

Kelvedon Parish Council

The Old Fire Station, 102 High Street, Kelvedon, Essex, CO5 9AA
01376 570285 | info@kelvedon.org.uk | www.kelvedon.org.uk
Clerk: Mrs Philippa Potter

VAT Registration No: 940723238

MINUTES OF THE NEIGHBOURHOOD PLAN MEETING Held 21 November 2016

Present:

Parish Councillors:

Cllrs Pilbeam (Acting Chair), Lancashire, Tremain, Jayatillake

Neighbourhood Plan Steering Group:

Laurie Maxted (Acting Vice-Chair), Bill Clark, Jill Hinds, Alison Rowe

NP13/16-17 Apologies for Absence

None

NP14/16-17 Declarations of Interest

None

NP15/16-17 Confirmation of Minutes

It was Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed that the minutes of the meeting held 20 June 2016 are a true record and were signed accordingly.

NP16/16-17 Public Discussion

None

NP17/16-17 Matters for Report

None

NP18/16-17 To Receive an Update on the Current Position with the Neighbourhood Plan

Mr Maxted reported that the Neighbourhood Plan is likely to be finalised in late Summer / Autumn next year but the Plan Objectives and Policies will certainly be targeted for completion in early Spring next year.

The initial survey was undertaken with residents, with feedback from that survey publicly displayed and published online. A specific survey outlining the four major sites was put forward, requesting responses from residents, which was analysed according to what residents felt was the best site out of the four, based on the criteria used by BDC in their own deliberations on the Local Plan. A final response on this is being completed and will be forwarded to the Parish Council for ratification, prior to submission to BDC. The BDC Local Plan Sub-Committee is meeting on 15 December 2016 to deliberate their final preferred options with regard to the allocation of housing land. The response is being formulated solely from the views received on the surveys, from residents.



[facebook.com/Kelvedonparish](https://www.facebook.com/Kelvedonparish)



twitter.com/kelvedonparish

Kelvedon Parish Council

The Steering Group are hoping not to need any further funding outside this year's budget, for the project and further funding will be available from government sources to pay for a consultant to draw up the policies (in line with the NPPF etc), the independent review and referendum.

The Neighbourhood Plan website is up to date regarding the timetable and will be signposting future events and key points in the process.

NP19/16-17 Finance – Standing Item

None.

NP20/16-17 To Agree on the Way Forward

It was agreed that agendas for the Steering Group meetings would be published up to two weeks in advance and will be on the Parish Council website also, along with the minutes, with details of how anyone who wishes to attend those meetings can do so, as residents will need to contact the Steering Group secretary so they can ensure that the venue is suitable for the numbers wishing to attend.

The Terms of Reference for the Neighbourhood Plan Committee were agreed at the previous meeting but need to be ratified by the full Parish Council, which will take place at the December 2016 meeting.

An update regarding the Neighbourhood Plan's progress will be a standing item on the Parish Council meeting agendas and the Steering Group will provide a monthly report. The Neighbourhood Plan Committee will meet as and when necessary, usually following the Planning Committee. The need for a Committee meeting will be decided each month.

NP21/16-17 Date of Next Meeting

To be agreed – provisionally 16 January 2017, following the Planning Committee meeting.

Meeting ended.

