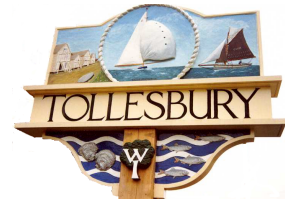


# TOLLESBURY NEIGHBOURHOOD PLAN

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Notes of the meeting of Tollesbury Neighbourhood Plan Committee held on Wednesday 29<sup>th</sup> March 2017 commencing at 7.30pm.

**Present:** Matthew Byatt (MB), Roger Lankester (RL), Simon Lewington (SL), Gail Norton (GN), Sue Palmer (SPA) Simon Plater (Chairman) Claire Slodzik (CS), Steve Slodzik(SS) and Andrew St Joseph (ASJ)

**Admin:** Michelle Curtis (MC)

Matthew Byatt, Simon Plater, Steve O'Donnell, Claire Slodzik and Stevan Slodzik are members of Tollesbury Parish Council.

Andrew St Joseph is a District Councillor – Maldon District Council.

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The meeting opened at 7.30pm.

## 1. Apologies for Absence

There were apologies for absence from David Hillyer, Steve O'Donnell and Steve Smith.

## 2. Public Forum

There were 10 members of the public present.

Mr Davenport stated that in the notes of the last meeting, it stated that a Landscape Visual Assessments would be carried out at the two sites in West Street. Would also be carried out on the other sites that had been identified?

The Chairman stated that the Environmental Assessments had been carried out on the two potential sites and there was no intention to carry our assessments on any other site due to funding. The Parish Council can apply for a total of £9,000 towards the NP. Funding has already been used towards the workshop event and the recent surveys, which have been carried out.

Mr Davenport stated that it is important to seek the views of other stakeholders.

The Chairman advised that all stakeholders had been made aware of the process of the Neighbourhood Plan. All meetings are open to the public and anyone can attend.

Mr Davenport advised that in his opinion a scope paper would also be required and the Chairman asked if Mr Davenport would produce a draft brief.

**Action:** Mr Davenport to prepare a scope paper for consideration by the Committee.

### 3. Neighbourhood Plan

#### a) Terms of Reference

The Committee discussed the proposed Terms of Reference. RL stated that the objectives did not include the marine assets and this should be included. RL also stated that all meetings should be open to the public and suggested removing from item 6 – Meeting do not need to be open to members of the public.

It was explained that the points of reference was a generic document to be used a template and therefore the Committee had the opportunity to add or subtract or alter clauses to meet our specific needs and requirements.

The Committee agreed to remove the statement 'Meetings do not need to be open to members of the public' from item 6 of the proposed Terms of Reference. The Chairman agreed that the marine interaction within the village was important and should be included.

**Action:** RL to revise the Terms of Reference and submit to the Clerk by 10<sup>th</sup> April 2017. This would be included on the agenda for the Parish Council meeting on 18<sup>th</sup> April 2017.

#### b) Timescale – Neighbourhood Plan

The Chairman suggested that the Committee should at each meeting focus on one area to enable the Committee to formulate policy statements. It is anticipated this would take approx. 6 months.

The Committee agreed with the suggestion by the Chairman.

The Chairman gave an explanation of the layout of the document.

The format of the document will be as follows:

Introduction – to state what we are trying to achieve

History of the village – set the context

Policies – to include all the areas the NP wish to cover

Policies should include:

- Information that is as simple and concise as possible
- Explanations of how we arrived at the conclusion
- Plans/Maps – to help explain where the policy is
- Report/Appendices – References

The Chairman stated the NP is a framework for development, not a blueprint. The Plan cannot make development happen; it can only create conditions in which it can happen. It can allow a community to say how it would like its area to develop and what type of housing it should be.

**Action:** The Chairman to arrange meeting dates of the Committee with the Clerk.

**Action:** Clerk to publicise the dates so interested parties can attend meetings that may interest them.

**Action:** To include NP on the agenda for the Annual Assembly.

**Action:** Clerk to chase outstanding reports – Housing Needs Survey, Traffic Surveys and Environmental Assessments.

**c) Tollesbury Harbour – Marine Plan**

The Committee received the documents submitted by RL.

**d) Any other matters**

There were no other matters for discussion.

**4. Next Meeting**

The next meeting of the Neighbourhood Plan Committee would be held on Wednesday 26<sup>th</sup> April 2017 commencing at 7.30pm.

The meeting closed at 8.53pm.