

**KINGSLAND NEIGHBOURHOOD PLAN STEERINGGROUP
MINUTES OF THE MEETING OF 3rd March 2014.**

PRESENT:

Patricia Potheary-Chairman
Sheridan Swinson
Martin Trowell
Sebastian Bowen
Chris Southgate-bridging co-ordinator
Richard Hewitt-finance

David Thomson
Sarah Hanson
Rick Nordegraaf
Sally Deakin-communications
Bee West-secretary

APOLOGIES:

Rodney Smallwood-chairman
Jackie Markham-volunteer co-ordinator

The minutes of the previous meeting were approved

1. Project plan drafted and presented by Patricia Potheary. Key to the plan is the formation of 4 working groups; these are highlighted by colour on the plan.

2. Working groups will need to consult one another and draw in additional help from other working groups or from outside.

Post meeting note:

Sally Deakin has arranged a dropbox account for uploading and sharing documents

3. Working groups can include people not part of the steering group.

4. Working group leaders currently to comprise:

Blue: Community consultation - whole committee action

Red: Landowners and developers consultation - Chris Southgate, David Thompson and Jackie Markham, with an overview of Blue above

Yellow: Evidence base collation and research- Sally Deakin, Sarah Hanson and Rick Noordegraf

Green: Writing the plan- Patricia Potheary and Sheridan Swinson

5. Noted that once the neighbourhood plan is submitted any planning applications must take it into consideration. The neighbourhood plan will run until 2031.

6. Kingsland is exposed to potentially inappropriate development when the settlement boundary is removed and before the neighbourhood plan is in place therefore it is important to expedite the process. This is a large undertaking therefore need to identify which processes are essential and where corners can be cut. We can refer to other neighbourhood plans for guidance.

7. There are concerns about the project plan guidelines therefore suggest professional advice is required. E.G. Gemma Webster or Chris Gooding.

Richard to ask whether Gemma Webster might be available for interim meeting on March 17th 2014.

Action RH

8. Proposed budget presented by Richard Hewitt; grant funding is available up to £3,067.00. Will make a grant application to raise funds available to £7,000, thus generating a provision for professional fees. **Action RH**

9.UDP will run to October 2014. Need an update on Hereford Council Core Strategy. Sebastian Bowen to report back. **Action SB**

10.In the parish plan, it was noted that parishioners would like to keep the current settlement boundary with perhaps one or two extensions or additional areas.

11. Opt for neighbourhood plan option 2 with potential for elements of option 4.

12. Minutes of these meetings and agendas need to go on the village website- agendas at least two weeks in advance of meetings. **Action BW & SD**

13. Interim meeting for steering group only on **Monday 17th March at 7:30 pm** at The Corners Inn to review information available from the Parish Plan and to list key partners and stakeholders. **Action ALL**

14. Date of next meeting **Monday 7th April 2014. 7:30pm** at The Corners Inn.

15. Meeting dates for the rest of the year are as follows. Start time 7:30pm. Venue The Corners Inn.

April 7th 2014
May 12th 2014 (Due to bank holiday)
2nd June 2014
7th July 2014.
4th August 2014.
1st September 2014.
6th October 2014.
3rd November 2014.
1st December 2014.