

KELVEDON NEIGHBOURHOD PLAN

Steering Group Meeting

Wednesday 18th October 2017

in Kelvedon Conservative Club, Committee Room

Present

Laurie Maxted

Geraldine Rowan

Jill Hinds

Mike Pilbeam

Gillian Westall

Frankie De Young

Elizabeth Maxted

Apologies

Anne Blackwell

Nicky Joshua

Ian Menzies

Alison Fearnley

1. Apologies –

- Apologies received as above.

2. Minutes of the previous meeting –

- The minutes of the previous meeting (19th September 2017) were agreed and signed with the following amendment –
5. Point 8 – Jill H to look at comments from 2017 in the same way as those from 2016.

3. Declarations of Interest –

- No declarations made.

4. Feedback on KPC NP Committee Meeting 16th October 2017 –

- KPC given update on workshop held on 4th October 2017.
- KNP would welcome attendance from KPC members at Steering Group Meetings and Working Focus Group Meetings in order that policy development may have early input from KPC.

ACTION – Focus group leaders to let Pippa Potter know when meetings scheduled in order that councillors with specific interests may attend.

- Further meetings with developers of both Monks Farm and London Road sites to be arranged.

ACTIONS – Pippa Potter to arrange meetings with developers.

Laurie M to compile agenda for meetings in liaison with focus group leaders.

- Discussion regarding development design guidelines which remain responsibility of BDC.

- Issue to be raised with developers regarding proposals for percentage of social housing which may differ from national guidelines.
- Scope and costings of traffic survey to be prepared by Jill H and approved by KPC.
- Jill H to approach Feering NP Group regarding moving around issues.
- KNP terms of reference are reviewed annually.
Current review change – (underlined words added)
Pg 1 Point 4 – Liaise with relevant authorities and organisations to collect information to make the neighbourhood development plan as effective as possible.
- To ensure views expressed on social media by KNP members remain private views and not public/official.
- Proposed KNP online media content to be referred to Pippa Potter before publication. Response to be given within 24 hours.

5. Feedback on Workshop –

- No further comments.

6. Update on Objectives/Policies Drafting –

- Covered in detail at workshop.
- Business/Retail Focus Group has made limited progress to date.
- Draft objectives/policies to be completed by first week in November 2017.

7. Revised Plan Timetable and Anticipated Costs –

- Revised KNP time line provided to KPC
- Expenditure to the sum of £12,500 agreed in principle.
- Expenditure for budget for 2018/9 to be estimated in order to provide KPC with appropriate figures.
- To confirm with KPC any outstanding monies in current year 2017/8.
- Jill H to assist Laurie M and Alison F with management of grant applications.

8. Proposal for Youth Engagement Workshop (in conjunction with Feering NP) –

- Proposal to hold a youth workshop regarding proposed developments in Kelvedon and Feering to be held with pupils of Honeywood School, Coggeshall.
- Nicky J to be involved and would welcome other volunteers.

9. Immediate Finance Requests –

- Cost of entry fee to Christmas Tree Festival of £25 to be reimbursed to Geraldine R. Cheque to be made payable to M G Rowan.

10. Kelvedon Christmas Tree Festival –

- Nicky J to provide tree.
- Meeting to be arranged to discuss themes/arrangements.

ACTION – Laurie M to arrange meeting.

11. A.O.B -

- Health Focus Group had meeting on 13th October 2017 with Michelle Lakin from Feering NP and Sharon Brayley GP and KNP member.

Date and venue of next Steering Group Meeting –

Monday 13th November 2017 at 8pm in Kelvedon Conservative Club, Committee Room.