

EARLS COLNE NEIGHBOURHOOD PLAN PROJECT

Steering Group Virtual Meeting

Wednesday 25th November 2020

MINUTES

Attendance:

Tony Calton (Chair)
Margaret Barrett
Denise Siddall
Nikki Spelling
Bob Cook
Catherine Hayes
Jan Stobart (RCCE)

Apologies:

Hugh Street

Item		Action By:
1.	Minutes of meeting held on 14th October 2020	
	Draft minutes approved.	
	Outstanding Actions from Previous Meetings	
	• Summary of initial discussions held between Hugh and Catherine to be forwarded to Tony	Catherine
	• Any comments on initial draft objectives for Community Facilities Group to be forwarded to Nikki	ALL
	• Draft objectives for Housing Group to be developed and circulated	Bob
	• Further details of existing community facilities (already drafted) to be forwarded to Tony for inclusion in "Village Today" section of document.	Nikki
	• Ideas for possible options for increasing off street parking in village centre to be developed	Hugh
	• Draft objectives for environmental issues to be modified in line with comments from Jan Stobart (objectives need to be less detailed with more information moved to "Policy Ideas" section)	Catherine
2.	Task Group Activities	
	• Environment and Infrastructure	
	○ Briefing document for Landscape Assessment to be forwarded by RCCE	Jan Stobart
	○ Link to Landscape Assessment prepared by Salings NP to be forwarded by RCCE	Jan Stobart
	○ Group to consider existing BDC Landscape Character Studies and examples from other NP's to determine what additional work may need to be commissioned	Catherine
	• Economy	
	○ Expand summary for some larger businesses for inclusion in "Village Today" section	Denise
	• Community Facilities	
	○ Summary of existing public open spaces to be prepared	Nikki

3.	Housing Needs Survey	
	<ul style="list-style-type: none"> It was agreed to postpone the HNS until January 2021 to avoid questionnaires getting “lost” over the festive season. RCCE to be advised 	Tony
	<ul style="list-style-type: none"> It was agreed that we would <u>not</u> distribute a letter to all residents to advise of the upcoming HNS but use other means to raise awareness (posters, noticeboards, etc.) 	
	<ul style="list-style-type: none"> Any comments/suggestions on proposed survey questionnaire and covering letter to be sent to Tony by 8th December at the latest for collation and feedback to RCCE. 	ALL
4.	Date of Next Meeting	
	Proposed date for meeting in December to be circulated.	Tony