

# Kelvedon Parish Council

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The Old Fire Station, 102 High Street, Kelvedon, Essex, CO5 9AA

## NEIGHBOURHOOD PLAN COMMITTEE

To: All Councillors  
Mrs J Hinds  
Mr W Clarke

Members of the Neighbourhood Plan Committee are summoned to attend a meeting at **7.30 p.m. on Monday 20 June 2016** in the Council Chamber, to transact the business shown in the agenda.

Members are reminded to declare any disclosable pecuniary or non-pecuniary interests at item 4/16-17, or as they arise on the agenda.

The public and press are welcome to be present.

*Philippa Potter*  
Parish Clerk

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### A G E N D A

- NP1/16-17 Election of Chairperson for 2016-17**  
To elect the Chairperson of the Neighbourhood Plan Committee for 2016-17.
- NP2/16-17 Appointment of Vice Chairperson for 2016-17**  
To elect the Vice Chairperson of the Neighbourhood Plan Committee for 2016-17.
- NP3/16-17 Apologies for Absence**  
To receive any apologies for absence.
- NP4/16-17 Declarations of Interest**  
The Chairman to invite Councillors to declare any appropriate disclosures.
- NP5/16-17 Public Discussion**  
The public are invited to discuss issues within Kelvedon – 3 minutes maximum per issue.
- NP6/16-17 Terms of Reference**  
Terms of Reference for Neighbourhood Plan Committee to be adopted.
- NP7/16-17 Matters for Report**  
To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.  
None.
- NP8/16-17 Neighbourhood Plan progress report - standing item**
- NP9/16-17 Finance – standing item**
- NP10/16-17 High Street traffic issues – how to take forward**

**NP11/16-17 Parking restrictions – pinch point area outside Conservative Club**

**NP12/16-17 Date of Next Meeting**  
To be agreed.