

NEIGHBOURHOOD PLANNING GROUP

Minutes of a Meeting held on 23rd October 2013 in Kington

Present: M. Fitton (Kington)(Chair)

B.James,G.Jones, P.Williams (Huntington)

R.Widdowson, C. Forrester, C.Kibblewhite, S. Williams, R.Bradbury (Kington)

In attendance: Gemma Webster , Hereford Council Support Officer

Minutes of the meeting held on 19th September 2013.

Agreed correct; signed by the Chair

Matters arising from the Minutes: addressed later on agenda

Area Registration.

MF reported that the application form had been completed and sent to Hereford Council
GM reported that she had received the form and that Hereford Council has no objection to the boundary. Notices have now been posted in all districts and will be displayed for 6 weeks to allow any representations to be made by members of the public.

If no objections are made green notices will then be posted in public places registering the neighbourhood boundary.

Group Terms of Reference.

It was noted that the redraft contains a statement to the effect that Kington Town Council will be 'the accountable body' which will enable all funds acquired /granted to the group to be held in an identifiable account by Kington Town Council in a manner that complies with the Council's financial regulations. All details of transactions will be available to all three Councils.

It **was agreed** that all 3 Councils need to formally approve the Terms of Reference.

Schedule of work and stages in developing a neighbourhood plan

Gemma Watson distributed schedules that show the stages of work that are needed and an approximate timetable that would enable a draft plan to be produced within about 2 years. She pointed out that experience of the types of work need has been gained recently in Kington during the production of a Town Action Plan (KLAP)

KLAP work has also identified some issues that will not need to be revisited within Kington Town. There will be a need to set up sub groups to work on specific issues to which individuals with key skills can be coopted.

In the Huntington and Rural areas there will probably be a need for separate subgroups.

The final plan can be submitted electronically to save expenses, although hard copies might be required for local distribution.

Gemma outlined the **sources of funding** available: up to £7,000 from Herefordshire Council; up to £10,000 from Awards for All (Lottery)

Gemma is willing to attend a public meeting called by Huntington Council to explain the process. The Group thanked Gemma for her help.

Date of next Meeting TBA

Signed

Date