

# Kelvedon Parish Council

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The Old Fire Station, 102 High Street, Kelvedon, Essex, CO5 9AA

## Neighbourhood Plan Committee Minutes of the meeting held 19 March 2018

**Present:** Cllr Pilbeam (Chair)\*, Cllr Jayatillake (Vice Chair)  
Cllrs Lancashire and Tremain  
L Maxted, N Joshua

P Potter, Clerk

**NP56/17-18 Apologies for Absence**

Received and accepted from Cllrs Anderson and Minns.

\*Cllr Pilbeam arrived just after the start of the meeting, therefore Cllr Jayatillake chaired the meeting.

**NP57/17-18 Declarations of Interest**

None

**NP58/17-18 Confirmation of Minutes**

This item was postponed until the next meeting.

**NP59/17-18 Public Discussion**

No public present.

**NP60/17-18 Communications**

The Parish Council are currently in negotiations to engage a contractor to undertake PR/Communications for the Neighbourhood Plan going forward until the referendum and also to undertake communications on behalf of the Parish Council.

Once this has been formally agreed, the Clerk will arrange for a handover to happen and to agree how to progress.

**NP61/17-18 General Update**

Laurie Maxted went over the meeting which was held with BDC to go over the draft policies for the Plan and the editing which was recently undertaken by Parish Councillors and the Clerk. The draft Plan is currently being edited by the Focus Group Leaders, which will be informed by the feedback received. This will then be sent to the Consultant in around mid-April, for further comment and feedback.

Site allocation is also being looked at and a further update will take place once this has been progressed a bit further. With regard to this, it was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved, to take the results of the site allocation research to BDC for their advice and assistance regarding policy and viability and to then contact landowners.

Local Green Spaces – the areas put forward for this designation were discussed and agreement was reached with which areas to progress and

which to put to one side. The draft Plan will be amended as such. Agreement with BDC will need to start taking place regarding statutory consultees and to start looking to appoint a Planning Inspector. This will be looked into with timescales and process.

It was also noted that volunteers for the consultations coming up over the rest of this year were needed – Councillors and the Clerk said that they would be willing to help out when available. This will be finalised nearer the time.

**NP62/17-18 Finance**

It was Proposed Cllr Lancashire, Seconded Cllr Tremain and unanimously Resolved to agree to the fee of £40 for the Community Festival stand, in July.

**NP63/17-18 Date of Next Meeting**

The next meeting is scheduled for 16 April 2018.