

KELVEDON NEIGHBOURHOOD PLAN
Steering Group Meeting
Monday 13th August 2018 in the Institute New Hall

Present

Laurie Maxted	Jill Hinds	Carol East	Jan Stobbart
Ian Menzies	Nicky Joshua	Rebecca Saunders	Margaret Bignell
Charlie O'Sullivan	Alison Rowe	Elizabeth Maxted	

Apologies

Gillian Westall	Frankie De Young	Sandra Tingley
------------------------	-------------------------	-----------------------

1. **Apologies –**
Apologies received as above.
2. **Minutes of the previous meeting –**
Minutes of the previous meeting (16th July 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 –**
 - **Up Date on Post Box Collections –**
Alison coordinating collections and data inputting.
98 surveys recorded – 78 Fully completed and 20 Partially completed.
 - **Progress on Data In Put –**
Data entry in hand.
Notice to be put on website highlighting the fact that survey cannot be saved online and must be completed in one sitting. Detailed response time estimated at 30 minutes. Alternatively, surveys completed by hand may be left in postboxes sited around the village.
ACTION – Rebecca to liaise with Alison and agree wording to highlight above and add to website.
 - **Proposed Consultation Event Wednesday 29th August 2018 –**
This will take place between 4 to 9pm with setting up from 3pm.
The organisation represented by any statutory consultees who attend the consultation to be noted.

Outline planning permission given for 35 houses at Watering Hole Farm.

ACTIONS –

Laurie to liaise with Pippa regarding councilors attending consultation.

Laurie to borrow copies of plan from library and KPC.

Charlie to give spare copies of questionnaires to Nicky.

Jan to ascertain availability of display boards. If not feasible Jill may have substitute.

Nicky to print maps in A3 size.

Alison to confirm to volunteers doing data entries agreed format for surveys with incomplete name/address identification.

Rebecca to compile volunteer rota for consultation.

- **Agree Next Steps –**

Discussion regarding format of changes to draft plan that will be required following consultation. Assistance from Anne Skippers with regard to analysis/changes and consultation statement to be sought.

ACTION – Nicky to schedule meeting with Anne Skippers for mid/late October 2018.

ACTION – Laurie to arrange meeting with David to discuss categorisation of survey results.

Submission of Reg 14 before 25th January 2019 can be made under existing regulations.

ACTION – Laurie to verify date of KPC meeting to approve plan.

7. Report on Meeting with Priti Patel MP on Friday 3rd August 2018 re Kelvedon Neighbourhood Plan –

Laurie outlined discussions held at KPC offices and offers of support from Priti Patel.

8. A.O.B

- Next NP Joint Meeting to be held on 24th September 2018 at 8pm in Feering Community Centre.

ACTION – Any members of Steering Group proposing to attend please let Elizabeth know.

- Alison raised an issue in relation to Developer Contribution and Section 106 monies.

9. Date of Next Meeting –

17th September 2018 at 8pm in Institute Small Hall