

# ***THORNDON INTO THE FUTURE***

## **Minutes of meeting of the Thorndon Neighbourhood Plan Committee On Wednesday 15<sup>th</sup> January , 2020**

### **Attendees:**

Stephen Page, Chairman & Parish Councillor  
James Hayward, Parish Councillor  
Gemma Burton  
Pauline Smith  
Ian Poole, Consultant, Places4People

### **Apologies for absence:** None

The second draft of the Thorndon Neighbourhood Plan was sent to the Committee in December and committee members reviewed it and gave feedback to IP. The meeting today was held to discuss the draft further and work on timeline for completion of the Plan.

SP advised IP that the committee would like the plan to be completed as soon as is possible, within the boundaries of the timelines stipulated by the authorities.

IP confirmed he has picked up all the comments fed back to him on the second draft and the committee went through various sections of the draft plan.

JH will take up-to-date pictures of the post van and village shop to add to the plan document. Also photos are required of traffic and people walking on footpaths and footpath signs (JH). JH asked that document shows that village shop is thriving, thanks to all the volunteers which shows a good sense of community. The wording should add that it is self-supporting although initially assisted by donations from Parish and Local Councils.

IP suggested we change Appendix 1 to become a separate support document. JH has been working through the original questions from the survey and put them in a more usable form and will let IP have this document when tidied up. It was agreed that all support documents would have same cover as the plan document itself. It was agreed that the plan should note that there have been two other consultation events held in the village in addition to that on 11<sup>th</sup> May 2019. There was one which Cllr Horn spoke at to villagers about the plan and another that the Parish Council held. JH to give IP information on the dates and detail of these meetings for

inclusion in the plan document. Photos of the 11<sup>th</sup> May 2019 drop in event should also be added to the plan document.

Traffic volumes from VAS machine were discussed and it was agreed JH would give IP information regarding the percentage of those travelling below speed limit and percentage above the speed limit (but not including anything below 20mph).

IP suggested that the buildings listed as being significant should have some detail added. A couple of sentences for each building would be sufficient. PS to source this information and send to IP.

There was some confusion over the ages of children accepted for Rainbows Nursery. SP to find out what the actual age group is and send to IP. (Post meeting SP confirmed the minimum age is three years old due to a lack of baby changing facilities).

IP stated that it was necessary to publicise the consultation, not just the next drop-in event but also to let people know how the consultation system works and how to access a copy of the plan document. It was agreed that flyers would be printed to promote the next drop-in session and should be distributed by those who deliver the Village Life magazine. A template was given to the committee by IP of suggested format of flyer and IP will send JH the original document for him to amend for Thorndon and then arrange printing. (Post meeting it was agreed IP would arrange for printing once JH had edited the document). Village sign should be included in the design. It was agreed drop-in event should be held on 15<sup>th</sup> February between 10am and 3pm. JH will organise booking Village Hall for this. IP confirmed he will produce the display boards, similar to the last drop-in event.

It was agreed that there needed to be about 15-20 copies of the Plan printed (four for Parish Council, one for District/County Councillor (same person), and some for villagers to possibly take away to read in detail. A log should be kept of who has the (numbered) documents in order to keep track of where they are. Following the drop-in event on 15<sup>th</sup> February, some documents should be made available in the Village Shop for this purpose. IP will get printing of document arranged by Gipping Press.

IP suggested that the village website must be kept up to date with information on the Plan. IP will send JH the latest barchart timeline to be added to the website. IP will e-mail to SP documents including draft on-line comments form for SP to edit. IP felt that we should encourage villagers to complete the comments form on-line if they can. However, GB said she would arrange for paper copies of the forms to be held in the Village Shop and when they are filled out, she will transfer them to the on-line system as they come in.

SP confirmed to IP that the Parish Council have confirmed their approval to go ahead with plan document and this will be minuted in due course.

IP stated that we will need to consult around 40 bodies (statutory consultees) and he will produce a mail merge spreadsheet which will need to go from an official address in the Parish (either Parish Clerk or Chairperson) to be sent out on the afternoon before consultation starts. JH will arrange for this document to be sent out.

JH advised that Locality say that things have changed and finance now cannot be carried over year end. We now have up until the end of March to get work completed or we will have to send money back and re-apply at the beginning of April.

IP advised that at the end of March the consultation closes. The consultation report will record comments received during the six weeks and response to those comments and changes made to the Plan as a result. IP will produce the basic condition statement. We should be able to submit the plan and supporting documents by mid-May depending on what comes out of the consultation. Then decision is needed by Parish council to formally submit the Plan to MSDC. MSDC then has a six week consultation period and will ask for a copy of plan to be placed around the village and publicity given to the plan (not a leaflet drop). At the end of the six weeks, the plan goes to the examiner. Then either MSDC will let us have copies of their documents for us to give our comments on, or the examiner will ask us to respond. There may be questions issued for us to clarify. MSDC will co-ordinate their response and IP will help with our responses. The examiner will come and visit the village unaccompanied. Usually six weeks from submission of plan, we will receive their draft report, then we will know what has to be changed in the plan document. Ten days later when the final report comes out, the Neighbourhood Plan referendum version will be ready to go. MSDC will call the referendum and we will have five weeks from the date it is called to the referendum itself. Referendum therefore should be around end September/early October. We will have a choice on who examines the Plan and IP knows them so can help with this choice.

**Date of next meeting:** Thursday 6<sup>th</sup> February 2020 at 8pm at Holly Cottage, Thorndon.