

Kingsland Neighbourhood Plan (KNP) Steering Group meeting Minutes Tuesday 3 June 2014 Coronation Hall 7.30pm

Present - Committee members	Apologies
Rodney Smallwood Chairman	Chris Gooding: Data Orchard
Patricia Potheary: Secretary	Richard Hewitt Treasurer
Chris Southgate: Vice Chairman	Sebastian Bowen Local councillor
Sally Deakin – communications sec	Bill Bloxsome: Data orchard
Sarah Hanson – planning specialist	Merry Albright
Rick Noordegraf	Robin Fletcher
David Thompson	Kaye Fletcher
Martin Trowell	Caroline Newton
Jos Whitbread - observer	
Tim Whitbread - observer	
Sally Johnson - observer	
Andrew Parsons - observer	

1. Apologies for absence

2. Previous Minutes agreed and actions completed

Action: RH to follow up requests to Herefordshire Council.

3. Organising the community consultation event

All the organisation is in place and a working group set up to finalise details .

Action: SD, SH, PP, CS

4. Key Stakeholder consultation event

To take place at Mortimers Park, similar set up to above, leaflet drop and reminders arranged

Action: SD, SH, PP, CS, JM

5. Post event actions

a. Results to be analysed

Action: RN

b. Identifying key guidance policies to work to for the written plan

Action: PP, SD, SH, CS

c. Further actions of identifying key policies for the written plan, gathering all required supporting documents and evidence and writing the plan to take place as appropriate and identified on master project plan.

6. Any other business, individual communications from the community

Mr. Tim Whitbread brought the committee's attention to a recent planning application that has concerned him. It was agreed that discussion of this is not within the remit or purpose of neighbourhood planning and he was advised as to which bodies may be more appropriate.

7. Date and venue of the next meeting 30 June Corners Inn