

KELVEDON NEIGHBOURHOOD PLAN

Steering Group Meeting

Monday 16th July 2108 in the Institute New Hall

Laurie Maxted

Gillian Westall

Alison Fearnley

Jill Hinds

Ian Menzies

Carol East

Rebecca Saunders

Frankie De Young

Sandra Tingley

Elizabeth Maxted

Apologies

Anne Tremain

Charlie O'Sullivan

Margaret Bignell

Nicky Joshua

Jan Stobbart

1. Apologies –

Apologies received as above.

2. Minutes of the previous meeting –

Minutes of the previous meeting (18th June2018) 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 Church Fete and Music Festival – Positive interest expressed by members of the public attending the events and numbers were 35 and 82 respectively.
- Review Distribution of Questionnaires – Distribution of 1370 questionnaires completed on time. Spare copies available from the library and KPC offices. Discussion regarding further citing for full set of plans.

ACTION – Rebecca to liaise with Pippa regarding this matter.

- Update on Post Box Collections – Post boxes have been delivered to venues and Alison co-ordinating questionnaire collection.

- Arrangements for Data In Put – Arrangements for data input by volunteers agreed. Alison will provide assistance with data inputting and storage of questionnaires if required.

ACTION – Elizabeth to include Rebecca’s details on contact list.

- Confirmation re Statutory Consultees - Pippa has confirmed that draft plan emailed to all statutory consultees. Two email addresses incorrect and BDC have been contacted to ascertain revised details.
- Agree Next Steps – Discussion regarding possible press release/interview.

ACTION – Rebecca to liaise with Pippa with regard to this matter.

Further formal consultation event to be held before the end of August.

ACTION – Laurie to liaise with Pippa regarding organisation.

7. Report on Joint meeting with Feering and Coggeshall NPs (Monday 2nd July)-

Update provided by all NP Groups on their progress.

Representation from Marks Tey NP attended.

Copy of flyer distributed prior to questionnaire given to NP groups.

8. Review of Costs and Expenses –

- Current budget £8500 which is composed of grants to the sum of £6000 being applied for by Pippa together with reserve of £2500 held by KPC.
- Consultation documents to be written by DAC will be major cost factor.

9. A.O.B –

No further issues raised.

10. Date of Next Meeting –

Monday 13th August 2018 at 8pm in Institute New Hall