



# TAKELEY NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY, 6<sup>TH</sup> FEBRUARY 2024 AT 7PM IN THE OLD SCHOOL COMMUNITY CENTRE.

**Members:** Cllr Jackie Cheetham (Acting Chairman), Cllr Phill Bodsworth, Ruth Bodsworth, Cllr Tricia Barber, Allison Evans, Lori Flawn, Peter Hewett, Jean Johnson, Martin Peachey, Fiona Perrott-Humphrey, Karen Quinn, Marilyn Sayers, Barry Smith and Michael Letchford.

**In attendance:** Jackie Deane (Parish Clerk).

## 1. APOLOGIES FOR ABSENCE

Apologies were received from Martin Peachey, Marilyn Sayers, Peter Hewett, Fiona Perrott-Humphrey, Karen Quinn and Lori Flawn.

## 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 5<sup>th</sup> December 2023 were approved as a true record (proposed by Cllr Cheetham and seconded by Cllr Barber).

## 3. VILLAGE SURVEY RESULTS TO INFORM THE REGULATION 18 CONSULTATION

- a) Members noted the summary of comments submitted to UDC in December 2023.
- b) Key points from the survey and local plan comments to be displayed on the Council's website will be displayed on the Parish Council website once they have been published by UDC.

## 4. PUBLIC ENGAGEMENT OF THE NEXT STEPS

- a) The list of email contacts forms part of the questionnaire feedback.  
**Action: Ruth Bodsworth** will give an update at the next meeting to confirm when the list of contacts will be available for use to send resident updates.
- b) The content of an initial update, with a summary of comments made to the local plan consultation will be addressed at a future meeting.
- c) The responsibility and method for sending resident updates will be agreed at a future meeting.
- d) Liaison with Stansted Airport – it was agreed that it would be good to exchange views on walking and cycling routes in Takeley and to establish any other matters of mutual interest or common ground. **Action:** The Clerk agreed to contact Stansted Airport for feedback on matters of mutual interest in the new Local Plan.

## 5. NEXT STEPS, LOCAL PLAN AND CALL FOR SITES

It was agreed that the next meeting will be an informal workshop to view UDC's assessment of sites from the 2021 Call for Sites.

**Action:** The Clerk will bring printed copies of assessments to the next meeting.

**Action:** The Clerk and Cllr Cheetham will bring hard copies of other neighbourhood plan



# TAKELEY NEIGHBOURHOOD PLAN STEERING GROUP

booklets to the next meeting, to consider the format of the Takeley Neighbourhood Booklet.

**Action:** Cllr Barber agreed to contact a local historian who might be interested in providing a description of the Takeley Parish.

## 6. ITEMS FOR NEXT AGENDA

Workshop items – UDC’s assessed potential sites and neighbourhood plan booklets for discussion.

Future agenda items:

- a) Consider site assessments and allocations from the Call for Sites
- b) Liaison with Stansted Airport on proposed new road/bus/foot/cycle routes
- c) Additional surveys
- d) Liaison with a planning consultant on policy wording
- e) Updating evidence reports on landscape, heritage and ecology
- f) Site allocations in the Neighbourhood Plan
- g) Consideration of a design code for Takeley

## 7. DATE OF THE NEXT MEETING

Tuesday, 5<sup>th</sup> March at 7pm in the Old School Community Centre

Signed by the Chairman .....

Date .....