

**MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD 1<sup>ST</sup> JUNE 2021, COUNCIL CHAMBER.**

**PRESENT:**

Councillors S. Ager, K. Atwill, J. Goodman, S. Hicks C. Jay and M. Lager (Chairman)

Staff J. Sheehy (Town Clerk), N. Smith (Deputy Town Clerk) G. Kennedy (Committee Clerk)

Apologies were received from Councillor Barlow due to previous engagements.

**1) APPOINTMENT OF CHAIRMAN**

**AGREED** to appoint Councillor Lager as Chairman of the Steering Group.

**2) APPOINTMENT OF VICE-CHAIRMAN**

**AGREED** to appoint Councillor Atwill as Vice-Chairman of the Steering Group.

**3) AREA MAP**

The area map with the defined area as provided by the Local Planning Authority (LPA) was received.

A discussion took place about areas 'outside' Witham, which should be included, and it was subsequently:

**AGREED** that the defined area of the Neighbourhood Plan (NP) should include both Phase 3 and Phase 4 development areas off Forest Road and the schools in Rickstones and Conrad Roads currently under progression by Bellway Homes. The importance of working with Rivenhall Parish Council was stressed due to the parish boundary.

**4) RELATIONSHIP WITH LPA**

Notes concerning the Neighbourhood Plan Development Process were received.

The complexity and lengthy process of producing a NP was recognised. It would be a community driven plan assisted by the Town Council which would seek grants to pay for consultants.

**AGREED** to receive the Notes from the LPA.

**5) CO-OPTEEES**

The Town Clerk advised that at least two thirds of the Group should be non-members of the Town Council.

The following suggestions were put forward –

Councillor R. Williams with his experience as Tiptree Parish Clerk which had produced a NP. Representatives from business, industry, residents' associations, sport, youth organisations, community groups, transport, healthcare, community housing, education and churches should be invited. The freemen of the town should be invited along with John Palombi, representatives from the Tree Group and Open Spaces Sub-Committee. It was considered that the major developers in the town should also be included along with solicitors and any former planners.

A discussion took place regarding the motivation for joining a group and it was suggested that Councillor Jay with her expertise should be the principal liaison point for information.

**AGREED** that a list be compiled in the Office and circulated to Members in readiness for co-optees to be invited to the next meeting.

6) **FUTURE AGENDA ITEMS**

The next meeting would be held in the Council Chamber.

Meeting concluded at 8.48 p.m.

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Councillor M. Lager  
Chairman

GK/JS 3.6.2021