

Kingsland Neighbourhood Plan (KNP) Steering Group Meeting Minutes Tuesday 29 April 2014 Corners Inn 7.30pm

Present - Committee members	Apologies
Chris Southgate: Chairman	Rodney Smallwood Chairman
Patricia Pothecary: Secretary	David Thompson
Richard Hewitt Treasurer	Sebastian Bowen Local councillor
Sally Deakin	Danusia Wurm
Sarah Hanson	Jim Davies
Rick Noordegraf	Robin Fletcher
Jackie Markham	Chris Gooding: Data Orchard consultant
Kaye Fletcher	Bill Bloxam: Data orchard consultant
Merry Albright	Martin Trowell
	Caroline Newton

1. Apologies for absence -Agreed previous Minutes and checked actions

Richard Hewitt reported that:

- Gemma Webster is searching for the 'habitat regulation assessment' and the 'conservation designation assessment' for Kingsland. If the HRA cannot be found then we need to ask if one is needed.
- Sewerage has been designated as in need of upgrading by Hereford Council
- The housing survey results are complete but not written by Hereford Council yet, will be ready 'shortly'

Action Patricia Pothecary to send revised project plan to Chris G and ask if he approves.

Action Richard Hewitt to check how first bullet is progressing

2. Working group report on vision, objectives, criteria and options for community event

The working group draft vision, objectives, criteria and options were agreed one by one and some wording changed. These to be circulated separately for further checking

Action Patricia Pothecary to circulate revised objectives, options, criteria

Action Patricia Pothecary to ask Chris Gooding to provide professional advice for two criteria

Action Sally Deakin/Sarah Hanson To write the Cobnash and Mortimers Cross options as prescribed in the core strategy RA2 referring to the objectives and criteria for the whole parish as applying equally to this

3. Progress organising the community consultations event and next steps

Agreed:

- a) Journey in hall around objectives, criteria and options with maps, no survey but dots to indicate preferences.
- b) Demographics list to capture data on entry arranged.
- c) Volunteer lists for stewards, door greeters/keepers and catering in hand with timings 10-1 and 1-4 each day. Jackie Markham to organise.
- d) Catering agreed as tea, coffee and biscuits, Jackie Markham to organise
- e) Maps and overlays for the event agreed and Richard Hewitt to arrange accompanied by David Thompson if possible
- f) Sally Deakin will organise the marketing for the event and circulate for comments in advance

To be finalised at committee meeting on the 12th May

- a. Information to go with each option still needs to be produced
- b. Hall use to be verified for the Friday before for set up
- c. Hall set up with set up team to be organised
- d. Timetable actions agreed above and allocate work to small groups

Action All Begin to write information for the event to go with each stop around the hall and circulate before the 12th May

Action Jackie Markham. Check for hall availability the Friday before the event

Action Patricia Pothecaray Write briefing sheet for volunteers

Action Patricia Pothecaray Ask David Thompson for copy of his agricultural and classification land map for the 12th May

Action Sally Deakin Organise marketing and send committee officers, advance wording of next communication for newsletter

4. **Wider participation of community in option choices including Key stakeholders**

It was agreed to hold a separate key stakeholder event at the Luctonians on the 18th of June from 3pm until 7 pm. Same format as whole village event but separately advertised by delivering leaflets by hand and in person if possible. There are about 100 businesses.

Action Patricia Pothecaray To ask Chris Gooding or Bill Bloxsome to attend the meeting on the 12th May

Action Chris Gooding to give a view of the robustness of this arrangement for key stakeholder engagement at the committee meeting on the 12th May

5. **Any other business, individual communications from the community x4**

- **Marc Swan – Shirlheath – would prefer new settlement/village-**

Also traffic problems in Shirlheath of speed, size of lorries, amount, cuts Shirlheath in half .

Agreed that traffic was a parish council matter, invite MS to the community event to give his views on settlement patterns, although these have been noted

- **Robin Fletcher – participation for those not able to attend 7th or 8th?**

Agreed that map would be put into post office with leaflets of the options and key information, plus options and key information into the newsletter, with a number to call for additional views.

The parish plan data and possibly the housing survey provides robust data on detailed views. The community event will be a sample survey of reactions to the suggested options resulting from the parish plan.

- **Susan Thorpe – Shirlheath** – Offer of help leaflets and teas at event – concerned about big new developments
- **Andrea Fox – Not Shirlheath** – Eardisland Does not want further communication

Action Patricia Pothecaray Contact Marc Swann regarding traffic and parish council

Action Patricia Pothecaray Arrange for map to go into the post office

Action Sally Deakin to prepare wording for newsletter of those who cannot attend, subsequent to the committee meeting on the 12th and production of key event literature

6. **Date and venue of the next meeting Monday 12th May Corners Inn.**