

NEIGHBOURHOOD PLANNING GROUP

Consisting of the Parish and Town Councils

Kington Town Council

**Kington Rural and
Lower Harpton Parish Council**

Huntington Parish Council

Minutes of a Meeting held on 24th March 2014 in Kington

Present: M.Fitton (Kington) Chair

J.Jones, E.Rolls (Kington Rural)

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

In attendance: R.Cotterill

Apologies for absence: C.Kibblewhite (Kington)

Minutes of the meeting held on 26th February 2014.

Agreed correct

CF. reminded the meeting that any Councillor may attend meetings of the Group but only persons appointed by their Council are entitled to vote.

Grant Application.

MF reported that he had completed the application form and had been notified by LOCALITY that a sum of £6,934 had been awarded, to be spent by the end of December. It was noted that the terms and conditions attached to the contract had not yet been received.

Since it had been agreed that Kington Town Council will hold the money, a resolution is needed for the next Council meeting to authorize the Mayor to sign the contract attached to the award.

If by the time of the Council meeting the terms and conditions have not been received a resolution will be needed that they must be reviewed by the Chair of the Council together with the Group Chair before the contract is signed.

A separate resolution is needed to authorise MF (Chair) to use the money as the Group determines. **Action MF and BW**

The meeting expressed thanks to MF for making a successful application.

It was noted that an additional bid would need to be made to the Big Lottery Fund later in the year to provide support for the final stages of Plan publication and distribution. **Action MF**

Report on Public Meeting held on 19th March 2014.

It was felt to have been successful with two interesting speakers on eco designs for houses.

A list of people, with their contact details, who have offered to help, was collected.

RC and CK were thanked for their organisation and producing publicity.

It was **agreed**: a) to contact everyone who had made an offer of help
b) a base document should be produced to detail the aims of the NDP
c) a timeline should be produced to indicate how the NDP will be managed together with target dates for completing phases.
d) work groups should be set up on the agreed themes eg employment etc. with interim reports from the groups by mid July. **Action RB and MF**

Website and publicity

It was agreed that (1) MF, RB and RC should discuss the design of a website with some website builders, produce a brief for a website, and obtain quotes
(2) they should enquire whether a local designer could be commissioned to create a logo and overall design for NDP publicity and final publication.
(3) quotes to come back to a Group meeting

A draft for a website design to be circulated among the group for comment by March 31st
The approved brief to be sent on 4th April to website providers with quotes requested by 11th April. **Action RB and RC**

It **was agreed** that fliers/short descriptions of NDP work and requests for volunteers to join the topic groups be produced to be sent to:

- (1) All local groups
- (2) To be placed in prominent places eg pubs, shops, library, schools etc
- (3) To be handed out via a stall on Kington Past day, fetes and similar events
- (4) Placed on noticeboards etc
- (5) To provide the text for the Home Page of the Website. **Action MF, RB and RC**

It was agreed that there will be a meeting of all volunteers to discuss the work and to set up the Work Groups.

A suggestion was made that the Hereford Council Officer might be asked to run the meeting.

Date of next meeting: Monday 28th April 2014 at 7pm in Huntington(if Village Hall is available).