



TAKELEY NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY, 7TH MAY 2024 AT 7PM IN THE OLD SCHOOL COMMUNITY CENTRE

Members present: Cllr Tricia Barber, Allison Evans, Lori Flawn and Michael Letchford

In attendance: Jackie Deane (Clerk to the Council)

1. ELECTION OF CHAIRMAN FOR THE CIVIC YEAR 2024-25

Cllr Barber proposed Lori Flawn, and this was seconded by Michael Letchford. Lori Flawn was duly elected as Chairman.

2. APPOINTMENT OF VICE CHAIRMAN FOR THE CIVIC YEAR 2024-25

There was no appointment of a Vice Chairman.

3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Jackie Cheetham, Cllr Phill Bodsworth, Ruth Bodsworth, Peter Hewett, Jean Johnson, Martin Peachey, Fiona Perrott-Humphrey, Karen Quinn, Marilyn Sayers and Barry Smith. It was noted that Cllr Hugh D'Alton has agreed to join the steering group and will be invited to future meetings.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 9th April 2024 were approved as a true record (proposed by Cllr Tricia Barber, seconded by Lori Flawn).

5. REPRESENTATION AT MEETINGS IN MAY

It was agreed at the April meeting that members would prepare information to be presented to members of the public at two forthcoming events.

- a) The Annual Parish Assembly will be held on Wednesday, 15th May at 7pm – Lori Flawn will give a brief update and invite public comments in a new folder, which will be taken to all future local events. Cllr Patricia Barber and Martin Peachey will also attend.
- b) The Church Heritage Afternoon will be held on Saturday, 25th May 2-5pm – Lori Flawn, Cllr Phill Bodsworth and Ruth Bodsworth will attend.

At both events, copies of other neighbourhood plans will be available as samples of the document Takeley will produce. Comments will be invited and recorded in a dedicated folder, with topics to include heritage, countryside, CPZ and Stansted Airport, employment, housing and design, open spaces, footpaths & Flitch Way and traffic.

From those comments and feedback received in the village survey, a vision statement and list of objectives will be produced.



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Action: Lori Flawn agreed to prepare a brief introduction and update. This should refer to potential wording for a vision statement, objectives and a description of the Takeley Parish, which comprises a collection of hamlets and a new community at Priors Green, (partly in the neighbouring Little Canfield Parish), which could expand in the new District Local Plan. It was noted that it would be important to include aspirations in the objectives, for example, that each separate hamlet would benefit from its own dedicated area of public open space, therefore, any new housing or employment development should provide open space and focal point for the existing adjacent community.

6. ITEMS FOR THE NEXT AGENDA

Starting tasks for the topic groups and a brief for the ecology report.

7. DATE OF THE NEXT MEETING

Tuesday, 4th June at 7pm in the Old School Community Centre.

Note - meetings will be held on the second Tuesday of the month starting in August.

Meeting closed at 9.04pm

Signed by the Chairman.....

Date