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## NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

**MINUTES OF MEETING HELD: 24 July 2018 7.30pm**  
**VENUE: Ingatestone Library**

**Present:** Cllr J Winter (Chair) A Donnelly D Sankey N Wagland  
Cllr T Blunsten E Jeater Cllr P Jeater M Hart  
P McCann  
Two officers from two members  
Brentwood of the public  
Borough Council

**NP 18/072 Guest Speaker, John Lefever, Hastoe Housing Association Ltd**  
John spoke about the ethos of Hastoe and the range of housing initiatives the company has developed with local communities.

The new National Planning Policy Framework had been published by the Government that day. References to the role of the Neighbourhood Plan in the formal planning process are made.

The applicability of developing a Rural Exception Site in the Parish was discussed and discussions will continue with the BBC to explore this option.

The audience had a chance to ask questions and expressed an interest in viewing some of the Hastoe sites.

John was thanked for this informative and thought-provoking session.

**NP18/074 Apologies for Absence**  
Apologies were noted from Cllr D Jelley, Cllr N Jennings and M Marston

**NP18/075 Announcements and Declarations of Interest**  
There were no declarations of interest.

**NP18/076 To approve the minutes from the last meeting**  
The minutes of the meeting of 19 June 2018 were noted and approved. Noted in this minute however, is to confirm that the inputting of hard copies of the Residents' Questionnaire requires two people to validate any queries that might arise.

Matters arising not elsewhere on the agenda were:

- The second year of the Grant to aid the production of the NP from Groundwork UK had been applied for and confirmed at £3,651.00.
- A meeting has been organised for 27 July between BBC, Brentwood Housing Trust and the PC to discuss the implementation of the Empty Homes Strategy in the Parish.
- The Apprenticeship in Business & Administration is currently being advertised.

- NP18/077**      **Public Participation session**  
The members of the public present for the discussion with John Lefever stayed on for the rest of the meeting.
- NP18/078**      **Feedback from the Horticultural Show exhibition**  
Members were thanked for their help at the Show. There had been many visitors to the tent we shared with the Historical and Archaeological Society and the Ingatestone Camera Club.  
'Ideas and Suggestions' were recorded and copies of the RQ survey taken. The new Parish Council shopping bags were given out as a reminder to complete the questionnaires with many approving comments on the new logo.
- NP18/079**      **Engagement Strategy – what happens next?**
- **Consultation events in September**  
The purpose of the two events – Saturday 8 September 10am – 12 noon at Fryerning Hall, and 2pm – 8 pm in the Ingatestone Library on Tuesday 11 September, is to gather further suggestions and ideas around the topics featured in the two questionnaires.  
There will be tables on broad topics with information gathered and a volunteer to discuss it with.  
Previous work on the SWOT analysis can also be displayed and further contributions invited.  
Local societies and clubs will also be written to and asked to remind their members to complete the questionnaires and come to the events.
  - **Analysis of Questionnaires**  
An interim analysis will need to have been completed prior to the consultation events. Sue Lees will be consulted on the extent to which Survey Monkey can help.
  - **Confirmation of the Terms of Reference**  
The Terms of Reference were re-read. Of note is that there must be three Parish Councillors present to make the meeting quorate and that the Chair and Vice-Chair must be Councillors. Cllr Winter was confirmed as Chair and Cllr Blunsten elected Vice-Chair.
- NP18/080**      **To formally close Working Groups**  
The two groups – Business, and the Environment and Land Use, were disbanded. The attention of the full NPAC will be needed to work on the evidence together.  
Members were thanked for their hard work to date.
- NP18/081**      **Future meeting dates**  
The NPAC will meet again on 21 August, 18 September, 23 October, 20 November and 18 December.  
Working meetings will be convened between these dates as necessary.
- NP18/082**      **Close of meeting**  
The Chair closed the meeting at 21.20pm