

**Kingsland Neighbourhood Plan (KNP) Steering Group meeting Minutes
Monday 30th June 2014 Corners Inn 7.30pm**

Present - Committee members	Apologies
David Thompson acting Chairman	Jackie Markham – Sec – volunteers
Patricia Potheary: Secretary	Richard Hewitt Treasurer
Sally Deakin – communications sec	Sebastian Bowen Local councillor
Sarah Hanson – planning specialist	Rick Noordegraf
Merry Albright	Kaye Fletcher
	Robin Fletcher
	Rodney Smallwood - Chairman

1. **Apologies for absence** see above
2. **Previous Minutes agreed** with PP to produce correct version for DropBox
3. **Brief summary report from the two events – Patricia Potheary**
 - Attendance at weekend event 130 plus 30 from out of parish (not voting). The business and community groups event had 25 attendees. Views expressed via PO and website not finalised. Option 2 was clearly preferred for Shirlheath. Option 3 was clearly preferred for Kingsland. A considerable number of comments are currently being analysed.
 - Advised by SH that no options enable us to define spaces. It was agreed that the event was a qualitative not a quantitative exercise. HC guidance notes indicate that it is possible to adapt policies subsequently in the light of emerging practical considerations. Grateful thanks to all involved in organising the events.
4. **Analysis of findings - Rick Noordegraf – deferred**
5. **Is the evidence base for the Neighbourhood Plan robust and does it fulfil requirements? -Sally Deakin.** All key guidance notes (GN) relevant to us have been read and key points tabulated. These highlighted a large list of things we must undertake legally. From this questions for Herefordshire Council were devised. Working group thanked for putting this together and SD for instigating and organising it.
Action: PP to send these questions to Gemma Webster at Herefordshire Council.
Action: ALL This GN table to be consistently used when devising policies and writing plan.
6. **Which other groups if any do we need to consult?**
Community consultation GN relevant. Not enough Young people as yet..
Action: PP Insert investigation of this into project plan.
7. **Budget discussion regarding current and future spending – defer to next meeting**
8. **Future steps - agreed**
 - i. **Renewing the project plan – analyse results and make policies**
 - ii. **Gather the right evidence to support community views for NP**
 - iii. **Decide how to redraw the settlement boundary**
 - iv. **A call for sites where relevant? Anyone with relevant land to be assessed?**

Action: PP to renew Project plan
Action: PP to invite Gemma Webster Herefordshire Council to assess progress/direction at the next meeting
9. **Any other business, individual communications from the community**
Concern was expressed at the dwindling size of the group* of active KNP committee members undertaking all the necessary tasks between official meetings and the size of the tasks ahead. (*All due to circumstances beyond members control). It was also agreed that involvement of parish councillors is now too low. It was agreed that we would seek to include others in taking on specific tasks as essential to securing completion of the plan.
Action: SD to ask in village newsletter for further support
Action: PP to seek help from individuals
Action: PP/SD/SH to allocate potential time commitment to specific tasks so that new members can plan for how much time they may have to give.
10. **Date of the next meeting Monday 28 July Corners Inn 7.30pm**

