

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Neighbourhood Plan Steering Committee was held in the Memorial Hall on July 5th, 2022. The Meeting commenced at 7:30pm. In attendance: -

Jane Rigler - Chair
Chris Rigler
Ian Buchanan
Margaret Martin
Paul Roberts
Keith Ferguson (From 8.20pm)

Mr I Wardle – Clerk

Members of the Public – 1

20/22 Apologies for Absence

Apologies received from Danielle Kendall, Cllr Kevin Sheldrake, Marie Molyneux and Cllr Mel Coates-Jones

21/22 Declarations of Interest

None declared

22/22 To Approve the Minutes of the 26th April Meeting

The minutes of the meeting held on the 26th April 2022 were approved by the Committee and signed by the Chair.

23/22 Public Participation

Mr Jon Herbert joined the meeting remotely and provided an update on the remaining phases to be taken in getting the Plan approved. He had forwarded some notes for Committee members summarising the steps and providing some advice on best practice. Some points of note were:

- Editing the Display Boards with directions of how more detail of the Plan and Code can be viewed
- Contacting all statutory consultees; Chelmsford City Council (CCC) will be able to provide contact details for organisations and neighbouring Parish Councils.
- A wide communication plan needs to be prepared (See minute 27/22)
- Create response questionnaire for residents to feed back comments both in paper and electronic formats
- Thinking ahead about the report that will need to be submitted after the public consultation period that forms part of the 'Consultation Statement'. In addition, a 'Basic Condition Statement' will need to be prepared for CCC as it is one of their policy requirements together with an Equalities Impact Assessment.

24/22 Review of Project Plan and Timescales

Committee members reviewed the project plan and concurred that they were on target for a finalised submission in November for the Planning Authority Examination phase. This may take up to 6 months meaning the public referendum will hopefully take place in May 2023 to coincide with the local council elections.

25/22 Financial Report and Grant Requirements

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

- The grant application had been approved for the amount of £3,980
- Total funds available to cover remaining costs is £4,380

26/22 Update on Current Draft Neighbourhood Plan

Committee members noted that the Neighbourhood Plan and Design Code had been submitted to the Planning Department at Chelmsford City Council for review; Committee was advised that this should be the “Short Screening Report” taking approximately 6 weeks.

27/22 Communications Plan & Engagement Activity

It is expected that Chelmsford City Council will respond on the draft submission by mid-August and the next phase will be the Regulation 14 public consultation. Committee members discussed: the timing of events; the creation of display materials and communications to all homes in the village. The main points agreed were:

- Leaflet drop to all homes in the village promoting events and places to see details of the Plans
- ‘Drop-in’ sessions to be arranged at the Memorial Hall for Saturday mornings on 17th September and 8th October and Tuesday 27th September in the evening
- Display boards need editing and to be printed in large and small sizes to be displayed at the Berridge Room and potentially at the History Centre and the St Andrews Rooms
- Articles to be added to the village websites
- Email all village organisations to spread the message on the plan and how to see it

28/22 Future Meeting Agenda Items

No topics were raised for inclusion at the next meeting.

29/22 Date of Next Meeting

The Neighbourhood Plan Working Group will hold a meeting on Tuesday 23rd August 2022.

The next Steering Committee Meeting will take place on **Tuesday 25th October 2022** commencing at 7:30pm

The meeting closed at 9.00pm.

Chair
October 25th, 2022