

FEIGHT ASH GREEN NEIGHBOURHOOD PLAN

The Aim is to produce a Neighbourhood Plan for the Parish of Eight Ash Green underpinned by a clear Vision and a set of Planning Objectives designed to achieve that Vision, coupled with Policies against which planning applications can be judged.

A VISION FOR THE PARISH OF EIGHT ASH GREEN

The Vision for Eight Ash Green is that it should remain a small village located in a rural setting, mainly consisting of residential dwellings interspersed with open farmland but also containing some small business premises. Eight Ash Green should continue to enjoy wide open spaces within the village with uninterrupted views of the countryside. It should remain clearly separated from other nearby villages - it is not and should not become a suburb of Stanway, Colchester or the proposed West Tey Garden Community/New Town.

PROJECT PLAN No 52 (9th May 2019)

Serial	Activity	Date(s) – Timings	Lead	Location	Remarks
1	PC agreed to the development of a NP	10 th Feb 2015	PC	Cricketers	NP Group formed subsequent to an informal meeting with Mersea Homes
2	Attend introductory NP training day	21 st March 2015	SB & JA	RCCE offices	
3	Check out other Neighbourhood Plans	24 th March 2015	JA	RCCE	Took note of headings – Cringleford; Woodcote; Kirdford; Great Dunmow + gaps in their NPs
4	Initial flyer for first village meeting <ul style="list-style-type: none"> • Draft and agree • Copy • Circulate • Placement of advert in local paper 	31 st March 2015 By 10 th April 18/19 th April	NP Group LC All	Cricketers	To inform village about developing a NP and a call for volunteers to help 750 copies of the flyer printed By hand + email circulation of 260 – 50 bounced back + 1 name to be removed from list
5	1 st application for funding to Community Rights Programme	31 st March 2015	LC	Cricketers	Applied for £2,470 to pay for meetings & printing costs of flyer & training needs All monies/funds to be held by Parish Clerk

					See Serial 6
6	1 st Grant application approved	10 th April 2015			£2,740 approved See Serial 5 and Finance Annex below
7	Inform village of proposal to develop a NP	22 nd April 2015	LC	Village Hall	First meeting of village residents 131 number of villagers attended (10% of adult population) Meeting approved development of NP + the Neighbourhood Area to be the Parish Boundary for inclusion in the NP
8	Agree posts of Chair, Vice Chair, Treasurer, Secretary of NP Group	28 th April 2015	LC	Cricketers	
9	Allocation of responsibilities and tasks of NP Group	28 th April 2015	LC	Cricketers	
10	Set up regular meetings of NP Group	28 th April 2015	All	Cricketers	Every two – three weeks
11a	Designation of a Neighbourhood Area (NA) <ul style="list-style-type: none"> Define area Submit it to CBC Have it agreed 	Map & draft letter and sent to Parish Clerk 29 th & 30 th April respectively To CBC by 13 th May 2015	Parish Clerk with authority of PC Chair		NAs are not limited to village envelopes Application must include a map of the area to which the application relates; a statement setting out why the area is appropriate for designation as a neighbourhood; and a statement that the organisation submitting the application is “relevant body”
11b	CBC Formal (Public) Consultation on EAG proposed NA	11 th May – 5 th June 2015	-----		4 responses rec’d – EAG PC, Strategic Rail Authority; Essex Chamber of Commerce; and Gladman’s (land promoter)
11c	CBC agree the EAG NA as the Civil Parish Boundary of EAG	15 th June 2015	CBC	Rowan House	
12	Draft Vision Statement agreed	27 th May 2015	JA	Cricketers	See page 1
13	Agree Constitution & Terms of Reference for the NP Group	27 th May 2015	All	Cricketers	All Committee members signed – held by SB (see Serial 284)
14	Draw up a list of Issues to be considered	27 th May 2015	JA		Generic across whole village & locality specific Prepare an Issues Report [helps determine research requirements]

15	Agreed draft headings and skeleton of NP	27 th May 2015	SB	Cricketers	KIV maps of Neighbourhood Area; OS map; existing village envelope; potential village development area(s); open spaces; important assets
16	Draft note on progress for village newsletter	28 th May 2015	JA	Home	Update on progress
17	"Dropbox" – common documents area established	8 th June 2015	DW	Home	SB to be guardian Two "dropboxes" – public and NP Group only www.eightashgreen.net
18	Set up village NP website	June 2015	DW	Home	
19	Initial visit to CBC	10 th June 2015	JA SB DW	CBC offices at Rowan House	Saw Daniel Cameron (CBC contact point for EAG NP Group – 01206 506025 Daniel.cameron@colchester.gov.uk) + Christopher Downes (CBC Planning Policy) Clarify expectations, CBC plans for the Borough and EAG, timescales, deliverables; support available from CBC
20	Draw up comprehensive list of stakeholders	June 2015	All		People/organisations to be consulted eg landowners, community groups etc [see RCCE "Stakeholder" notes"]
21	Village newsletter distributed	July 2015	JA DW		Update on progress
22	Obtain "Issues and Options" guide	July 2015	SB	From CBC	
23	Obtain neighbourhood profile from RCCE	July 2015	SB		PC Chair agreed on 28th April 2015 that PC will pay the RCCE fee £40 - £100 We need to know the population profile eg ages (within ranges); gender; ethnicity; disability; employment status; area lived in; length of time resident; health status + needs; groups with specific needs; educational attainments
24	EAG NP stand at Village Festival	18 th July 2015	SB JJ JA	Fordham Heath	Steady interest shown + volunteers recruited

25	Draw up a Communications Strategy	20 th July 2015	JN		Consultation methodology eg use of flyers; meetings; questionnaires; newsletters; internet; facebook; twitter; email; mobiles; village notice boards
26	Research Sustainability Assessment (SA)	July 2015	JA	Home	Identifies & reports on likely impact/effects of NP by providing an assessment of the environmental, social and economic aspects of a NP An SA is a precursor to the production of a NP <i>[see RCCE ppt notes]</i>
27	Research Equality Impact Assessment (EIA)	August 2015	JA	Home	Gender; racial equality; disability; faith
28	RCCE training day	15 th August 2015	SB JJ JA	RCCE offices	Involving the community & Evidence Base
29	NP Group became aware of the 10 locations put forward for potential development by way of the CBC “Call for Sites” exercise	25 th August 2015			CBC agreed that Site 148 falls to Stanway, leaving 9 sites for Eight Ash Green
30	Undertake a Housing Survey	July – October 2015	All	EAG	To collate the numbers and types of housing in the village Our survey picked up 651 dwellings – CBC data shows 680 – NPG has accepted the 680 figure
31	Undertake a Traffic Survey	24 th & 25 th August 2015 26 th April 2016 5 th August 2016	All JA + SB	EAG Barnplants	Essex Highways undertook a survey in 2014 – data obtained – asked ECC Cllr Anne Brown for a meeting – now in contact with Chris Stevenson (March 2016) Meeting with Alan Lindsay of ECC – they have repeated the 2014 survey – results to follow PC wrote to ECC on 25 th May 2016 requesting another survey on 4 new locations Alan Lindsay reports that ECC has NOT

		14 th Sept 2016	JA + SB	Village Hall	undertaken a repeat of the 2014 survey + the cost of another survey on 4 new locations would be at least £5,890! Reported above to the Parish Council and it was agreed not proceed any further
32	Complete list of supporters – helpers to include skills/expertise base	August 2015	JJ	Home	Draw up a list of contacts
33	Check type and level of data already held	August 2015	JA	Home	PP and VDS reports and questionnaires
34	Establish which local groups should be consulted as part of the EIA process	August 2015	JA	Home	
35	“Update September 2015” distributed by hand to every household	w/c 14 th September 2015	JJ	EAG	Update about housing and traffic surveys, the NP website, making a start on site assessments and notice of forthcoming AGM
36	Meeting with CBC	6 th October 2015	SB JA	Rowan House	To discuss progress and exchange information
37	Identify and agree potential areas for development in the village	October 2015	All	Cricketers	The 9 CBC call for sites + 3 other sites CBC agreed Area 148 for Stanway/Copford rather than EAG (see Serial 29)
38	Consider evidence base required for each potential village site –area and undertake site visits	19 th October, 2 nd & 5 th November 2015	All	The 9 (CBC) “Call for Sites” localities	Survey of all 9 Call for Sites localities undertaken To speak to landowners in due course
39	Draft note on progress for village newsletter	13 th October 2015	JA	Home	
40	Village newsletter distributed	November 2015	JA DW		Report on meeting with CBC on 6 th October + up date map of the 9 “Call for Sites” areas

41	Audit existing infrastructure Collect <u>generic</u> evidence required across the whole village	November 2015	JA	EAG	Location and numbers of housing in Defined Settlement Areas; infrastructure; roads – traffic numbers/flows – pinch points; footpaths/cycle paths/bridleways; conservation areas; community facilities-village assets eg allotments – school – open spaces – listed buildings – sports grounds – village hall – shops – protected areas – churches etc [Profile will help to identify gaps & construction of questionnaire(s) in due course]
42	Attend RCCE NP Network meeting	14 th November 2015	JA SB	RCCE offices	29 people present from 11 different NP areas
43	Create profile of NP area	16 th November 2015	LH & JN	Home	To include data from RCCE profile of EAG
44	Bid to PC for funds in 2016/2017 to print Questionnaire	17 th November 2015	JA	Home	Requested £500 See Finance Annex below
45	Annual General Meeting of NP Group	18 th November 2015	LC		Section K of the Constitution [See Page 13 of Sustainability Appraisal guidance] (8 months after initial public meeting) Provide an update on progress 44 villagers + 4 helpers + 7 NP Group = 55 – only 4% of adult population in EAG
46	Consult the CBC Equalities Officer/Team	November 2015	JA	Rowan House	Andrew.Harley@colchester.gov.uk See Serial 184
47	Meeting with CBC	14 th December 2015	JA SB	Rowan House	To provide an update for both parties mainly about the CBC “top down” review of the Call for Sites areas and the EAG NP Group “bottom up” approach + Biodiversity Offsetting + this Project Plan NP Group informed about 3 alternative Sites to the 9 Call for Sites already identified

48	Presentation to the PC	13 th January 2016	JA + SB	Village Hall	PC agreed to offer some limited development in EAG Letter sent by PC to CBC on 19 th January
49	Visit –meet – speak with Landowners/Agents in respect of the nine Call for Sites areas Met the agent for the Heathfields (HF) Site	5 th Feb 2016 – site 035 6 th Feb 2016 – site 039 (see Serial 134) 19 th Feb 2016 – site 226 20 th Feb 2016 – sites 149/150 22 nd Feb 2016 – site 155 (see Serials 94 and 103) 29 th Feb 2016 – site 124 17 th March 2016 – site 063 11 th April 2016 – site 208 21 st Nov 2016		Various	To obtain their perspective about why the land has been offered for potential development, their timetables, expectations and potential flexibilities Summaries of all these meetings prepared for consultation at all three village meetings (Serials 59, 65 and 134) and meetings with individual villagers
50	Meeting with village Friendship Club	18 th February 2016	JJ	Village Hall	Exploratory meeting
51	Report sent to Groundwork UK	29 th February 2016	LC	Cricketers	“End of Grant” report requested 24 th Nov 2015
52	Update of NP website	1 st March 2016	JC DW	Home	PC to make a link between EAG Village and NP websites
53	Informal meeting to discuss potential Rural Exception Site in Abbots Lane	2 nd March 2016	LC – JA – SB - DW	Cricketers	Eddie Bacon – CBC + Daniel Cameron – CBC Steve Heywood - Hills Building Group No further action taken by NP Group – very strong opposition from residents in Abbots Lane
54	Meeting with CBC	8 th March 2016	JA & SB	Rowan House	Their expectation of the increase in houses for EAG – 10 [68] to 20% [136] CBC proposal about the modifying the Village Envelope

55	PC meeting	9 th March 2016	JA & SB	Village Hall	Provided an update on progress and forthcoming timetable of events
56	Cheque for unspent balance of 1 st Grant application sent off	9 th March 2016	PC	Village Hall	£1,191.85 See Finance Annex below
57	Survey of three non Call for Sites localities	14 th March 2016	SB & JA		Heath Road A1124 – Wood Lane corner EAG dentist's car park
58	Article in village newsletter	W/C 14 th March 2016	JA DW		Informing villagers of progress + notice of Village Meeting on 30 th April 2016
59	Hold two Focus Groups	19 th March 2016 12 th April 2016	JA	Village Hall 14.00 – 16.00	24 villagers present (30 invited) 33 villagers present (30 invited) To rank the all 9 CBC sites against each other and to comment on the proposed Rural Exception Site in Abbots Lane – very strong opposition
60	Presentation to the village Friendship Club	31 st March 2016	JJ and SB	Cricketers	25 members present – 30 ranking sheets received
61	Flyer distributed to every household in the village	W/C 11 th April 2016	All		Notice of Village Meeting on 30 th April 2016 Copies in Cricketers, Village Hall, Garage, F&Chip shop, PC Notice Boards
62	Article in Essex County Standard	22 nd April 2016	CW		Notice of Village Meeting on 30 th April 2016
63	Meeting with RCCE	25 th April 2016	JA SB JJ	RCCE offices	To discuss progress and seek advice about SEA timings
64	Article in Essex County Standard	29 th April 2016	CW		Notice of Village Meeting on 30 th April 2016
65	(Whole) Village Open Day	30 th April 2016	NP Group	Village Hall 14.00 – 16.00	To obtain responses to NP group surveys; the views of landowners + obtain feedback on Sustainability Assessment issues 153 villagers came– 160 Ranking Sheets rec'd Age breakdown of attendees:- <ul style="list-style-type: none"> 60+ = 83 = 54%)Some 15% of

					<p>the</p> <ul style="list-style-type: none"> • 41-60 = 59 = 38.5%)adult population • 31-40 = 6 = >1%) completed a • 21-30 = 2 = >1%)Ranking Sheet • 15-20 = 3 = > 1%) ie some 238 people
66	Presentation to the PC	11 th May 2016	JA	Village Hall	<p>To provide feedback on consultation exercise PC agreed to put forward Sites 226 (No 1) and 155 (No 2) to CBC but NOT Site 150 (No3) as we wish to maintain control of potential coalescence with Stanway These 3 sites, the only ones with a “Net Promoter Score” (NP Chair is also the PC Chair so he regularly keeps the PC up to date, on an informal basis)</p>
67	Meeting with CBC	27 th May 2016 09.00 – 13.00	JA SB LH JN	Rowan House	<p>To discuss:-</p> <ul style="list-style-type: none"> • The results of the CBC survey of the 9 Call for Sites” (4 red & 5 amber as at 14th December 2015) + criteria used • To ascertain which 2 sites CBC favours, why, the number of houses they are looking for us to accept, when building might start – “up to 150 dwellings”, and possibly the types of housing • Above represents the first firm indication of the number of houses EAG is expected to absorb as part of the Local Plan • The results of the NP Group Surveys • The views of landowners • Views of EAG residents by way of Focus

					<p>Groups and Open Day</p> <ul style="list-style-type: none"> EAG PC perspective To informally agree which site(s) may be offered up for development; the number of houses and timescales over 2017-2032 To agree how best and when to give feedback to the landowners Also, to obtain a list of businesses in EAG Example – template of a Consultation Statement
68	Email sent to all landowners	30 th May 2016	SB	Home	Providing an update on progress saying the EAG NP Group will meet them in due course
69	CBC to decide their Preferred Options for future development across the Borough	1 st June 2016	CBC	Rowan House	
70	Presentation to the PC	8 th June 2016	JA SB	Village Hall	PC noted outcome of the meeting with CBC on 27 th May 2016
71	Village newsletter distributed	w/c 4 th July 2016	JA DW		Update on progress – Site 226 preferred option + next steps
72	RCCE training event	2 nd July 2016	JA	RCCE offices	Evidence base + Questionnaire
73	CBC taking their Preferred Options paper to the Local Plan Committee	5 th July 2016	CBC	Moot Hall Town Hall	Shows Site 226 as our Preferred Site
74	CBC to publish their Preferred Options paper	5 th July 2016	CBC	Rowan House	Local Plan – Eight week consultation period 9 th July to 2 nd September
75	Prepare first draft of SA/SEA Scoping Paper	8 th July 2016	JA	Home	
76	Visited EAG primary school	11 th July 2016	JA JJ	Fiddlers Folly	School places under pressure but is able to manage See Serial 173
77	Visited Sixth Form College	11 th July 2016	JA JJ		No shortages of places Willing to display a poster asking pupils from EAG to be the NPG “Young Persons” rep – 6

					copies sent
78	Flyer distributed to every household in the village	w/c 11 th July 2016	All		Informing village of the report in local press quoting a figure of 150 additional houses in EAG; the forthcoming CBC Consultation Event on 18 th July and the village festival stand on 16 th July
79	Serial 77 flyer sent to all Call for Sites landowners	13 th July 2016	SB	Home	Informing them of the CBC Consultation Event
80	NP stand at EAG Village Festival	16 th July 2016	All	Fordham Heath	Explained up to 150 houses + Site 226 is the preferred site 30 people expressed an interest – asked for their views about the types of housing we need in EAG
81	CBC consultation with residents of EAG	18 th July 2016	CBC	Village Hall	NPG present Some 50 residents attended
82	CBC confirm their Local Plan Committee approves the EAG NP Area Designation	19 th July 2016	CBC	Rowan House	Approval given on 24 th June 2016 in accordance with Regulation 7 of the Neighbourhood Planning (General) Regulations 2012
83	Visited Stanway Secondary school	19 th July 2016	JJ SB	Stanway	Full in September 2015 but found a few extra places + additional places coming on stream as part of ECC schools expansion plans Willing to display a poster asking pupils from EAG to be the NPG “Young Persons” rep – 6 copies sent Joint Head to approach teacher who takes weekly “Citizenship” lessons to see if our NP could fit into her curriculum
84	Update of NP website	w/c 25 th July 2016	JA via DW	Home	Update details sent to DW, cc SB
85	Visited Colchester Institute	29 th July 2016	JA JJ SB	Colchester	No shortage of places and is able to cope with potential growth in number of pupils Willing to display a poster asking pupils from

					EAG to be the NPG “Young Persons” rep – 6 copies sent Principal to approach colleague about NPG making a presentation at the College
86	Visit local businesses	4 th July 2016 – Pathways Centre 8 th July 2016 – EAG Cattery 8 th July 2016 – Progressive Mews 19 th August 2016 – Barnplants & Moat Farm 16 th Sept 2016 – Moles Seeds 10 th April 2017 – Brick Kiln farm 18 th April 2017 – Bullbanks Farm	JA JJ JA JJ JA JJ JA SB JA JJ JA SB JA SB	Various	To determine their needs – aspirations – employment prospects – skills required etc (NP is about the effective use of land, not just housing) Yet to see the 3 farms in EAG “Brickstables” dental practice refuses to acknowledge/reply to our emails EAG dental practice has no plans to expand business premises (wants to build houses on their land which would be outside the Village Settlement Boundary (see Serials 101 & 146)
87	Questionnaire	25 th July 2016	SB	Home	Agree issues to be covered + start to draft questions
88	6 x Poster sent to Sixth Form College, Stanway School and Colchester Institute	31 st July 2016	JA	Home	To recruit a young person who lives in EAG to join the NPG and to be our liaison point with young people Poster for display and to be sent to pupils who live in EAG
89	Meeting with landowners of Site 226	22 nd August 2016	JA SB JJ	At Janet	To confirm initial discussions (19 th February

				Flower's home	2016) and "commitments"
90	Review existing plans and strategies for the area to include data sets required	August 2016	JA	Home	Via CBC "Issues and Options" paper (2015); CBC "Preferred Options" paper (2016); and the CBC Planning website (2016) – all details contained in our Evidence Base report
91	Prepare – collate an Evidence Base	August 2016 and on-going	JA	Home	Report setting out all the evidence, both generic (ie Essex and Colchester wide) plus evidence specific to EAG Helps to determine any further research/data needed eg via questionnaires
92	Letter delivered to EAG Community Groups	August – Sept 2016	SB JJ		Offering to meet them to discuss any issues or concerns they may have about our NP
93	Preliminary draft of Objectives and Policies document	30 th August 2016	JA	Home	First stab at drafting Objectives and Policies Helps to determine issues for the Questionnaire
94	Presentation to the PC	14 th September 2016	JA	Village Hall	Updated PC on progress of NP + New Settlement Boundary + Traffic Survey (see Serial 31)
95	Owners of Site 155 submitted three new options to be considered for their Site	15 th September 2016			See Serial 104
96	Meeting with CBC	16 th September 2016	JA SB JJ JN	Rowan House	Progress of CBC Local Plan & timetable + our SA/SEA (Scoping Report not required) + expectations of us + Settlement Boundary for EAG
97	NP Group made aware of two requests for three sites to be included for potential development				"Heathfields" site + 2 new ones from Ted Gittins (Sites 063 and 208?)
98	NP Group made aware of the need to conduct a thorough review of the Settlement Boundary				The NPG/PC cannot simply recommend extending the Settlement Boundary to include the new Site for development as part of the NP – the PC must review the whole of the Boundary

99	Meeting with John Parker Vicar of EAG CofE Church	26 th September 2016	JA SB	EAG Church	JP keen on facilities in the village such as a new Church Hall on the old Scout Hut land perhaps as part of a "Community Hub" (See Serial 125)
100	Second draft of Objectives & Policies for the NP	September 2016	JA	Home	Evidence and Rationale to support; will they deliver the Vision; what will they achieve and how; how will they enhance local facilities; are they robust and viable; measure against the environmental, social and economic impact on the village as set out in the SA/SEA Policies against which future planning applications may be judged
101	Meeting with owners of Site 226	15 th October 2016	JA	Janet Flower's home	To inform them of the new requests for sites to be included for potential development and the need to consult the village
102	NP Group made aware of new application for two new Sites to be considered as part of the NP	21 st October 2016	Parish Clerk		The land (car park) adjacent to the EAG dental practice and the field bordering Wood Lane/Choats Wood Neither is a strategic site with the capacity to accept "up to 150 houses" – Parish Clerk advised agent for the EAG dental practice to make an application via the normal planning route (See Serials 85 & 146)
103	Preparation of 12 th draft of SA/SEA	22 nd October 2016	JA	Home	Circulated to NP Group only
104	Meeting with owner of Site 155	24 th October 2016	JA SB	Bulbanks Farm	To discuss their revised proposals – new "floor plan"
105	Prepare preliminary draft of NP (1)	25 th October 2016	JA	Home	
106	Undertake survey of the new "Heathfields" Site	31 st October 2016	JA SB	On Site	Survey Note completed
107	Visit 3 x local GP practices				All had some residents from EAG on their books

	Tollgate Clinic Ambrose Avenue Winstree Road Practice	8 th Nov 2016 9 th Dec 2016 6 th January 2017	JA JA JA JJ		Each practice had their own system for booking appointments to see a GP Existing pressure on services – busy! Capacity of practice to cope with addition of 150 houses in EAG – capacity there They are willing to accept more patients Obtained information about staff living in and/or travelling through EAG
108a	Meet with emergency services	Our original intention was to discuss any concerns police, fire, ambulance may have in relation to additional housing in EAG			However, any concerns be will be addressed at CBC strategic level as part of the development of the Local Plan EAG development likely to be only a very “minor” player vis a vis the much larger Borough wide developments
108b	Meet with utilities	Our original intention was to discuss any issues there may be concerning gas, electric and water in relation to additional housing in EAG			
109	Third draft of Objectives and Policies circulated to NP Group	6 th November 2016	JA	Home	For inclusion in the NP To help inform the Questionnaire
110	Village newsletter distributed	W/c 7 th November 2016	JA DW		Notification of AGM + update on progress
111	Articles in Essex County Standard	4 th and 11 th November 2016	CW		Notice of AGM 16 th November 2016
112	Meeting with CBC	7 th November 2016	JA	Rowan House	To discuss the new applications for potential development and overall progress
113	Email sent to NP Group mailing list	14 th November 2016	DW		Notice of AGM 16 th November 2016
114	Refine the SA/SEA Paper	November 2016	JA	Home	To check with CBC to ensure the SA process is OK so far
115	Met with Essex Bridleways Association	14 th November 2016	JA	Home + on Site	Discussed implications of the proposed development on the “Heathfields” Site which contains a bridleway

116	Informal meeting with the Vice Chairman of the Parish Council	14 th November 2016	JA JJ	His home	Discussion about potential changes to the Village Settlement Boundary
117	Annual General Meeting of NP Group	16 th November 2016	JA	Village Hall	85 villagers present (57 from Heathfields/Searle Way/Spring Lane +25 from rest of village) Explained context behind the NP; set out achievements since 2015 AGM; the timetables for CBC and the EAG NP; and financial report; Q&A Election of Officers of the NP Group Orally, the villagers agreed to accept up to 150 houses only on one Strategic Site
118	Press release sent to Essex County Standard	17 th November 2016	JJ		Report of the AGM
119	Meeting with Arbora Homes	21 st November 2016	JA JJ	At Arbora Homes	Developer for the "Heathfields" (HF) site
120	Meeting with Ted Gittins	22 nd November 2016	JA JJ	The Barn	Site 063, less the western field to be reconsidered by the NP Group but Site 208 not to be part of the process as it cannot accommodate 150 houses
121	Update of NP website	28 th November 2016	JA via DW		Outcome of AGM on 16 th November 2016 Notice of village meeting on 21 st January 2017
122	2nd application for funding to Community Rights Programme	30 th November 2016	JJ JA	Jenny's home	Applied for £2,000 £1,400 for printing of Questionnaire £400 for NP Group display materials £200 for printing of flyers See Serial 128
123	<p>Questionnaire</p> <ul style="list-style-type: none"> Confirm earlier work/drafts + include questions about <i>types, mix</i> and <i>density</i> of housing Further drafting + testing out of the 	September 2016 to March 2017	SB	Home	<p>Location and number of future housing settled by this stage – <i>types, mix</i> and <i>density</i> of preferred housing yet to be determined</p> <p>Ideally, analysis via electronic means</p>

	questions with invited recipients				
124	Send written brief to the 4 landowners	2 nd December 2016	JA	Home	In respect of Sites 226; 155; 063; and "Heathfields" Confirmation of information to be placed before the villagers at the 21 st January 2017 consultation meeting plus + 4 questions posed
125	Exchange of emails with John Parker Vicar of EAG CoFE Church	2 nd December 2016	JA	Home	Parochial Church Council supportive of pursuing the idea of a Community Hub at the site of the Church (See Serial 99)
126	NP Group stand at the EAG Friendship Club Christmas Fayre	3 rd /4 th December 2016	JJ DW JA	Cricketers PH	Number of enquiries fielded Copies of flyer for 21 st January 2017 village meeting handed out + on display
127	RCCE Training Day	16 th December 2016	JA	RCCE offices	Network meeting
128	2 nd Grant application approved	16 th December 2016	JJ		£2,000 approved See Serial 121 and Finance Annex below
129	Revised draft Objectives and Policies circulated to NP Group	19 th December 2016	JA	Home	For discussion at NP Group workshop on 15 th January 2017
130	Flyer distributed to every household in the village	w/c 2nd January 2017	All		Informing village of consultation meeting on 21 st January 2017
131	Presentation to the PC	11 th January 2017	All	Village Hall	NP Group to provide an update on progress PC agreed Section "(c) Aims" of the NP Group Constitution provides the appropriate Terms of Reference for the NP Group (Confirmation that worship at the EAG Methodist Church is to cease and move to Stanway)
132	NP Group workshop	15 th January 2017	All	Jason's home	To agree/confirm criteria for choosing Site 226 To agree draft Objectives and Policies

					To agree questions for the Questionnaire
133	Presented complete draft of Questionnaire to NP Group for approval	18 th January 2017	SB	Home	Additional points – questions to be incorporated
134	Village meeting	21 st January 2017	All	Village Hall	Villagers to rank Site226; revision to Site 155; the new “Heathfields” Site; amended Site 063 against each other, giving reasons 254 villagers attended – 259 ranking sheets completed Voting showed support for the 4 sites as follows: Site 226 = 68.9% - Site 155 = 14.7% Site 063 = 11.6% - HF Site = 4.8%
135	Met the agent and potential developer for Site 039	23 rd January 2017	JA SB JJ	Village Hall	Telephone call out of the blue from Pegasus Group on 18 th January Site 039 rejected by villagers in Spring 2016 – came last out of the nine Sites New agent and potential developer - Hopkins Homes
136	Meeting with CBC	23 rd January 2017	JA SB JJ JN	Rowan House	Update on progress and indication of outcome of 21 st January village meeting
137	Tested out draft Questionnaire with first group of invited recipients	w/c 23 rd January	SG		Responses by 30 th January 2017 Some very useful comments received
138	Meet with the national cycling organisation Sustrans	24 th January 2017	JA	Home	Discussed potential cycle routes – paths General advice received – willing to undertake a formal study of potential options at a cost of £350 per day – a 4 day project Report sent to Chair of Parish Council for advice on next steps
139	Tested out second draft Questionnaire a) with first group of invited recipients and b) a second group	w/c 6 th February 2017	SB	Home	Responses by 13 th February 2017

140	Informal meeting with Jan Stobart at RCCE	6 th February 2017	JA SB	RCCE offices	Clarification of steps for production of the NP itself ie NP (1) through to NP (4) RCCE commented on draft 4 of our Objectives and Policies + and the 2 nd February draft of our Questionnaire
141	PC meeting	8 th February 2017	JA SB JJ JN	Village Hall	NPG presented outcome of village meeting on 21 st January PC decided Site 226 is now the “Chosen” Strategic Site for EAG and will be the site to be promoted in the NP PC confirmed they are content to have only one Strategic Site “for up to 150 houses” PC agreed NPG recommendation that in due course, the Village Settlement Boundary should be extended to include Site 226 PC confirmed they are happy with the “direction of travel” with reference to draft 4 of the Objectives and Policies NPG provided an update re Questionnaire
142	Version 11 of the Questionnaire circulated to the PC and to CBC	9 th February 2017	SB	Home	For comment by 20 th February
143	Update of NP website	9 th February 2017	DW	Home	Included an up to date summary of where the NP is including a copy of the “Update – February 2017” note
144	Obtained and analysed results of Tree Survey	10 th February 2017	KW	Home	Information – data for inclusion in SA/SEA
145	Informed landowners/agents of outcome of village meeting on 21 st January	10 th February 2017	SB	Home	Giving details of the first preference voting
146	“Update – February 2017” note distributed to by hand to every household	w/c 13 th February 2017	JJ	EAG	Informing villagers that Site 226 is the “chosen site” Reminding the villagers about the forthcoming Questionnaire

					Informing villagers about the village open day scheduled for Saturday 6 th May 2017
147	Meeting with EAG Dental Surgery	17 th February 2017	JA SB JJ	At the dental surgery	(See Serials 85 & 101)
148	Meeting with CBC	21 st February 2017	JA SB	Rowan House	Discussed draft Questionnaire and draft Objectives and Policies
149	Meeting with Gladmans	21 st February 2017	JA SB LH	The Barn	Discussed proposals for Site 226 + respective timetables + invited them to PC meeting on 12 th April and village open day 6 th May
150	Facilitated Focus Group to discuss potential Objectives and Policies for the NP	25 th February 2017	All	Village Hall	Helped to develop/refine Objectives and Policies 10 > aged 60; 3 aged 50-59; 1 aged 40-49; 2 aged 30-39 = 16
151	Questionnaire to printers	26 th February 2017	JJ/SB	Home	
152	Update of NP website	3 rd March 2017	JA via DW	Home	Reminder about Questionnaire
153	Distributed Questionnaire	w/c 6 th March 2017	JJ		Two copies to each of the 680 houses in EAG Responses by 31 st March 2017
154	Prepared further drafts of NP(1) and SA/SEA reports	March 2017	JA	Home	
155	Village newsletter distributed	March 2017	JA DW		Update on outcome of village meeting of 21 st January PC decisions taken on 8 th February Reminding the villagers about the forthcoming Questionnaire Informing villagers about the village open day scheduled for Saturday 6 th May 2017
156	RCCE Training Day	27 th March 2017	JA	Felsted	"Writing Policies for NPs"
157	Revised Objectives and Policies	30 th March 2017	JA	Home	Draft No 9
158	Analyse answers to the Questionnaire	4 th April 2017	LH	Home	477 responses received (112 completed electronically and 365 keyed in by NP Group) Compared to resident adult population of 1,435 = a 33% response rate

					[VDS rate = 14%: PP rate = 40%]
159	Meeting with CBC	11 th April 2017	JA SB	Rowan House	To discuss Housing Needs Survey
160	Report results of Questionnaire to the Parish Council Gladmans presentation	12 th April 2017	All	Village Hall	Report sent to PC Clerk on 9 th April Report placed on NP website and copy given to CBC Questionnaire £50 Prize drawn by PC Chair (No 60 on the list)
161	Cheque for unspent balance of 2 nd Grant application sent off	April 2017	PC	Village Hall	£500.73 See Finance Annex below
162	Note sent to PC regarding the role of the NP Group vis a vis the Village Settlement Boundary	20 th April 2017	JA	Home	NP Group to recommend VSB extended to include Site 226 PC to review remainder of VSB
163	3rd application for funding to Community Rights Programme	23 rd April 2017	JJ JA	Jenny's home	Applied for £1,850 £50 for printing of pre-submission NP (1) £100 for Village festival display materials £230 for printing of two flyers £1,200 for NPIERS referral £270 for Nov 2017 Referendum flyers See Serial 174
164	Two flyers distributed to every household in the village	W/c 24 th April 2017	All		Informing villagers of 6 th May 2017 meeting and the Housing Needs flyer
165	Revise pre-submission version of NP (1) and SA/SEA	24 th April 2017	JA JJ & SB	Home	To include outcomes of the Questionnaire To include Objectives and Policies To include photos, maps etc
166	Drafting of Basic Conditions Statement	4 th May 2017	JA	Home	a) Conforms with NPPF b) Contributes to sustainable development c) Conforms with CBC Local Plan d) Compatible with EU obligations
167	Electronic flyer sent to NP Group email contact list	4 th May 2017	DW	Home	Informing villagers of 6 th May 2017 meeting
168	Preparation of Technical Report setting out the full results of the Questionnaire	5 th May 2017	LH	Home	Copies on the NP website, sent to PC members and to CBC

169	Village Open Day/Exhibition to provide information, update and comments on:- <ul style="list-style-type: none"> Results of Questionnaire SA/SEA (draft no 17 version) Outline of NP (1) [Reg 14] Analysis of the 21st January 2017 village meeting Responses to list of Objectives and Policies 	6 th May 2017	All	Village Hall 13.30 – 17.00	102 villages attended 64 aged 60+; 15 aged 50-59; 11 aged 40-49; 8 aged 30-39; 2 aged 20-29; and 2 aged 15-19 + Gladman Development display 83 response forms completed
170	Update of NP website	9 th May 2017	JA via DW	Home	Up to date Vision statement Present position as at 8 th May 2017
171	Submitted application to the RICS for the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) to examine our draft NP and SA/SEA	9 th May 2017 11 th May 2017	JA	Home	For a Health Check NP + SA/SEA VDS See Serial 176 and 185
172	PC meeting	10 th May 2017		Village Hall	PC asked to note the latest draft of the pre-submission v 17 of the NP (1) and draft 17 of the SA/SEA PC to set up a sub group to consider the VSB – see NPG note of 20 th April 2017 Cheque for £66 for RCCE membership agreed Presentation of Questionnaire £50 prize
173	Visited EAG Primary School	26 th May 2017	JA	Fiddlers Folly	New head aware of proposals for Site 226 which will require an expansion of school places in due course Currently 123 pupils – capacity of 140 Showed her p36 of current draft on NP See Serial 76
174	3 rd Grant application approved	May	JJ		£1,775.00 approved See Serial 162 and Finance Annex below

175	CBC published their draft <i>Local Plan</i> for consultation	12 th June 2017	CBC	CBC Town Hall	8 week consultation period from 16 th June to 11 th August 2017
176	Submitted NP1 (v17) and SA/SEA (v17) to NPIERS	13 th June 2017} 15 th June 2017}	JA	Home	To check robustness of documentation See Serial 171
177	Gladman Developments submitted their Planning Application to CBC	14 th June 2017	Gladman's		Application No 171529
178	PC meeting	14 th June 2017	JA	Village Hall	Provided an update on the NPIERS application and reported back from CBC meeting on 12 th June 2017 Informed PC of Serial 176
179	Village newsletter distributed	July 2017			Update on progress
180	Asked CBC to take an informal look at v17 of our NP(1) and v17 of our SA/SEA	7 th July 2017	JA	Home	CBC to check NP conforms with CBC Local Plan Consultation Statement; Evidence Base; and Basic Conditions Statement also sent
181	Submission to the PC regarding the VSB	10 th July 2017	AM	Home	To extend VSB to include Site 226; to note CBC's decision to remove the VSB from Seven Star Green; and not make any further changes
182	Presentation to the PC	12 th July 2017	JA	Village Hall	Report on NPG position regarding Gladman Developments Planning Application to include next steps PC agreed recommendation as per Serial 181
183	Visit to CBC Local Plan public consultation meeting	12 th July 2017	JA AM	Ladbroke Drive	EAG Policy now SS5 (was SS7) – SS5 removes the words “..up to..” 150 houses in EAG ie 150 houses are now what we are expected to take
184	Meeting with CBC	14 th July 2017	JA SB LH	Rowan House	Gladman Development Application Oral comments on EAG documentation Regulation 14 consultation process Equality Impact Assessment – <u>EAG not required to complete one</u> but to rely on CBC overarching EIA for the Local Plan

					Feedback from EAG PC meeting 12 th July 2017
185	Asked NPIERS for a “rain check”	14 th July 2017	JA	Home	CBC to comment on NP + SA/SEA first (NPIERS agreed 17 th July 2017) See Serials 171 and 176
186	EAG NP stand at Village Festival	15 th July 2017	All	Fordham Heath	V17 of the NP; V17 of the SA/SEA; and Questionnaire Technical Report on display
187	NPG note to Parish Council	15 th July 2017	JA	Home	NPG view of Gladman Developments planning application and draft response for the PC to send to CBC
188	PC response to CBC regarding the Gladman Developments planning application	24 th July 2017	Parish Clerk		“Premature” – site outside current VSB + need for further information in respect of anticipated additional traffic generation
189	Written comments received from CBC on v17 of the NP	28 th July 2017	CBC	Rowan House	See Serial 180
190	Meeting with Tony Doubleday owner of Moat Farm business area	7 th August 2017	JA	Moat Farm complex	Visited site to see progress and obtained detailed map of layout of site for inclusion in the NP – see Serial 86
191	Version 19 (2) of NP sent to CBC for comment	11 th August 2017	JA	Home	Along with detailed response to CBC Drafter’s comments on v17 of the NP – Serial 189
192	Update of NP website	11 th August 2017	JA via DW	Home	
193	Meeting with CBC	8 th September 2017	JA JJ SB AM	Rowan House	To agree final wording of NP before Reg 14 consultation Major revisions suggested by CBC CBC informed us that they will prepare the Sustainability Assessment!
194	Written comments received from CBC on v19 (2) of the NP	12 th September 2017	CBC	Rowan House	See Serial 193
195	PC meeting	13 th September 2017	JA	Village Hall	Report back of meeting with CBC on 8 th September
196	Response to CBC	20 th September 2017	JA	Home	With support from the PC, NPG not prepared to accept comments from CBC (Serial 194) without further explanation and discussion

197	Meeting to discuss and agree non-planning Projects for inclusion in the NP	2 nd October 2017	JA SB	SB home	Work undertaken to revise the non-planning Projects for inclusion in the NP
198	Part 1 of <i>CBC Revised Local Plan to Independent Examination</i>	9 th October 2017	CBC	Rowan House	Part 1 = Strategic Plan across North Essex Authorities (CBC + Tendring + Braintree)
199	PC meeting	11 th October 2017	JA	Village Hall	Update on work being undertaken prior to meeting with CBC on 27 th October 2017 + notification of AGM
200	Visit to Peldon village hall	12 th October 2017	JN AM SB JA	Peldon	To see the village hall, find about timescales, costs and S106 monies
201	Meeting with CBC	27 th October 2017		Rowan House	Way forward resolved – CBC to comment on major issues – style and layout of NP for EAG to determine
202	Physical inspection of pavement on the north side of the A1124 bordering Site 226	31 st October 2017	JA SB	A1124	Comment made by resident in response to the planning application for Site 226 Pavement is only an inch high in places and only some 2' wide – potentially dangerous
203	Village newsletter distributed	November 2017			Brief update on progress and notice of AGM
204	Flyer distributed to every household in the village	W/c 6 th November 2017			Notice for 2017 AGM
205	PC meeting	8 th November 2017	JA	Village Hall	Report back of meeting with CBC on 27 th October Update of planning application 171528 Two papers presented regarding Projects and S106 monies for inclusion in the NP
206	CBC Issues and Options consultation document for the Colchester/Braintree Borders Garden Community Development Plan	13 th November 2017	CBC	Rowan House	Consultation period closes 22 nd January 2018
207	RCCE Network meeting	16 th November 2017	JA SB	Arlesford	Heard about proposed West Tey Garden Community/Village – obtained copy of the

					Issues and Options consultation document showing 15 – 24,000 homes
208	Visited EAG Primary School	17 th November 2017	JA	Holy Trinity CofE Primary School	Saw Head – Ceri Daniels confirmed her support for a new pavement linking the north end of Site 226 with the existing pavement on Fiddlers Hill leading to the primary school
209	AGM	18 th November 2017	JA	Village Hall	50 attended (45 public + 5 NPG) 24M + 26F 39 aged 60+; 6 aged 50-59; 2 aged 40-49; and 3 aged 30-39
210	Update of NP website	November 2017	JA via DW	Home	Updated “Vision”; “Read about it”; and “Present position”
211	Cheque for unspent balance of 3 rd Grant application sent off	13 th December 2017	PC	Village Hall	£1,395.00 See Finance Annex below
212	PC meeting	13 th December 2017	JA	Village Hall	V22 of the NP submitted to PC for approval on 6 th December 2017 PC unanimously approved v22 with some minor recommendations
213	Meeting with CBC	5 th January 2018	CBC	Rowan House	Discussed the proposed link road on Site 226; v24 of the NP; Reg 14 consultation; the timetables for the planning application for Site 226 and the CBC Local Plan
214	Update of NP website	January 2018	JA via DW	Home	Updated “Present position” to reflect meeting with CBC on 5 th January and to confirm the Reg 14 consultation is to take place
215	PC meeting	10 th January 2018	JA	Village Hall	Report of meeting with CBC on 5 th January; the Reg 14 consultation is to take place; and the CBC Local Plan timetable
216	Meeting with owners of Site 226	11 th January 2018	JA	Owners home	Report of PC meeting which they were unable to attend Both fully support the provision of a through road linking the A1124 and Fiddlers Hill

217	Meeting with the Hatfield Peverel NPG	16 th January 2018	JA SB	Hatfield Peverel	Liaison meeting to discuss respective progress; issues and problems
218	Distribution of flyer by hand to every dwelling and business in the village	W/c 5 th February 2018	NPG		Reg 14 consultation saying the pre-submission version of NP is available for comment
219	Distribution of the flyer to the NPG email distribution list	11 th February 2018	SB	Home	150 people/organisations on distribution list
220	Email to Ann Skippers	11 th February 2018	JA	Home	Notice of intended Reg 14 timetable and our expectations of when she would be able to undertake a Health Check of our NP on what will be v27
221	Regulation 14 Consultation	12 th February 2018	NPG		With villagers, businesses, national and local stakeholders – some 150 organisations 6 week (42 days) consultation from 12 th February to 25 th March 2018 Documentation available on NPG website: <ul style="list-style-type: none"> • V26 NP • Basic Conditions Statement • Consultation Statement • Evidence Base • This Project Plan • Village Statement (2013) • Questionnaire Technical Report (2017)
222	Meeting with Gladmans	13 th February 2018	JA SB AM	The Barn	Liaison meeting to discuss progress; timescales; village drop-in meeting on 10 th March 2018; and the proposed link road between the A1124 and Fiddlers Hill
223	PC meeting	14 th February 2018	JA	Village Hall	Reminder of Reg 14 process and timetable
224	Article in Essex County Standard	16 th February 2018	CW	Home	Notification of Reg 14 consultation; website address; and village drop-in meeting on 10 th

225	Article in Essex County Standard	2 nd March 2018	CW	Home	March 2018 to include timings
226	Village newsletter distributed	w/c 5 th March 2018			Reminding villagers about the Reg 14 consultation and the village drop-in meeting on 10 th March 2018
227	Article in Essex County Standard	9 th March 2018	CW	Home	Reminder of village drop-in meeting
228	Village drop-in meeting	10 th March 2018	NPG	Village Hall 13.30 – 16.30	To help people to complete the Reg 14 comment/response form 22 people in attendance
229	PC meeting	14 th March 2018	JA	Village Hall	Reg 14 progress report including future timetable 424 hits on the NP Welcome page 552 hits on the generic NP page 136 hits on the comments form 11 completed comments form
230	Article in Essex County Standard	22 nd March 2018	CW	Home	Final reminder of Reg 14 consultation (“closure date is Sunday”)
231	Update of NP website	April 2018	JA via DW	Home	Revised, new text bringing website details up to date
232	Meeting with CBC	10 th April 2018	JA SB	Rowan House	To discuss their comments on v26 of the NP and next steps
233	PC meeting	11 th April 2018	JA	Village Hall	Report of final number of hits on NP website from the Reg 14 process:- <ul style="list-style-type: none"> • 633 hits • 177 hits on comments form • 70 comments form completed Some 90 per cent of respondents fully agreed with the NP Summary of meeting with CBC on 10 th April and next steps and timetable
234	4th application for funding to Community Rights Programme	April 2018	JJ JA	JJ’s home	Applied for £1,800 for Health Check costs and £150 for flyer

235	Analysis and summary of responses to Reg 14 consultation process	26 th April 2018	LH	Home	Summary on the NP website
236	V27 of the NP sent to Ann Skippers (NPIERS)	24 th April 2018	JA		For a “Health Check” – response received on 13 th May 2018
237	V27 of the NP sent to Gladman Developments	24 th April 2018	JA	Home	Following their earlier comments - response received on 10 th May 2018
238	4 th application for funding approved	28 th April 2018	JJ		£1,650.00 approved See Finance Annex below
239	PC meeting	9 th May 2018	JA	Village Hall	Reported that v27 of the NP had gone to Ann Skippers and Gladmans; Site 226 now being referred to “Fiddlers Field” (website amended and site owners informed); and NPG website www.eightashgreen.net would migrate to the PC website in due course www.eightashgreen.com
240	Meeting with CBC	15 th May 2018	JA SB	Rowan House	Next steps agreed following comments from Ann Skippers and Gladmans
241	Update of NP website	June 2018	DW	Home	PC website to only contain a NP tab ie no text in respect of the NP
242	Structure for v28 of the NP to go to CBC	4 th June 2018	JA	Home	CBC agreed structure on 13 th June 2018
243	PC meeting	13 th June 2018	JA	Village Hall	Reported back on Ann Skippers comments and next steps + plans for PC and NP Group websites – see Serial 241
244	RCCE meeting	22 nd June 2018	JA SB	RCCE offices	Discussed progress based on Project Plan No 44 Discussed Regulation 15 and 16 stages (paper sent to Parish Council on 4 th July 2018)
245	PC meeting	11 th July 2018	JA	Village Hall	Set out proposed timetable; referred to the Regulation 15 and 16 paper; and covered proposed suite of documents for inclusion on the NP website
246	Village newsletter distributed	w/c 9 th July 2018			Informed village that Site 226 now known as “Fiddlers Field” + details of Health Check

247	Final revise (v28) of NP to CBC	18 th July 2018	JA	Home	Along with documents:- NP Objectives and Policies – Supporting Evidence Regulation 14 Process – Consultation – Outcomes Site Selection Process (Consultation Statement failed – exceeded data limit – delivered by hand via memory stick)
248	Meeting with CBC	7 th August 2018	JA SB AM	Rowan House	CBC agreed the NP could be submitted to them for validation and agreement under Regulation 15
249	Update of NP website	7 th August 2018	DW	Home	To reflect the outcome of the meeting with CBC on 7 th August
250	Regulation 15 documentation on the NPG website www.eightashgreen.net	7 th September 2018	DW	Home	NP v29; Basic Conditions Statement 12 th September 2018 NPv29final; Consultation Statement 12/9/18; Regulation 14 Process – Consultation – Outcomes 12 th Sept 2018 Final; Evidence Base 12 th September 2018 final; Village Settlement Boundary (3); NP Objectives and Policies Supporting Evidence 12 th Sept 2018 final; Site Selection Process 12 th September 2018 Final; Project Plan No 46; NP questionnaire; EAG NP Questionnaire Technical report; Village Design Statement v17 11 th December 2013
251	PC meeting	12 th September 2018	JA	Village Hall	PC formally approved the NPv29 and associated documentation
252	Formal submission of NP to CBC under Regulation 15	17 th September 2018	JA and SB on behalf of the Parish Clerk	Rowan House	PC is the “Qualifying Body” – JA and SB handed in the covering note dated 12 th September 2018 from the Parish Clerk along with a memory stick containing NPv29 and associated documentation

253	Distribution of flyer by hand to every dwelling and in the village	w/c 17 th September 2018	NPG		Informing the village of the Regulation 15 submission and next steps
254	Update of NP website	17 th September 2018	DW	Home	Reporting both the Regulation 15 submission and the flyer distributed to every dwelling in the village
255	CBC formally acknowledged receipt of NPv29 and associated documentation under Regulation 15	25 th September 2018	CBC	Rowan House	Email from Bethany Jones to Parish Clerk
256	PC meeting	10 th October 2018	JA	Village Hall	Informed PC of receipt of CBC email of 10 th October from Bethany Jones asking for clarification of a number of points on NPv29; the Basic Conditions Statement; and the Site Selection Process document
257	RCCE meeting	16 th October 2018	JA SB AM	RCCE offices	Discussed progress; next steps; update on “Local Connection” policy; availability of hard copies of NP during the forthcoming CBC 6 week Regulation 16 public consultation phase
258	Village newsletter distributed	w/c 22 nd October 2018			Reminding village of the delivery of NPv29 and associated documents to CBC via Regulation 15; 69,390 words + 374,363 characters across all nine Regulation 15 documents; villagers to look at website [184 hits as at 17 th October]; and next stages
259	Meeting with CBC	26 th October 2018	JA SB AM	Rowan House	Discussed queries raised by Bethany Jones in her email of 10 th October (see Serial 256 above) and agreed the way forward
260	PC meeting	14 th November 2018	JA	Village Hall	Written (12/11) and oral report Provided an update on the queries from CBC (see Serial 256) & outlined expectations from PC ie to agree revised docs via email
261	Refreshed documentation delivered to CBC	22 nd November 2018	JA	Rowan House	NPv30; NP Objectives and Policies – Supporting Evidence SB 18 th Nov 2018; Site

					Selection Process – 15 th November 2018; and Basic Conditions Statement – 12 th November 2018 (via red memory stick “E”)
262	Update of NP website	22 nd November 2018	DW	Home	All Regulation 15 documentation removed from NP website; revised documentation inserted; and “Present Position” tab updated Final hits on Reg 15 tab = 252
263	PC meeting	12 th December 2018	JA	Village Hall	Written report (5 th December) NPv30 etc to CBC on 22 nd Nov; updating of NP website; CBC Reg 16 consultation in New Year; flyer to village in due course
264	Cheque for unspent balance of 4th Grant application sent off	December 2018	PC	Village Hall	£31.00 See Finance Annex below
265	CBC started 5 week focussed consultation on their SEA Scoping Report for EAG	14 th December 2018	BJ	Rowan House	From 14 th December 2018 to 17 th January 2019 [English Heritage; Historic England; and Natural England]
266	PC meeting	10 th January 2019	JA	Village Hall	Reported “no change” from 12 th December 2018 report
267	Regulation 16, formal consultations by CBC on the NP	22 nd January 2019	CBC	Rowan House	22 nd January 2019 – 5 th March 2019 (6 weeks) [NP is no longer the “EAG NP” but the CBC NP for EAG] <u>NP v30</u> (Nov 2018); <u>Basic Conditions Statement</u> 12 th Nov 2018 (Updated document); <u>Consultation Statement</u> 16 th Nov 2018 (Updated document); <u>Regulation 14 Process – Consultation – Outcomes</u> 12 th Sept 2018 Final; <u>Evidence Base</u> 17 th November 2018 (Updated document); <u>Village Settlement Boundary</u> (3); <u>NP Objectives and Policies Supporting Evidence</u> 18 th November

					2018 (Updated document); <u>Site Selection Process</u> 15 th November 2018 (Updated document); <u>Project Plan No 48</u> ; <u>NP questionnaire</u> ; <u>EAG NP Questionnaire Technical report</u> ; <u>Village Design Statement v17</u> 11 th December 2013; <u>Neighbourhood Area</u> (New document); and <u>Assessment of Sites JA</u> 15 th November 2018 (Updated document)
268	Informed Gladman and Janet Flower that the Regulation 16 process had started	22 nd January 2019	JA	Home	Acknowledged by Adam Day on 23 rd January
269	Update of NP website	January 2019	JA/DW	Home	<u>Present Position</u> tab updated to include a direct link to CBC website <u>Revised</u> tab to show documents submitted to CBC in September (Serial 252) and November (Serial 261) <u>New</u> tab to reflect changes/new documents since November 2018
270	Distribution of flyer by hand to every dwelling and in the village	w/c 28 th January 2019	NPG		Informing the village of details of the Regulation 16 dates and CBC website access point + reminding villagers that the NP is no longer the "EAG NP" but the " CBC NP for EAG"
271	Informed RCCE of the Regulation 16 timetable	30 th January 2019	JA	Home	
272	PC meeting	13 th February 2019	JA	Village Hall	CBC 6 week Reg 16 consultation 22/1 – 5/3 Now the " CBC NP for EAG" Website updated "as at Nov 2018 – Reg 15 documents" + new tab "New – updated documents since Nov 2018" Flyer to village + told Gladman & Janet Flower Due to meet CBC 11 th March + next steps

273	Update of NP website	14 th February 2019	JA/DW	Home	To include new CBC document “Appropriate Assessment Report January 2019” – Habitat Regulations
274	Submission of information requested by the Examiner in respect of Part 1 of the CBC <i>Local Plan</i>	February 2019	CBC	Rowan House	Examiner’s letters of 8 th and 27 th June 2018 expressing concerns about Part 1 of the proposed <i>Local Plan 2017 – 2033</i> (See Serial 198)
275`	Village newsletter distributed	W/e 8 th March 2019			CBC 6 week Reg 16 consultation 22/1 – 5/3 Now the “CBC NP for EAG” Scheduled to meet CBC on 11 th March to include appointment of an Examiner + next steps including the “+1” Referendum
276	Meeting with CBC	11 th March 2019	JA SB AM	Rowan House	Discussed draft Report to PC regarding the Representations made under Reg 16 against NP v30 and the <i>Comments from the NPG</i> CBC confirmed appointment of Examiner to look at the NP [via NPIERS from an Approved List of examiners] Handed over list of “Amendments to the NP” identified by way of the Regulation 16 consultation
277	PC meeting	13 th March 2019	JA	Village Hall	PC approved the NPG Report regarding the Representations made under Reg 16 against NP v30 and the <i>Comments from the NPG</i> - CBC informed on 14 th March
278	Update of NP website	14 th March 2019	JA/DW	Home	Revised and updated front page and “Present Position” tab
279	Notified of an Appeal against the rejection of Site 150	8 th April 2019	Lewis Barber	Local Councillor	Planning Application 181846
280	PC meeting	10 th April 2019	JA	Village Hall	Reported that CBC had forwarded NPG 37 page Report (see Serial 277) to the Examiner + informed PC about the Site 150 appeal

281	Informed residents of Appeal	27 th April 2019	JA	6 houses in Halstead Road	Reminded/informed residents, potentially most affected by the Appeal, giving details of where and how to make representations
282	NPG response to Appeal Statement in respect of Site 150	1 st & 2 nd May 2019	JA	Home	Response agreed by PC and CBC sent to Planning Inspector (1/5) via portal and (2/5) via 1 st class, recorded mail
283	Update of NP website	5 th May 2019	JA/DW	Home	Home page amended to show Examiner now looking at NP + details of Site 150 appeal to include new tab "Site 150 Appeal" containing NPG response (Serial 282)
284	PC meeting	8 th May 2019	JA	Village Hall	Provided update on Site 150 appeal and website + confirmed Examiner has started work on the NP and working with CBC to respond to comments made by Natural England PC agreed to update NPG Terms of Reference to clarify NPG to continue their work to complete the NP process i.e. up to and including Referendum and Adoption stages (see Serial 13)
285	Independent Examination of the NP for EAG	May 2019	Mr J Edge		Costs of the Examiner, who has now started work on the NP, met by CBC [Mr Edge considering the West Bergholt NP first]
	To consider and respond to comments from the Examiner keeping the PC informed		CBC	Rowan House	CBC in conjunction with NPG
	Examiner to produce a draft report		Mr Edge		CBC/NPG will have two weeks to respond
	Examiner to produce his Final Report		Mr Edge		NPG to produce the Final NP to go forward for the local Referendum
	PC meeting	12 th June 2019	JA	Village Hall	
	Update of NP website	June 2019			
	Village newsletter distributed	July 2019			

	PC meeting	10 th July 2019	JA	Village Hall	
	Update of NP website	August 2019			
	Referendum	Autumn 2019	CBC	Rowan House	CBC organise the Referendum 50 per cent + 1 of those who vote must agree with the NP – residents only
	PC meeting	11 th September 2019	JA	Village Hall	
	PC meeting	9 th October 2019	JA	Village Hall	
	Update of NP website	October 2019			
	PC meeting	13 th November 2019	JA	Village Hall	
	Village newsletter distributed	November 2019			
	The NP for EAG to be “made”	Winter 2019	All		
	PC meeting	11 th December 2019	JA	Village Hall	
	Update of NP website	December 2019			
	Adoption of the EAG NP	Early 2020			
	PC meeting	8 th January 2020	JA	Village Hall	
	Examiner’s report and “Main Modifications Consultation” regarding Part 1 of the CBC Local Plan	Winter 2019 – 2020			
	Independent examination of Part 2 of the CBC Local Plan	Spring 2020			(Colchester specific)
	Inspector’s report on Part 2 of the CBC Local Plan	Autumn 2020			
	Consultations on modifications of Part 2 of the CBC Local Plan	Winter 2020 – 2021			
	Adoption and publication of CBC Local Plan	Spring 2020	CBC	Rowan House	Part 1
		Winter 2020 - 2021			Part 2

LEGEND: Blue = Parish Council Green = Questionnaire Orange = training Purple = Village meetings/forums

Red = Communications

Obligatory (ie legal) steps in BOLD

Brown = Finance

NOTES:

- Dates of meetings of NP Group not shown – details available separately

FINANCE

Serial	Activity	Date(s)	Amount(s)	References	Project Plan Serial	Current Balance	Remarks
1	1 st bid to Community Rights Programme (CRP) Groundwork UK	31 st March 2015	£2,470	-----	5	-----	£8,000 available from the CRP
2	1 st grant application approved	10 th April 2015		Application – App-01453 Grant Reference – NPG-01202	6	£2,470	Balance of £5,260 available to bid for
3	PC agreed to provide funds to support NP Group	April 2015	£500			£2,970	JA email of 17 th Nov 2015 2015/2016 FY
4	Printing of flyer	April 2015	£570		4	£2,400	750 copies printed
5	Display board materials	22 nd April 2015	£91.91		7	£2,308.09	
6	Village festival expenses	September 2015	£20.99		24	£2,287.10	
7	Village “Update” note printing costs	September 2015	£90		35	£2,197.10	750 copies printed
8	Purchase of wipe board – flip chart	January 2016	£112.57		59	£2,084.53	To include 4 pens & eraser
9	Purchase of display boards	January 2016	£207.54		59	£1,876.99	A desktop set of two sets of three panels
10	Display materials	January 2016	£91.81			£1,785.18	
11	Return of balance from 1 st grant, to Groundwork UK	March 2016	£1,191.85		56	£593.33	
12	PC agreed to provide funds to support NP Group	April 2016	£500		-----	£1,093.33	2016/2017 FY
13	Refreshments, printing and boards for presentations	April 2016	£148.27		59 and 65	£945.06	

14	2 nd bid to Community Rights Programme (CRP)	30 th November 2016	£2,000		122	-----	£1.400 for printing of Questionnaire £400 for display materials £200 for flyers
15	2 nd grant application approved	16 th December 2016		Application – App-03114 Grant Reference – NPG-02752	128	£2,945.06	
16	Printing of flyer	21 st January 2017	£109.00		130	£2,836.06	
17	Display board materials		£165.65		134	£2,670.41	
18	Printing of “Update – February 2017” note	10 th February 2017	£175.00		146	£2,495.41	
19	Printing of Questionnaire	2 nd March 2017	£974.00		151	£1,521.41	2 per household
20	Return of balance of 2 nd grant, to Groundwork UK		£500.73		161	£1,020.68	
21	RCCE Fee	March 2017	£25.00		156	£995.68	Training day
22	PC agreed to provide funds to support NP Group	April 2017	£500			£1,495.68	
23	Raffle prize for Questionnaire	April 2017	£50.00		172	£1,445.68	Presented at the PC meeting on 10 th May 2017
24	3 rd bid to Community Rights Programme (CRP)	23 rd April 2017		Grant Reference - NPG-03125	163		£1,950 bid for £230 6 th May flyer £50 NP(1) doc £100 for display materials £1,200 NPIERS £270 Nov 17 Referendum

25	Flyers x 2 (Village meeting + Housing Needs)	6 th May 2017	£390.16		169	£1,055.52	For 6 th May 2017 open village meeting
26	3 rd grant application approved	May 2017	£1,775.00		174	£2,830.52	
27	Display materials for village festival	August 2017	£105.25		186	£2,725.27	
28	Cartridge costs for Vice Chairman	October 2017	£47.98			£2,677.29	
29	Printing material costs for Vice Chairman	November 2017	£93.87			£2,583.42	
30	Printing costs of A5 flyer for 2017 APM	November 2017	£139		209	£2,444.42	
31	Display costs for 2017 APM	November 2017	£43.88		209	£2,400.54	
32	Return of balance of 3 rd grant, to Groundwork UK	13 th December 2017	£1,311.59	Grant ref NPG -03123	211	£1,088.95	
33	PC agreed to provide funds to support NP Group	April 2017	£500			£1,588.95	2018/2019 FY
34	Display and print cartridge costs	April 2017	£81.09			£1,507.86	
35	4 th application for funding to Community Rights Programme	April 2018			234		
36	4 th grant application approved	28 th April 2018	£1,650	Grant ref NPG -10035	238	£3,157.86	£1,500 for Ann Skippers £150 for flyer
37	Payment to Ann Skippers	May 2018	£1,500		236	£1,657.86	Planning Consultant
38	Purchase of a memory stick	August 2018	£9.99		251	£1,647.87	
39	Printing costs of A5 flyer	September 2018	£119.00		252	£1,528.87	

40	Return of balance of 4 th grant, to Groundwork UK	December 2018	£31		264	£1,497.87	
42	Printing costs of A5 flyer	January 2019	£119.00		270	£1,378.87	