

# KELVEDON NEIGHBOURHOOD PLAN

## Steering Group Meeting

Tuesday 19<sup>th</sup> September 2017 in Institute New Hall

### Present

Laurie Maxted

Jill Hinds

Nicky Joshua

Ian Menzies

Geraldine Rowan

Elizabeth Maxted

### Apologies

Sandra Tingley

Gillian Westall

#### 1. Apologies –

- Apologies received as above.

#### 2. Minutes of the previous meeting –

- The minutes of the previous meeting (10<sup>th</sup> August 2017) were agreed and signed.

#### 3. Declarations of Interest –

- No declarations made.

#### 4. Feedback on KPC & NP Committee Meeting 12<sup>th</sup> September 2017 –

- Alison Fearnley sent her apologies for the meeting.
- Finances for the use of Anne Skippers' proposal approved.
- KPC not aware of developer's proposal for traffic lights at junction of Station Road and High Street.

**ACTION – Laurie M to ascertain date for further meeting with Monks farm developers.**

- Councillor India J agreeable to participation in core team to overview and script neighbourhood plan.
- Participation of additional councillor would be useful but if work divided this may result in difference of styles. Necessity of working together.

#### 5. Policy Survey Report July 2017 / Ongoing Work –

- Laurie M commended the work undertaken.
- Comments by KPC will be taken onboard.
- Issue of availability of finances from March 2018 raised.
- Discussion and suggestions regarding composition of neighbourhood plan –

- Use of professional report writer.
- Employ Nathan R for graphic design.
- David J to offer quote for next survey analysis.
- Meeting with Jan S regarding finances, budget and planning.

**ACTION – Laurie M to arrange meeting with Jan S.**

- Policies to be finalised by end of September 2017.  
(N.B At later meeting new time plan agreed).
- Discussion paper produced and circulated for Moving Around Group. Comments to be made to Jill H.
- Jill H to reanalyse comments from 2016 in relation to Moving Around issues.
- Suggestion for alternative pedestrian bridge over river made.

**6. Neighbourhood Plan Timetable –**

- Last version produced by Alison F in Nov 2016.
- To consider draft plan in meeting with Jan S being arranged.

**7. Engagement of Consultancy Support –**

- Nicky J to continue liaison with Anne Skippers.

**8. Finance Items –**

- Issue to be raised with Jan S in meeting being arranged.

**9. Kelvedon Christmas Tree Festival –**

- Deposit of £25 required which Geraldine R will pay initially.
- Volunteers required to organise decorations for the tree.

**ACTION – Laurie M to send email to volunteers.**

**10. AOB**

- Geraldine R to compose BLOG regarding the closure of the Co op for 2 weeks in order to highlight effect of insufficient shopping and lack of cash point facilities.
- During the period of 18<sup>th</sup> December 2017 to 6<sup>th</sup> January 2018 online communications will be closed.

**Date and venue of next steering group meeting –**

**Wednesday 18<sup>th</sup> October at 8pm at Committee Room, Kelvedon Conservative Club.**