

# Kelvedon Parish Council

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Suite 1, The Old Bank, 63 High Street, Kelvedon, Essex, CO5 9AE

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

**Present:** Cllr Pilbeam (Chair)  
Cllrs Astley, Goode, Jayatillake, Tremain  
L Maxted, N Joshua

P Potter, Clerk

**NP1/18-19 Election of Chair for 2018-19**

It was Proposed Cllr Goode, Seconded Cllr Astley and unanimously Resolved to elect Cllr Pilbeam as Chair for the civic year.

**NP2/18-19 Appointment of Vice-Chair for 2018-19**

It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved to elect Cllr Jayatillake as Vice-Chair for the civic year.

**NP3/18-19 Apologies for Absence**

Apologies were received and accepted from Cllrs Lancashire, Ormond and Anderson.

**NP4/18-19 Declarations of Interest**

None

**NP5/18-19 Confirmation of Minutes**

It was Proposed Cllr Jayatillake, Seconded Cllr Astley and unanimously Resolved that the minutes are a true record, and were signed accordingly.

**NP6/18-19 Public Discussion**

None

**NP7/18-19 Action Required for Regulation 14**

The Draft Neighbourhood Plan has now mostly been completed, with some parts still to complete. This will now be circulated to all members of the Parish Council for their comments and will be proof read by the Clerk. The document will then be taken to a Parish Council meeting in June, to be approved, prior to it being printed up for the Regulation 14 consultation. Once approved, a copy will also be sent to BDC, out of courtesy, before the consultation begins.

The questionnaire is currently being worked on and a communications strategy for the periods prior to, and during, the consultation have been discussed and agreed.

Administrative tasks, such as collating information on statutory consultees, etc, will be finalised by the Clerk.

**NP8/18-19 Review progress on Timeline**

The timeline has been reviewed and altered slightly, as there has been a two-week or so period of slippage, however, a substantial amount of work

has been achieved and the timeline is almost back on track. Some further adjustment may need to be made later on in the project, but this will be kept under review.

**NP9/18-19 Review of Budgets**

Costings are currently under way regarding consultant work which is required to draft the more technical documents. This cost will be covered by the second grant application, which will be applied for shortly.

**NP10/18-19 Date of Next Meeting**

19 June at 7.30 pm in the Council Chamber.

Signed .....

Dated .....