



Ingatestone and Fryerning Parish Council

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NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

MINUTES OF MEETING HELD: 20th February 2018 7.30pm
VENUE: Ingatestone Library

Present:	Cllr J Winter (Chair) Cllr P Jeater	E Jeater C Russell	Cllr N Hones M Hart	Cllr T Blunsten P McCann
Absent:	D Sankey	Cllr E Benson	Cllr D Jelley	N Wagland

NP18/015 Apologies for Absence

Apologies were received and accepted from D Sankey, E Benson, D Jelley and N Wagland

NP18/016 Announcements and Declarations of Interest

There were no declarations of interest.

NP18/017 Public Participation session

No members of the public were present.

NP18/018 To approve the minutes from the last meeting

The minutes of the meeting of 16 January 2018 were noted and approved. They were signed by Cllr Winter

NP18/019 To review the action notes of the previous meeting

Action listed, appeared elsewhere on the agenda.

NP18/020 To receive progress from the working groups

The Group are still gathering evidence. This will continue until after the questionnaires in preparation are delivered and their results analysed. Engagement with residents can then begin to discuss options to appear in the draft Neighbourhood Plan.

Progress reports were delivered on the various working groups:

- **Environment and Land Use**

A large map of Ingatestone & Fryerning has been produced, and is being populated with the locations of the community assets. It will be included in the display of evidence gathered so far, at the Brentwood Borough Council's consultation on the Preferred site allocations, on Monday 26 February at the Ingatestone Community Centre. Selected evidence will also be exhibited such as the Census data and the parking audit.

Other evidence gathered include description of Waste Management, Greenfield Sites and scrutiny of the site earmarked for 'Employment'.

It was agreed to prepare a digest of Clubs and Societies active in the villages, and for contact to be made with each to offer to attend their meetings to discuss the Neighbourhood Plan.

- **Business Working Group**

Work has continued to develop the Questionnaire for use with 'Survey Monkey'.

It is expected to be ready for piloting by the end of the week.

The list of businesses is also being updated to include email addresses.

- **Transport Working Group**

A questionnaire had been produced and sent to the Resident's Questionnaire Working Group convenor to enable selected questions to be included.

The Group will consider walking and cycling routes around the village to consider how safe these are for discussion within the Neighbourhood Plan eventually.

The route from the Anglo European School to the train station, and from housing to the Infant and Junior Schools, are particularly important to review.

- **Residents' Questionnaire**

A draft had been circulated prior to the meeting. The questions were reviewed and a number of changes recommended.

The Working Group will convene on 8 March to produce a second draft for consideration at the full NPAC meeting on 20 March.

The final draft would then be prepared for use by 'Survey Monkey', with hard copies distributed with the Parish Newsletter the first week in May.

NP18/021 Progress on the engagement of young people

A discussion had taken place at the Anglo European School in the afternoon of this NPAC meeting, between Cllr Jennings and the young residents of the villages. A report will be circulated on the issues raised.

NP18/022 Progress on the development of the web pages for the NP

The Parish Council's Communications and IT Committee have overseen the development of the website to include a new Neighbourhood Plan section. Some information has been added already, and more of the evidence gathering information will be posted shortly.

NP18/023 To discuss ideas for public displays to run alongside LDP consultation

Items for display at the BBC Consultation event on 26 February were agreed. Following this date, consideration will be given to information being shared on other Community Spaces.

NP18/024 To discuss the content of the next newsletter regarding NP

The evidence-gathering documents will be turned into articles for the next Newsletter, along with information about the process of production of the Neighbourhood Plan

NP18/025 To agree the forthcoming meeting dates

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

NP18/026 Close of meeting

The Chairman thanked the Councillors for attending and closed the meeting