

# **KIMBOLTON NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

**Minutes of the meeting held at Hamnish Village Hall on 8<sup>th</sup> January 2016 at 7.30pm**

## **PRESENT**

**Alison Beaumont (AB)  
Yve James (YJ)  
Caroline Proctor (CP)  
Kim Dando (KD)  
Matt Duggan (MD)  
Richard Knight (RK)  
Kevin Rowsell (KR)  
John Wood (JW)**

**In attendance – Ian Culley (IC) Planning Consultant**

**JW introduced IC to the Group and each member gave IC a brief account of themselves. IC details of his background and experience; he is currently acting as Planning Consultant to Leysters & Middleton.**

### **1. APOLOGIES FOR ABSENCE**

**None.**

### **2. APPROVE MINUTES OF LAST MEETING**

**The Minutes of the meeting held on 12<sup>th</sup> November 2015 were approved and signed.**

### **3. MATTERS ARISING**

**KR confirmed that he had now received a copy of the Electoral Roll from Herefordshire Council but the use of it was subject to restrictions.**

### **4. DECLARATIONS OF INTEREST**

**There were none.**

### **5. PLANNING CONSULTANT**

#### **a. Project Plan.**

**IC set out a programme of work and tabled a Project Plan – Version 1 13/12/15. Stage 1 and part of Stage 2 had been completed and the Group would now be working on Stage 3. The launch Planning for Real /Open Day would be held on 23<sup>rd</sup> or 30<sup>th</sup> April and the event would need to be well publicized. IC would check the availability of the publicity kit with Hereford Council.**

**The Group will need to carry out a Character Assessment of the area and IC will arrange a training session for the Group.**

**b. Locality Grant Application**

**A maximum Grant of £8,000 was available. IC will discuss the Budget Plan with AB and make an application to cover expenditure to the end of March. It was envisaged that two further applications would need to be made.**

**c. Website**

**JW and Will Mears (Parish Council) had met Orphans Press to discuss the preparation of a website. Work was in hand and is expected to be complete in 4-6 weeks.**

**6. ANY OTHER BUSINESS**

**AB requested a map of the Parish. IC holds software for map printing and the Parish has a Licence from Ordnance Survey to permit the reproduction of its maps.**

**7. DATE OF NEXT MEETING**

**Agreed to be held on Friday, 26<sup>th</sup> February at 7.30 pm in Hammish Village Hall**

**The meeting closed at 9.05 pm**

**Approved on .....**

**Signed .....**