

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Neighbourhood Plan Steering Committee was held in the Memorial Hall on April 26th, 2022. The Meeting commenced at 7:30pm. In attendance: -

Jane Rigler - Chair
Chris Rigler
Danielle Kendall
Ian Buchanan
Margaret Martin
Paul Roberts

Mr I Wardle – Clerk

Members of the Public – 0

9/22 Apologies for Absence

Apologies received from Keith Ferguson, Cllr Kevin Sheldrake, Marie Molyneux and Cllr Mel Coates-Jones

10/22 Declarations of Interest

None declared

11/22 To Approve the Minutes of the 22nd February Meeting

The minutes of the meeting held on the 22nd February 2022 were approved by the Committee and signed by the Chair.

12/22 Review of Project Plan and Timescales

Committee members reviewed the project plan and concurred that work was progressing and there were no changes required to the plan.

SEA screening was the next significant step and would take six weeks. Submission of the plan to Chelmsford City Council Planning Dept should include any comments received back from Little Baddow Parish Council on the final draft documents.

13/22 Feedback from Little Baddow Parish Council on draft Neighbourhood Plan

Feedback on the draft documents had been requested from the Parish Council by the 22nd April to enable the Steering Committee to review and, if required, reflect any changes within the materials being prepared for the display at the Parish Assembly. Little Baddow Parish Council established a Working Group of councillors to review the Plan and Design Code. As the Council representatives were absent from the meeting there was no update given to the Committee on Parish Council feedback.

The Clerk advised the Committee that there is a Council meeting on 3rd May and the matter will be discussed. The Clerk to advise Council that comments are required as soon as possible and ahead of the Parish Assembly on the 11th May.

14/22 Financial Report and Grant Requirements

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

- Parish Council approved the additional expense of £1,000 for Troy Planning to complete additional work on the Design Code at the Council meeting held on 10th March 2022.
- The Clerk advised that Council had received a confirmation from Groundworks UK that the Grant report was complete, and that Council could now apply for a further grant.

- The Clerk will apply for a grant of £5,000 to cover Stage 6 of the work by Troy Planning to complete the final submission of the Plan at a cost of £3,250, the additional £1,000 for Troy planning to update the Design Code and other incidental costs to support the public consultation phase.

15/22 Update on Current Draft Neighbourhood Plan

Committee members reviewed the Action Plan update. Only point noted was the need to check that the 'Map of Views' (Pictures from around the village) was included in the final draft document.

16/22 Communications Plan & Engagement Activity

Committee members were advised by the Clerk that the leaflet about the Neighbourhood Plan was inserted into the Annual Newsletter and delivered to all homes in early April.

A full plan is to be prepared for the public consultation phase with 'Drop-in' sessions to be arranged at the Memorial Hall for the summer (June – August) and articles added to the village websites.

17/22 Parish Assembly – Presentation Format

The Committee discussed the upcoming Parish Assembly and how they were to present the work on the Neighbourhood Plan. The need for display boards was identified and a request was to be made to the Church to borrow their boards (Action with Margaret Martin).

Members were all going to research the availability of an A3 printer for printing display materials.

18/22 Future Meeting Agenda Items

No topics were raised for inclusion at the next meeting.

19/22 Date of Next Meeting

The Neighbourhood Plan Working Group will hold a virtual on-line meeting on Tuesday 17th May 2022.

The next Steering Committee Meeting will take place on **Tuesday 5th July 2022** commencing at 7:30pm

The meeting closed at 8.15pm.

**Chair
July 5th, 2022**