

KELVEDON NEIGHBOURHOOD PLAN

Steering Group Meeting

Monday 18th June 2018 in the Institute New Hall

Present

Laurie Maxted Nicky Joshua Ian Menzies Jill Hinds
Elizabeth Maxted

Apologies

Anne Blackwell Gillian Westall Jan Stobart Frankie De Young

1. **Apologies –**
Apologies received as above.
2. **Minutes of the previous meeting –**
The minutes of the previous meeting (15th May 2018) were signed and agreed.
3. **Matters Arising (not covered below) –**
None.
4. **Declaration of Interest –**
None declared.
5. **Public Discussion (Maximum 3 minutes per person) –**
No members of the public present.
6. **Progress on Regulation 14 Consultation –**
Review of Time Plan (revised 15th June) –
 - Point 6. Organise Printing –
 - **ACTION – Laurie to request KPC to return Vol. 1 of plan for next weekend in order for Nicky to revamp for printers by 25th June and be returned by 5th July.**
 - Distribute Flyer – Volunteers to assist and delivery to be finished by 26th June 2018.
 - Quote of £20 obtained for delivery of leaflet to 600 houses.
 - **ACTION – Jill to send previous distribution list to Laurie.**
 - **ACTION – Laurie to contact all KNP members regarding volunteering activities required.**
 - Point 7. Promotional Events – to be followed up with Rebecca following her holiday.
 - **ACTION – Rebecca to collect tables/gazebo from Jill and transport to Church fete after which she will collect and keep for Music festival.**

- **ACTION – Laurie to request clicker from Pippa for counting at Music festival.**
- Draft Display Boards –
- **ACTION – Nicky to organise sub meeting to collate boards.**
- Comment Form –
- **ACTION - Online version to contain QR code which will be organised by Nathan.**
- Website Hosting Plan –
- **ACTION – Nicky to forward quick survey to Nathan and Alison.**
- Point 9. Post Boxes –
- **ACTION – Charlie to assist Nicky in distribution of boxes.**
- Points 10/11 - Consultation Statement/Basic Conditions Statement -
- Quote from DAC is £3000 plus VAT.
- Meeting on 21st June to discuss files required.
- **ACTION – Elizabeth to organise upgrade of Dropbox.**
- **ACTION – Laurie to request KPC to upload minutes of joint KPC/KNP meetings to Dropbox.**
- Point 15. Final Amendments to Draft Plan – To be completed by 20th June 2018.
- Point 16. Distribute Questionnaire to Residents – Rota being compiled by Laurie and distribution from 6th July.
- Point 17. Draft Covering Email to Statutory Consultees –
- **ACTION – Laurie to liaise with KPC to organise email.**
- Send Plan to BDC and Statutory Consultees –
- Gary Sung to receive copy on behalf of BDC.
- Point 19 – Collate, Analyse and Report on all Responses –
- **ACTION – Nicky to liaise with Anne Skippers regarding review of responses both statutory and local.**

7. Joint Meeting with Feering and Coggeshall NPs –

To be held on 2nd July 2018 at 8pm in Feering Community Centre.

8. Review of Costs and Expenses –

ACTION – Laurie to liaise with Pippa regarding expenses and grant application.

9. A.O.B –

No further issues raised.

10. Date of next Steering Group Meeting –

Provisionally booked for 16th July 2018 at 8pm (to be confirmed as Reg 14 proceeds).

Venue to be notified.

