

# Kelvedon Parish Council

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

## Neighbourhood Plan Committee Minutes of the meeting held 22 January 2018

**Present:** Cllr Pilbeam (Chair) Cllr Jayatillake (Vice Chair),  
Cllrs Anderson, Goode, Lancashire and Tremain, L Maxted,  
Mrs P Potter, Clerk

**N42/17-18 Apologies for Absence**  
Cllr Astley, Jill Hinds, Alison Rowe

**NP43/17-18 Declarations of Interest**  
None

**NP44/17-18 Confirmation of Minutes**  
It was Proposed Cllr Jayatillake, Seconded Cllr Anderson and unanimously resolved that the minutes of the November and December 2017 were a true record and were signed accordingly.

**NP45/17-18 Public Discussion**  
None

**NP46/17-18 General Update**  
A meeting was held on 9 January, with the Planning Consultant, who is providing professional advice on the Neighbourhood Plan. Verbal feedback and written notes were given and following this, the Focus Group leaders have taken the comments on their respective sections and working on these.

With regard to proof-reading and general formatting etc, it is planned to forward the documents to KPC towards the end of January, to enable this to be undertaken, within around a 14-18 day turnaround. Following the completion of this task, a meeting will be sought with Braintree District Council to ensure they are happy that the Plan complies with BDC policy.

Communications – this is being looked at to decide the best way forward, regarding communicating to the public the next and final stages of the Plan. This will be re-visited at the Parish Council meeting in February and back at this Committee subsequently.

The Parish Council asked Mr Maxted to pass on their thanks to all involved in the Plan for their dedication and hard work.

**NP40/17-18 Finance**  
None

**NP41/17-18 Date of Next Meeting**  
The next meeting is scheduled for 22 January 2018.