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## NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

**MINUTES OF MEETING HELD: 19 June 2018 7.30pm**  
**VENUE: Ingatestone Library**

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

**NP18/061 Apologies for Absence**

Apologies were received and accepted from D Jelley

**NP18/062 Announcements and Declarations of Interest**

There were no declarations of interest.

**NP18/063 To approve the minutes from the last meeting**

The minutes of the meeting of 22 May 2018 were noted and approved. They were signed by Cllr Winter

**NP18/064 Public Participation session**

No members of the public were present.

**NP18/065 Further discussion on responses to the Business Questionnaire and 'next steps'**

Martyn presented an update. There are 207 identifiable businesses. The response rate to date is 34% of those who have been contacted. The questionnaire remains on the website to give some businesses a further opportunity to have their opinions heard. Key 'issues' raised include parking and business rates and banking. It was agreed to begin addressing them. Members with knowledge/access to local businesses were encouraged to let Martyn know so that the non-respondents amongst these can be followed up. <http://www.ingatestone-fryerningpc.gov.uk/neighbourhood-plan/business-questionnaire>

The NPAC continues to watch for developments on the LDP site 079C as this is the site identified for 'employment'

**NP18/066 Feedback on action agreed following the Housing discussion on 22 May.**

The importance to Ingatestone & Fryerning of being involved with the development of the LDP sites in its boundary had been clearly expressed.

The Newsletter being distributed in the next few days together with the Residents' Questionnaire emphasises the opportunity to evidence the need for truly affordable housing, and residents will be encouraged to join these discussions.

As reported at the last meeting, the Chair had met with the Interim Housing Policy Manager at BBC and information on the demand for social housing in Ingatestone requested. A meeting had also been held with the Brentwood Housing Trust Ltd to discuss ideas to increase the availability of affordable

homes. Of particular interest could be the implementation of the Brentwood Borough Council (BBC) 'Empty Homes Strategy' with a view to bringing the stock identified back to the purchase or rental market.

Further information had been obtained on the numbers of such properties in the parish as the NPAC had been working on the statistics in the RCCE (Rural Community Council of Essex) profile identifying 104 locally.

It is now known that on 1 November 2017 we had 54 empty for over six months. It was agreed to work with the BBC and the BHT to begin addressing this.

Further research had also been undertaken into 'Rural Exemption Sites'.

An invitation to John Lefever, the Land & New Business Manager of the Hastoe Group to a discussion on the suitability of this initiative to our parish had been accepted, and he will attend our next meeting on 24 July.

In preparation for this, NPAC members will travel to Uttlesford where Hastoe has completed projects of Rural Exemption Schemes built to Passiv standards, to look at the developments.

Members had viewed the schemes on the [www.hastoe.com](http://www.hastoe.com) website with interest.

**NP18/067 To agree consultation events on issues raised in the Residents' Questionnaire.**

Our Engagement Strategy was referred to and agreement was reached to book three venues around the parishes in September, to display the results and consult on how to take the issues raised forward.

**NP18/068 To agree procedure for analysing the Residents' Questionnaire results.**

Volunteers will be requested to step forward as well as the NPAC members, to be trained to analyse the responses.

The completed forms on-line will have an analysis completed via survey monkey.

**NP18/069 To agree contribution to the Horticultural Show on 21 July**

The Parish Council will have its usual stand in the marquee with the Historical Society and the Photographic Society.

The display will be devoted to the Neighbourhood Plan. Copies of the Residents' Questionnaire will be available should a parishioner not have completed one already. It may be possible to offer completion on-line too.

NPAC volunteers put their names forward to help.

**NP18/070 To confirm meeting dates for 2018-19**

Monthly meetings will continue in the Library on 24 July, 21 August, 18 September, 23 October, 20 November and 18 December.

**NP18/071 Close of meeting**

The Chair closed the meeting at 20.50pm