

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Neighbourhood Plan Steering Committee was held in the Memorial Hall on February 22nd, 2022. The Meeting commenced at 7:30pm. In attendance: -

Jane Rigler - Chair
Chris Rigler
Danielle Kendall
Ian Buchanan
Margaret Martin
Cllr Kevin Sheldrake

Mr I Wardle – Clerk

Members of the Public – 2

1/22 Apologies for Absence

Apologies received from Keith Ferguson, Paul Roberts, Marie Molyneux and Cllr Mel Coates-Jones

2/22 Declarations of Interest

None declared

3/22 Review of Project Plan and Timescales

Committee members reviewed the project plan and concurred that work was progressing satisfactorily. Key events noted were:

- Intended submission of the revised draft Neighbourhood Plan to Little Baddow Parish Council for review by 1st April 2022 (subject to remaining amendments being completed by then)
- Subject to Chelmsford City Council agreement it is hoped the public consultation will commence with a stand at the Little Baddow Parish Assembly on 11th May 2022. If this timescale does not permit, then the Steering Committee will use the market stand to provide an update and ongoing public engagement.
- Referendum on final plan to be held October/November 2022

4/22 Financial Report and Grant Requirements

Committee members received a report from Paul Roberts on the current position of finances. Points noted:

- There are sufficient funds in the reserve to cover the completion of stages 1 – 5 of the quote from Troy Planning. Invoicing will be completed by Troy Planning before financial year end.
- Troy Planning have advised an additional £1,000 is required to complete the re-draft of the Design Code and to include images in the document. Members resolved to request Parish Council to approve the additional expense at the Council meeting to be held on 10th March 2022.
- Stage 6 of the work by Troy Planning to complete the final submission of the Plan at a cost of £3,250 and other incidental costs to support the public consultation phase will be the subject of a grant application in the next financial year.

5/22 Update on Current Draft Neighbourhood Plan

Committee members reviewed the Action Plan update. Points noted:

- Section 5.24 – Cllr Kevin Sheldrake is not able to complete any actions and will act as a communication link to the Parish Council
- Section 6.44/6.49 – Chris Rigler to investigate the Broadband evidence and data for inclusion
- Section 9.5 – the Chair requested members to review the CIL requirements
- Danielle Kendall to complete a proofread of the latest draft and advise any comments to the Chair

- Ian Buchanan to sort photographs for inclusion in the document

6/22 Communications Plan & Engagement Activity

Committee members discussed the need to commence a wider communication of work on the Neighbourhood Plan and agreed the following:

- Produce a leaflet for distribution to all village households, this could be inserted into the Annual Newsletter that will be produced by the Parish Council and delivered in April
- Commence design and layout of materials to be included in the stand at the Parish Assembly
- Create articles for the Little Baddow website and Facebook pages
- Include a draft of the Neighbourhood Plan on the Little Baddow website so residents can begin to review

7/22 Future Meeting Agenda Items

The following topic was raised for inclusion at the next meeting:

- Update on stand for the Parish Assembly

8/22 Date of Next Meeting

The Neighbourhood Plan Working Group will hold a virtual meeting on Tuesday 22nd March 2022. Troy Planning will be invited to attend to review the draft Design Code.

The next Steering Committee Meeting will take place on **Tuesday 26th April 2022** commencing at 7:30pm

The meeting closed at 8.35pm.

**Chair
April 26th, 2022**