

# KELVEDON NEIGHBOURHOOD PLAN

## Steering Group Meeting

Tuesday 10<sup>th</sup> April 2018 in the Institute New Hall

### Present

Laurie Maxted

Mike Pilbeam

Jan Stobart

Ian Menzies

Gillian Westall

Frankie De Young

Nicky Joshua

Elizabeth Maxted

### Apologies

Jill Hinds

Anne Blackwell

#### **1. Apologies –**

Apologies received as above.

#### **2. Minutes of the previous meeting –**

- The minutes of the previous meeting (12<sup>th</sup> March 2018) were signed and agreed.

#### **3. Matters Arising (not covered below) –**

- None.

#### **4. Declarations of Interest –**

- None declared.

#### **5. Public Discussion (Maximum 3 minutes per person) –**

- No members of the public present.

#### **6. Achieving Regulation 14 Consultation –**

##### **Project Management / Oversight –**

- Group objectives and priorities discussed.
- Consideration given to issues in relation to additional and reserved sites.
- Currently no additional sites necessary to meet BDC requirements of 300 homes – 250 proposed for Monks farm development and 41 at St Dominic's.
- Anne Skippers to review most updated policies as a critical friend.
- Steering Group vote declined to adopt additional sites but confirmed issue of reserve sites to be further investigated.

##### **Completion of Draft Policies –**

- KPC to undertake consultation.
- Discussion regarding division of workload going forward between KPC and KNP.

KPC to focus on process issues and KNP to give attention to compilation of plan.  
**ACTION – Mike P to add item to next KPC committee meeting regarding role of parish council.**

**Identification of any Outstanding Tasks –**

- **ACTION – Jan S to send link for Bradwell NP re outstanding tasks.**
- **ACTION – Nicky J and Ian M to meet to review publishing pro forma.**

**Re-assessment of Time Plan –**

- Ian M to update in due course since timeline currently put back a few weeks.

**7. Focus Group Updates –**

- Health – Policies have been combined and accommodation for the elderly passed back to Housing focus group.  
The use of Abbeyfield as an interim health centre may be difficult to achieve because of time constraints. MECCG holding meeting later this week and will provide update.
- Housing – Policies updated following suggestions by Gary Sung.  
Discussion relating to lifetime homes, bungalows and age related properties.
- Business & Retail – **ACTION – Pippa to clarify wording on issues relating to Project Community Aspirations.**
- Education – Discussion as to whether issue of parking too restrictive.
- Natural Environment & Heritage – Some repetition of wording.  
BDC has not yet reported publicly on issue of Key views in relation to their landscape visual assessment.

**8. Identification of Tasks for PR/Communications Consultant –**

- **ACTION – Pippa to arrange meeting asap following formal vote of KPC.**

**9. ASSESSMENT of Costs and Expenses –**

- **ACTION – Laurie M to meet with Pippa regarding new grant application.**

**10. A.O.B –**

- The business / retail analysis has not yet been published and will be referred to the communications consultant for their action.

**Next Steering Group Meeting –**

**15<sup>th</sup> May 2018 at 8pm in Institute New Hall.**