



# Ingatestone and Fryerning Parish Council

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## NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

**MINUTES OF MEETING HELD:** 20<sup>th</sup> March 2018 7.30pm  
**VENUE:** Ingatestone Library

**Present:** Cllr J Winter (Chair) E Jeater D Sankey Cllr T Blunsten  
Cllr P Jeater A Donnelly M Hart P McCann

**Absent:** Cllr D Jelley N Wagland

**NP18/027 Apologies for Absence**

Apologies were received and accepted from D Jelley and N Wagland

**NP18/028 Announcements and Declarations of Interest**

There were no declarations of interest.

**NP18/029 Public Participation session**

No members of the public were present.

**NP18/030 To approve the minutes from the last meeting**

The minutes of the meeting of 20<sup>th</sup> February 2018 were noted and approved. They were signed by Cllr Winter

**NP18/031 To receive the 'working' Vision statement agreed at Full Council**

The draft Vision Statement was considered and alterations were made. It was agreed that this should feature in the next Parish newsletter.

With the Vision Statement now a 'working document' when the analysis of the Residents' Questionnaire is available, issues can be identified to put to the Parish for discussion.

**NP18/032 To produce a draft SWOT analysis**

It was agreed that the SWOT analysis would be best discussed at later community engagements.

**NP18/033 To receive feedback on the Brentwood Borough Council's roadshow on the sites suggested within the LDP at the Community Centre on the 26th February**

The BBC consultation event had been satisfactorily attended. Residents had the opportunity to speak both to the Borough Planners and the NPAC members.

**NP18/034 To receive progress from the Working Groups  
Environment and Land Use**

- Progress is being made with the 'Street Furniture Audit', the digest of Clubs and Societies, consultation with young people at the Anglo European School, the Clinical Commissioning Group for Mid Essex and the identification of 'protected urban open spaces'.
- No progress has been made with the Borough's Housing Department.
- The process of naming 'Community Assets' was discussed and a provisional list of such potential assets made. This will be investigated further for the next meeting.

**Business working group**

- The Questionnaire has been finalised and a plan developed to distribute it and analysis replies.

- The pilot contact with some businesses has proved positive

**Residents' Questionnaire**

- A draft had been prepared and was discussed. Suggestions were made, and a second draft will be prepared for further comment before putting it onto Survey Monkey and printing.

**NP18/035 To discuss the content of the next newsletter regarding NP**

It was agreed that the next Parish newsletter will include the Vision Statement, selected short pieces based on evidence obtained so far, parking and maybe the role of the Parish Council in terms of responsibilities as compared with those of the Borough and County Councils.

**NP18/036 To receive feedback on the policy writing course attended by some members**

The need for policies to support the choices made eventually, identified from the Residents' and Business Questionnaires was understood.

**NP18/037 To consider future spending requirements for further grant applications**

The opportunity to apply for year two of the three years we can bid for a grant to assist the production of the Neighbourhood Plan was noted, and ideas for what is needed discussed. A bid can be submitted after 3 April.

**NP18/038 To agree the forthcoming meeting dates**

The next NPAC meeting will be held in the Library at 7.30 on Tuesday 24<sup>th</sup> April 2018

**NP18/039 Close of meeting**

The Chairman thanked the Councillors for attending and closed the meeting