

# Kingsland Neighbourhood Plan (KNP) Steering Group Minutes

## Monday 1 December 2014 Corners Inn 7.00pm

| <b>Present - Committee members</b>   | <b>Apologies</b>                |
|--------------------------------------|---------------------------------|
| Rodney Smallwood– Chair (RS)         | David Thompson (DT)             |
| Chris Southgate – Vice Chair (CS)    | Rick Noordegraf (RN)            |
| Patricia Potheary: Secretary (PP)    | Sebastian Bowen Councillor (SB) |
| Sarah Hanson Vice chair (SH)         | Bill Bloxome-Data Orchard (BB)  |
| Sally Deakin communications sec (SD) | Gemma Webster HC (GW)           |
| Richard Hewitt – Treasurer (RH)      |                                 |
| Jackie Markham Volunteers sec (JM)   |                                 |
| Robin Fletcher (RF)                  |                                 |
| Ed Wallington (EW)                   |                                 |
| Merry Albright (MA)                  |                                 |
| Jenny Nichol (JN)                    |                                 |

### **Apologies for absence as above**

**Agreed previous Minutes and actions checked**

### **Draft plan for community consultation agreed in principle**

The plan has been edited by four committee members and subject to extensive discussion and writing in working groups. Bill Bloxome of Data Orchard wrote the structure and policies, which were added to by the working group and agreed at the last full committee meeting.

### **Next Steps**

**Proof reading** PP to send out master in sequence to readers who are most of the committee plus Miranda Jones. The exceptions are those undertaking other urgent tasks. By end 6<sup>th</sup>

**First draft summary** Ed Wallington Edit SH by end 6<sup>th</sup>

**Plan/prep pre-submission community consultation** Jackie Markham/ Jenny Nicol by 12<sup>th</sup>  
A discussion of probable plan of action led to agreement and brief for JM/JN

**Printing requirements** agreed as 12-20 copies of finished draft plan. JM/JN to decide numbers of posters, banners etc. organised to take place on 16<sup>th</sup> if possible

**Design/formatting** It was agreed to use Data Orchard to organise design to complete by 12<sup>th</sup>

**Maps for Plan** PP to visit Hoople and secure electronic copies this week by 3<sup>rd</sup>

**Evidence base** Sally Deakin has prepared this and will finish by Dec 13th

**Launch of pre-submission community consultation** Agreed to aim for week beginning 15<sup>th</sup> Dec immediately following the next committee meeting. Most discussion to take place by e-mail

### **Budget Report**

Richard Hewitt explained the finance in terms of what has to be spent by when and when to source future funds. It is clear that the project plan commitments can continue as expected.

**AOB, None. Communications None**

**Date of the next meeting 15 December Post Office 7pm**