

## **Earls Colne Neighbourhood Plan Steering Group Meeting**

**Wednesday 1<sup>st</sup> May 2019**

Attendees: Tony Calton, Robert Cook, Denise Siddall, Nicola Spelling, Catherine Hayes, Jan Stobart, Margaret Barrett

Apologies: Hugh Street

### Introduction

- Minutes of last meeting approved.
- Sheila Boyce has stepped down from Infrastructure Group and the Steering Group due to other commitments. Hugh Street will take on responsibility for the Infrastructure Group in the short term. Group discussed collapsing Infrastructure into the Community Facilities Group as an option given the number of overlaps – this idea was supported by members and will be discussed further once Hugh has had an opportunity to assess managing the group longer term.

### Vision and Objectives

- SWOT analysis exercise conducted. Strengths and weaknesses relate to the village in its current state, with the Opportunities and Threats guiding what could be addressed in the future.
- SWOT can be used to develop Vision and Objectives for the plan. Examples of vision, objectives and planning policy ideas were reviewed for Cressing and Birdham Parish.
- Tony will draft a vision and circulate to task group leaders. Individual task groups will then draft their objectives based on the vision, for review by the steering committee. Once the questionnaires have been analysed, the SWOT analysis can be expanded to include any additional items highlighted by residents. The SWOT will continue to be refined throughout the project.

### Task Group Activities

- Environment – Group plan to meet with Jan this month.
- Economy – Group had meeting on Monday. Surveys are out and they are aiming to meet with Jan Stobart by the end of June. Suzi Bull is now on board.
- Community Facilities – Group continuing with allocated tasks.
- Infrastructure – Meeting scheduled for Tuesday 14<sup>th</sup> but this may need to be delayed due to unavailability of Hugh and Tony. Bob will meet with the team in the interim to guide them on next steps.
- Housing – Two meetings have been held. Group has assigned tasks and agreed dates for completion.

- Raising awareness and visibility of project – Housing group have plans to hold drop in sessions in various places in the village – proposed timetable to be circulated to steering committee to see if this should be a broader initiative than just housing. Jan suggested that if this happens, all need to be aware of objectives and would benefit from a mini script and uniform handout being prepared. It was felt by all that the Recreation May Day event was too soon for us to have a Neighbourhood Plan presence. Jan reminded group that with any activity, we need to be mindful of capturing information consistently and how results are documented.

#### Annual Meeting

- Surgery and school unable to attend the meeting. Malcolm Hobbs had agreed attendance but we will ask him to defer.
- Suggestion that we hold a public meeting at the end of June which could cover airfield businesses, school, SWOT, survey results, parking. Angela to get a date from Mrs Vine as we will work around her availability.
- We will approach Ramsey students re attending this meeting.

#### Website Update

- Progressing but held up by non-Neighbourhood Plan areas of the website.
- Agreed documents to be uploaded for public access. Secure documentation will be loaded into Members Area.

#### Finances

- Funding applications not yet open – anticipated to be mid-May.
- In the interim, promotional materials will be done in house e.g. via A3 stand for drop in sessions.
- Discussed importance of having an overall budget for the project as need to ensure sufficient funds should we wish to pay for policy preparation and other activities that are undertaken later in the process.
- Agreed to submit funding request as soon as it is open for the year and that the group should select one of the free packages. Details of these to be circulated.

#### Next Steering Group Meeting

- Tuesday 4<sup>th</sup> June, 7.30pm, Council Chamber