

# Neighbourhood Plan Group

Minutes of a meeting held on Thursday 19<sup>th</sup> September 2013

In the Council Chamber, 2 Mill Street, Kington

**Present:** Cllr M. Fitton (Chair)

Cllr R. Bradbury, Cllr C. Forrester, Cllr B. James, Cllr C. Kibblewhite, Cllr R. Widdowson, Cllr S. Williams

1. Cllr M. Fitton opened the meeting by welcoming Cllr B. James, Huntington Parish Council, who replied that his Council is pleased to be invited to join with Kington Town and Kington Rural to develop a Neighbourhood Plan.  
The meeting **agreed** that there is now agreement for a Plan to be developed jointly by the 3 Councils.

2. **Registration of the Neighbourhood.**

Form received from Herefordshire Council to apply to register the Group .

It **was agreed** that the names of the Chairs of the 3 Councils should be on the form: B. James, J. Jones, R. Widdowson, with M. Fitton identified as the Group Chair.

It was agreed to indicate that there is an intention to produce

- a) a Neighbourhood Development Plan
- b) a Neighbourhood Development Order
- c) a Community Right to Build Order

M. Fitton will send the form to Herefordshire Council. The relevant Officer will then initiate the procedure for producing appropriate maps and setting up the necessary consultation with electors over a 6 week period. At the end of the consultation period, if there are no objections the Neighbourhood Boundary will be formally registered.

3. **Status of the Group**

After discussion of whether it should remain as a task and Finish Group or be a formal Joint Committee of the 3 Councils it **was agreed** to proceed with it as a T & F Group for the time being and that consultations take place on what would be required if it becomes necessary to set up a formal Joint Committee.

It **was agreed** that agendas and minutes of the Group meetings will be sent to all 3 Councils so that they may be contained in Council meeting minutes; also that notes of the Group's work will be published in St Mary's Parish News and the Kington Chronicle.

It was considered important that information should be available to all residents within the three council areas.

4. **Membership of the Group**

It **was agreed** that the present membership was sufficient.

It was **agreed** that other Councillors could attend meetings and take part in discussions but not vote, in line with Kington Council's Standing Orders.

**5. Terms of Reference of the Group**

The draft document produced at an earlier meeting was considered.

It **was agreed** that an additional paragraph be inserted that will describe the Group's responsibility to produce a budget to cover its activities and to allow application for external funding to be made. *CF agreed to write*

MF will seek advice on this from Herefordshire Council.

It was noted that a budget should be set as soon as possible but only after the Terms of Reference have been formally approved by the 3 Councils.

RW proposed that it would be appropriate to consider appointing Kington Town Council as the Accountable Body to administer any funds obtained from grants etc. All financial matters would be dealt with in accord with the Council's Financial Regulations. The proposal could be discussed at the next meeting and after consulting Herefordshire Council.

It was **agreed** to invite the relevant officer from Herefordshire Council to attend the next meeting of the Group.

**6. Possible Plan issues and strategies.**

It was **agreed** to defer discussion of the matters until the next meeting.

**7. Date of next meeting: 23<sup>rd</sup> October at 7pm in the Council Chamber, Kington.**

**R.J.B**