

# KELVEDON NEIGHBOURHOOD PLAN

## Steering Group Meeting

Monday 17<sup>th</sup> September 2018 in the Institute New Hall

### Present

Laurie Maxted	Alison Rowe	Jill Hinds	Carol East
Mike Pilbeam	Jan Stobbart	Ian Menzies	Nicky Joshua
Margaret Bignell	Frankie De Young	Elizabeth Maxted	

### Apologies

Gillian Westall      Anne Tremain

- 1. Apologies –**  
Apologies received as above.
- 2. Minutes of the previous meeting –**  
Minutes of the previous meeting (13<sup>th</sup> August 2018) were signed and agreed.
- 3. Matters Arising (not covered below) –**  
None declared.
- 4. Declaration of interest –**  
None declared.
- 5. Public Discussion (Maximum 3 minutes per person) –**  
No members of the public present.
- 6. Review of Regulation 14 Consultation –**
  - Report on Public Events –**  
35 members of the public attended at the church fete, 82 at the community music festival and 15 at the official consultation in the Institute.
  - Summary of Completed Questionnaires – Post Box/Online –**  
Approximately 350 surveys completed.  
Facebook entry appears to have aided numbers.  
Post boxes dismantled and recycled.
  - Responses from Statutory Consultees –**  
These were sent direct to KPC offices in letter format.  
**ACTION – Nicky to liaise with Anne Skippers to in order for letters to be reviewed.**
  - Progress on Data Input –**  
Laurie expressed his thanks to all involved for their work with the data inputting.

- **ACTION – Carol to let Alison know when she has completed final surveys in order for online access to be discontinued.**
- **Initial Findings –**  
Statutory consultees have raised various issues which will need to be addressed.
- **Completion of Analysis Report –**  
Categorisation to be completed by 3<sup>rd</sup> October 2018.  
David to subsequently undertake analysis.
- **Discuss Meeting KPC to agree suggested changes –**  
KNP/KPC meeting scheduled for 16<sup>th</sup> October to review analysis and changes to plan. Institute New Hall provisionally booked to accommodate increased members of KNP who may attend.  
**ACTION – Mike to update Pippa regarding this matter.**  
KNP to accord with BDC Local Plan 2011. Emerging plan may disappear if no formal agreement between Braintree, Tendring and Colchester Councils regarding proposed garden villages.

## 7. AOB –

- **Christmas Tree Festival –**  
Consensus that KNP wish to participate again this year. To be held on 1<sup>st</sup> and 2<sup>nd</sup> December 2018. Entry fee £25 donated to charity.  
**ACTION – Provisional meeting scheduled for 10<sup>th</sup> November 2018 to finalise arrangements.**
- **Prize Draw for Survey –**  
**ACTIONS– Alison to generate random winning survey number.**  
**Elizabeth to buy champagne for prize.**
- **SEA Scoping –**  
Jan to follow up with BDC.
- **Minutes of Meetings –**  
Minutes of focus group meetings and meetings with outside agencies to be placed in drobox by focus group leaders asap.  
**ACTIONS – Nicky to confirm specific folder in drobox.**  
**Focus Group leaders to ensure minutes of meetings placed in drobox.**
- **Comments –**  
Margaret stated that whilst involved with the data inputting for the surveys she had noted that several positive comments had been made about NP volunteers.
- **Joint Neighbourhood Plan Meeting –**  
Scheduled for 24<sup>th</sup> September 2018 at Feering Community Centre at 8pm.  
Jill gave her apologies for the meeting.  
Jan stated that she may have further information at this meeting concerning BDC Local Plan and RAMS.
- **KNP/KPC Meetings –**  
Further meetings scheduled for –

20 <sup>th</sup> November 2018	22 <sup>nd</sup> January 2019	19 <sup>th</sup> March 2019
18 <sup>th</sup> December 2018	19 <sup>th</sup> February 2019	16 <sup>th</sup> April 2019

**8. Date of next meeting –**

**9<sup>th</sup> October 2018 at 8pm in the Institute New Hall.**