

Kingsland Neighbourhood Plan (KNP) Steering Group Minutes

Monday 15 December 2014 Post Office 7.00pm

Present - Committee members	Apologies
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)	Samantha Banks (SB HC)
Richard Hewitt – Treasurer (RH)	Ed Wallington (EW)
Jackie Markham Volunteers sec (JM)	
Robin Fletcher (RF)	
Merry Albright (MA)	
Jenny Nichol (JN)	

1. Apologies for absence as above

2. Previous minutes agreed and actions completed

3. Draft Plan ratified for pre-submission consultation

It was agreed to include the summary in the main document

The small additions strengthening business references in the introductory text agreed

The addition of Mortimer Park to Local Green Space and definition of this approved

ACTION Patricia Potheary to complete and arrange printing, Sally Deakin to format as PDF

4. Ratification of organisation for Pre-submission Regulation 14 Consultation

This was presented and details agreed including the launch on December 17 2014

The community consultation is agreed to last for eight weeks, after advice from Samantha Banks at Herefordshire Council, finishing on February 10th 2015

Organisation for contacting statutory consultees in hand

Jenny Nichols and Jackie Markham thanked for organising this launch at such short notice

ACTION Jackie Markham and Jenny Nichols to launch

5. Immediate Next Steps

a. Design of free standing summary form **ACTION** Sarah Hanson

b. Dealing with comment forms: **ACTION** Jackie Markham will collect and Rick Noordegraf will collate; ongoing.

c. Writing the Consultation Statement still ongoing. **ACTION PP will oversee.**

6. Finance Steering group agreed the costs of printing for the posters, banners, summary and draft plan 20 copies. **ACTION** Richard Hewitt to take to the PC and process

7. Any other business; None Communications from the community None

8. Date of the next meeting 12th January Corners Inn 7.00pm