Neighbourhood Planning Meeting 17th May 2018 – Minutes **ATTACHMENT E**

**MINUTES** of the **NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE MEETING**

Held at Epping Hall, St Johns Road, Epping on **Thursday, 17th May 2018** at **19.30 hours.**

**PRESENT:**

**MEMBERS:** Cllr N Avey (Chairman and Town Mayor)

 Cllr L Burrows

**RESIDENT STAKEHOLDERS:** Margaret Peppiatt and Tim Valder-Hogg

**COUNCILLORS ASSISTING:** Cllr J Whitehouse

**COMMUNITY PARTNERS:** Nicola Davies,Barbara Ford,Charlie GeddesandFiona Martin

2 Members of the Public

**OFFICER(S):** Geraldine Vallis (Planning & Events Officer)

 Martin Small (Neighbourhood Planning expert)

**21 APOLOGIES FOR ABSENCE**

Apologies were received from: Cllr A Church, Cllr Mrs B Scruton, Cllr M Wright (Vice Chairman), Cllr Mrs C McCredie, John Duffell (local historian), Margaret Emmens and Linda Dalton (Goodyear).

**22 CONFIRMATION OF MINUTES**

It was **RESOLVED** that the minutes of the Neighbourhood Plan Advisory Committee (NPAC) Meeting held on Thursday, 19th April 2018 be signed by the Chairman as a true record and adopted by the Council.

**23 NEIGHBOURHOOD PLAN VERSION 9**

Martin Small **REQUESTED** that any corrections are emailed via Beverley or Geraldine to him relating to the attached version 9. Martin will be taking the finalised version to the designers next week and they will produce version 10 as the finalised version to go on the Town Council website and used for consultation. Martin confirmed that also included in the draft will be potentially extra car parking with five new car parks.

It was noted that the powerlines on the map of the consultation document with the green corridors needs to be amended.

Other amendments noted for the neighbourhood plan were:

* Photos of the war memorial pages 24 and 39 (needs updating since works done)
* Change introduction to By the Town Mayor of Epping (not Town Council)

Martin also commented about the supporting documents with the plan which will include Highways, density types of building development, in Annex B with similar to Local Plan. Annex C will be character appraisals and the new NPPF consultation with a split function of strategic for the District Council’s Local Plan and the Neighbourhood Plan with the detailed work. Martin said that the character appraisals which have been divided into 19 areas would not have one particular style for the area and would include future development of the different areas including the town centre and conservation areas in Epping. Other information mentioned that could be looked at to include in the Neighbourhood Plan:

* So much yellow lines and signage that is unnecessary.
* Signage for parking was also mentioned as it was felt that it is not well signposted and have for example numbers of spaces on signage
* Photo of the Monday Market
* Former Police Station needs to be taken out
* More white text as harder to read black text with green/blue surround
* Change photo of Apple Tree Cottage

**24 CONSULTATION LEAFLET FOR NEIGHBOURHOOD PLAN (ATTACHMENT B1 AND B2)**

Martin confirmed that this would be a stand alone paper document which would fit within the Talk About Epping magazine. It was confirmed that it is too late for the Talk About Epping next edition.

Other suggestions:

* Website log in to register and keep control
* Add postcode and age group of replies on same form to gauge areas responding
* Most households to complete a form including all members of the same household so should have sufficient volume of replies
* May be better going through doors as a stand alone document

Martin said that an analysis of the comments needs to be made with x amount of nos and x amount of yes and reasons which will lead to amendments in the Neighbourhood Plan. Martin said that the last consultation was looking at issues and this consultation will look at eg proposed development and asking for views. The committee will listen to the responses, respond and change to the final plan which will go to the Inspector and the final form will go out to Referendum with a yes no to plan. Martin confirmed that analysis for pie charts and trends need to be done with conformity with the Neighbourhood Plan and the Local Plan. It was AGREED that if there isn’t enough space for the notes for a particular section, a line should go on the form to ask respondents to use an additional sheet. Martin recommended using Survey Monkey or similar to do an analysis of the responses. He also suggested offering a prize to encourage people to complete the form as some Councils offer this incentive.

It was suggested that there was too much text and to have two types of forms – one that takes three minutes to complete and another with extra details for those who are more interested.

Martin confirmed that when the document goes to Referendum, it will be validation of the documentation for voting yes or no to the plan.

Martin confirmed that the the Committee need to provide a Consultation Report demonstrating how the plan has evolved which would be a supplementary document and form part of the documentation to the Inspector.

Subject to a few amendments to the form which were discussed, the committee AGREED that the form was fine to use in the next consultation process.

**25** **CONSULTATION STAGE OF NEIGHBOURHOOD PLAN (ATTACHMENT C)**

Martin referred to the draft Action Plan which the Town Council has produced. He suggested distributing some consultation forms to schools as well as events such as community stalls at the Monday Market and Epping Town Show. It was AGREED that members of the committee would cover the running of the stall and an email to go out to gain timings of availability. Other suggestions were visual aids such as big maps with the suggestions of development along with version 10 copies of the Neighbourhood Plan for the general public to look at; giveaways with the web address on and a board where suggested developments could go. Other suggestions were Twitter and public surgeries such as Pelly Court, Epping Hall and Epping St John’s Secondary School. Martin also confirmed that the local churches, ethnic groups and residents groups, all in the area that Epping Town Council engage with. Martin confirmed that there are three strands to consult – copies through letterboxes; opportunities for local people to come to you events and going out to other areas of the parish such as Fiddlers Hamlet. Martin also confirmed that it is a formal opportunity for other statutory consultees to respond such as Epping Forest District Council; major landowners; Corporation of London. The Committee AGREED with the details on the action plan.

Martin to email the Town Council a list of the statutory consultees who need to be contacted.

**26 DATE OF THE NEXT MEETING**

It was **RESOLVED** that the next evening meeting should be held in July, provisionally 19th July but following the meeting the date that was confirmed is **Thursday, 26 July 2018 at 19.30 hours** at Epping Hall.

**NB** date of next meeting to be circulated to Members not present asap after meeting.

**The Chairman, Cllr N Avey, closed the meeting at 20.50 hours.**

**Signature of Chairman**

**Date**