It was agreed that the written pieces associated should be placed in the NPAC Google Doc for use when pulling the Draft Neighbourhood Plan together.

A list of the tasks will be circulated to all members of the NPAC.

Business

A covering letter to go out to the nearly 220 businesses identified was agreed along with the Questionnaire designed to elicit views from this sector.

Some suggestions were made of additional areas to be covered e.g. waste disposal.

The importance of Data Protection and controlling the use of information gathered was noted.

The Questionnaire will be piloted by a few businesses and their comments taken on board, before a general circulation.

The Questionnaire will go out electronically and businesses will be encouraged to submit their comments on line for ease of analysis. There may need to be a follow-up of hard copies for some who chose not to complete in this way.

The Group were commended on their work so far.

NP18/008 Progress on website development

It was noted that the Parish Council's Communications and IT Committee were overseeing the development of the website pages.

NP18/009 To consider the establishment of further Working Groups

The existing two Working Groups will continue to meet. Further meeting dates to be agreed by the Chairs.

A new group was convened to begin the planning for the Resident's Questionnaire. Cllr Benson will chair this and organise the first meeting shortly. Subject headings will overlap with the general work on evidence gathering for the Plan eg. Transport. So far M Hart, Cllr Blunsten, J Denham and Cllr Jelley will be part of the group, and Cllr Winter will meet with Cllr Jennings to discuss ideas about consultation with young people.

A second 'topic' group was created to consider how to engage with the Anglo and Cllr Winter will lead on this.

NP18/010 Parish Council newsletter

The Parish Council Newsletter is being delivered now. There is an article on the commencement of the Neighbourhood Planning. The next newsletter will be planned for late March/April and will have considerable content about the Plan. The Questionnaire will be delivered to each of the 2,000+ households with that newsletter.

NP18/011 To agree nature of engagement until 31st March 2018

It was agreed that this Spring we will need displays on all possible sites to encourage local participation.

There should be an 'open house event' at a local venue end March/beginning April, possibly on a Saturday morning. Progress with the production of the NP will be on display together with a chance to complete the Residents' Questionnaire.

Planning for this will be taken forward in a number of ways – with the Communications & IT Committee, the general Parish Council and the NPAC.

NP18/012 To discuss the policy training event on the 26th February and to agree the list of policies required

Four members of the NPAC agreed to attend the RCCE session on writing Policies on 26 February.

The Policies they will produce as a result will be agreed at that session or at the next NPAC meeting.

NP18/013 To agree the forthcoming meeting dates

The next NPAC meeting will be held in the Library at 7.30 on Tuesday 20th February 2018

NP18/014 Close of meeting

The Chairman thanked the Councillors for attending and closed the meeting