

KELVEDON NEIGHBOURHOOD PLAN

Steering Group Meeting

Monday 13th November 2017

in Kelvedon Conservative Club, Committee Room

Present

Laurie Maxted Nicky Joshua Geraldine Rowan Anne Blackwell

Frankie De Young Elizabeth Maxted

Apologies

Jill Hinds Gillian Westall Alison Fearnley

1. Apologies –

- Apologies received as above.

2. Minutes of the previous meeting –

- The minutes of the previous meeting (18th October 2017) were agreed and signed.

3. Matters Arising (not covered below) –

- Pippa Potter is organising a meeting with developers.
- To liaise with buyers of Monks Farm.
- Braintree District Council to defer decision regarding London Road development until after Christmas.
- No further details regarding Youth Voice.
- Dates circulated for meeting with Anne Skippers. Agreed 9th January 2018.
- Air quality to be considered within policies relating to environment and traffic.
- Anne Blackwell to ascertain whether Kelvedon Parish Council aware of Essex Highways' black boxes on local lampposts.
- Draft outline of scope of traffic survey required for budget finances.
- Laurie M to be advised of any other financial items likely to be incurred.

4. Declarations of Interest –

- No declarations made.

5. Feedback on Joint Meeting with Feering and Coggeshall NPs on 23rd October 2018 –

- Objectives need to be agreed prior to proposed meeting with Braintree District Council.
- Contact to be maintained with Rev. Simon Garwood regarding local burial grounds.

6. Business and Retail Group Survey, November 2018 –

- 40 surveys hand delivered to local businesses which will be collected on 17th Nov.
- Laurie M and Bill C to make additional personal visits to larger local businesses including Allshots.
- David J to analyse survey with report being compiled by Frankie De Y and Laurie M.
- Discussion regarding potential for redevelopment of land behind Deals to create one way traffic system around junction of High Street and Station Road.

7. Up Date on Objectives / Policies by Focus Group –

- Health - Policies completed.
- Moving Around – Awaiting traffic survey details.
- Business and Retail – Further work in hand.
- Housing – Policies completed but awaiting feedback from team members.
- Environment – List of properties of historic interest to be completed in conjunction with Kelvedon and Feering Heritage Society.
- Education – Meeting regarding preschool to be arranged.
- Nicky J to ascertain in what format information being passed to Anne Skippers is required. Separate folder within drop box to be created and designated information to be transferred by 15th December 2018.

8. Budget for year to March 2018 and ensuing year to March 2019 –

- Major items discussed during recent workshop with Jan S as follows –
Traffic survey - £5000 plus VAT
Anne Skippers - £3100 plus VAT
Local Consultation Draft Plans - £3000 plus VAT
Advertising and promoting referendum - £2000 plus VAT
Repeated items.

9. Immediate Finance Requests –

- Reimbursement of Christmas Tree Festival fee remains outstanding. Pippa has been requested to arrange cheque for £25 payable to M G Rowan.
ACTION – Laurie M to follow up with Pippa.

10. Kelvedon Christmas Tree Festival –

- Margaret B and Sandra T to represent KNP at ceremony involving switching on of lights on 1st December.
- Geraldine R requested photo of Christmas trees with separate one of KNP entry for website.

11. AOB

- Geraldine R will not engage in social media or amend KNP website for Christmas period between 16th December and 5th January.
- Informal meeting only on 11th December at 7.30/8pm at Elizabeth and Laurie's house. Email will be sent out with details.
- Date/time of January meeting will be confirmed separately.

Next Steering Group Meeting subsequently arranged for Monday 15th January 2018 at 8pm in New Hall, Kelvedon Institute.