

**Kingsland Neighbourhood Plan (KNP) Steering Group meeting Minutes  
Monday 28 July 2014 Corners Inn 7.30pm**

<b>Present - Committee members</b>	<b>Apologies</b>
Rodney Smallwood Chairman	
Patricia Potheary: Secretary	Richard Hewitt Treasurer
Sally Deakin – communications sec	Sebastian Bowen Local councillor
Sarah Hanson – planning specialist	David Thompson
Jackie Markham Sec Volunteers	
Rick Noordegraf	
Merry Albright	
Gemma Webster – Herefordshire Council	
Robin Fletcher	

- 1. Apologies for absence as above**
- 2. Previous minutes agreed and actions completed**
- 3. Sarah Hanson was unanimously appointed as an additional Vice Chairman** for when the need arises
- 4. Gemma Webster from Herefordshire Council was welcomed.** The environmental assessment documents, once completed, must have a five-week public consultation and so needs to be done early. This has been populated by GW and is to be completed ASAP. **ACTION:** Sarah Hanson
- 5. Budget discussion regarding future spending .**
  - The amount of grant money left to spend on consultants is now known (subsequent to meeting) and this will be used to complete one or more of the detailed actions left to do as it becomes evident as to which ones will be of the most help.
  - A discussion ensued regarding private financial support offered to help speed up the process. This is quite within the rules if certain procedures are followed. It was felt that although the process is transparent, there is a potential risk that, accepting funding from an individual in the parish, could be misinterpreted as bringing undue influence to bear on decisions. (It must be stressed that no personal views have been expressed in this context) It was decided that the offer could possibly be held in abeyance to spend on something non-contentious such as printing. A more popular suggestion was that a fundraiser, such as a coffee morning would be the best vehicle for fundraising and then any donations could be anonymous and shared. This option to be deferred until needed.
- 6. Preliminary analysis of June 7/8 public consultation -**
  - Rick Noordegraf has organised and simplified the relevant information under pertinent headings. **ACTION:** This to be organised into the template for consultation statements at the next meeting. This will enable us to come up with further issues for each of the options. Only then can we determine the detail of a preferred option.
  - Question as to whether we could identify additional land for big infrastructure and asset projects such as a preschool building, school extension, a playground and business expansion. GW 'Such specific infrastructure ideas can be included, and potential land could be identified, possibly outside any preferred settlement boundary for housing' Open space playing facilities are in the core strategy evidence base.
- 7. Next steps- ACTION: Add to list of assets in key areas.** Look at Kingsland village and Shirlheath; this will take place during a walk on Saturday 16<sup>th</sup> August 9am at the Church.
- 8. How to secure relevant evidence for each step –**  
GW indicates that we just draw the settlement boundary no additional evidence needed. **ACTION:** SD to chase Conservation Area policy designation. Need to phone Conservation/Archeology at the pertinent time. Look at the evidence base for the core strategy. Look at landscape character assessments. Look at HC Green Infrastructure Strategy and associated docs and the HC Play Facilities/Open Spaces evidence. **ACTION:** List these for future reference PP
- 9. There were no issues under 'any other business' or individual communications**
- 10. Dates of next meetings:**

**Monday 18 August Corners Inn 7.30pm.** This meeting is to be a single issue meeting to fill in the consultation statement form with data form consultation.

**Monday 1 September Corners Inn 7.30pm** Normal committee meeting