

KIMBOLTON NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Minutes of the meeting held at Hammish Village Hall on 22nd July, 2016

PRESENT

**Alison Beaumont (AB)
Yve James (YJ)
Caroline Proctor (CP)
Richard Knight (RK)
Kevin Rowsell (KR)
John Wood (JW)**

In attendance – Ian Culley (IC) – Planning Consultant

1. APOLOGIES FOR ABSENCE

These were received from Kim Dando and Matt Duggan.

2. TO APPROVE MINUTES OF LAST MEETING

The Minutes of the Meeting held on 17th June, 2016 were approved and signed.

3. MATTERS ARISING

There were none.

4. DECLARATION OF INTEREST

There were none.

5. FINANCIAL

There had been no transactions since the last meeting.

6. CHARACTERIZATION STUDY

IC reported that he had received the majority of the fieldwork notes and plans from Group members and would now start preparing the written Study.

It was agreed to commence fieldwork on the outlying areas of the Parish and Group members would convene at 10 a.m. on Saturday, 10th September in the car park at KVH.

7. COMMUNITY QUESTIONNAIRE

JW reported that forms had been distributed to 216 households in the Parish and most collections had taken place. Early signs were encouraging and indicated a response rate

of over 60%. It was agreed to have a cut- off date (31st July) for forms to be returned to IC. After analysing the forms IC would aim to give the Steering Group an overview of the main findings at the next meeting. He would also give consideration to a Questionnaire aimed at young people (10 -18 years) if the numbers justified it.

8. EVIDENCE BASE REPORT

Prior to the meeting IC had circulated a draft Report and JW thanked him for producing such a comprehensive document. IC took members through the main sections of the Report and would review in the light of comments made.

9. ANY OTHER BUSINESS

In response to a question from RK, IC confirmed that work was on schedule as per the Project Plan. He outlined the programme for the coming months :
August and September – Characterization Study of outlying areas.
September – Defining Vision and Objectives for the draft Plan.
October – Public event in KVH to present results of Community Survey.

10. DATE OF NEXT MEETING

Friday 26th August at 7.30 pm in Hamnish Village Hall

The meeting closed at 9.00 pm

APPROVED

ON