

Minutes of Action plan group held at Dairy House at 7pm on Tuesday 6th January, 2015

1. **Present:** Kate Garrett Adams, David Scott, Richard Betterton, Peter Plunkett, Sophie Plunkett, Kate Watkins, Mair Watkins, Roger Marshall, Sarah Higginson, Derys Maddox.

Apologies: Gabriel Hennings, Heloise Kirby

2. **Minutes:**

Minutes of 3.11.2014 agreed after amendment to section on Footpaths, page 2.

DS clarified that action 2 should read:-

<to draft a letter for the chairman concerning the responsibilities and administration of the P3 scheme.>

3. **Report from Parish Council Meeting 11.11.2014:**

RM reported that

1. the council minutes confirm that the parish council agreed to adopt the Terms of Reference (Version 3), for the Kinnersley and District Parish Plan Action Plan Working Party. (Copies circulated). The working Party is now a formal sub committee of the Kinnersley and District Parish Council.
2. £1180 was set aside in the April 2015-16 budget to cover administration and communication costs and to help support plan objectives of the parish plan.
3. The dates of the Kinnersley and District parish council meetings in 2015 are as follows:- Tuesday. 13th January, 10th March, 19th May, 14th July, 8th September, 10th November.

4. **Adopting a committee:**

The three Parish council representatives are:- Richard Betterton, Derys Maddox Roger Marshall,
The named working Party volunteers are Kate Garrett Adams, Kate Watkins, Peter Plunkett, David Scott, Heloise Kirby.

Numbers can fluctuate as other volunteers can attend.

Quorum: 5 attendees

5. **Election of Officers:**

(Elected unanimously). Chairperson:- Roger Marshall
Finance Officer:- Peter Plunkett
Minute Secretary:- Derys Maddox

6. **Report on Objectives in hand:**

Footpaths:

- a. The minutes of previous Footpaths Officer's meeting have been lodged on the Parish Web site for all to read. Future minutes will also be on the web site.
- b. Since the last meeting the Parish Council has agreed to the principal of P3 and as such an interest has been registered with BB via letter and email. A response from BB is awaited. Vince Playdon has been invited to the next Parish Meeting.
- c. The PFO held a meeting just before Christmas 10th December 2014 primarily to discuss the objective of circular routes and expansion. The general opinion was to concentrate purely on Definitive Routes now and delay the expansion to a Phase 2.
Action: group to identify suitable walks for discussion at meeting arranged for 12 January.2015.
- d. A very tight deadline has been set to produce a Booklet of circular walks by/in March 2015
- e. Andy Johnson was asked to collate these routes once checked by PFO's. No costs have been calculated for this activity as yet as the presentation requirements of the Booklet have yet to be assessed.
- f. A Milestone Chart has been sent to all PFO's for comment and once agreed a final copy will be lodged on the web site and kept up to date as it will be used it as a template for an agenda for future PFO meetings.

Environment. KGA

Benches:

- a. KGA has discussed with Kinnersley residents possible sites for benches and several sites have been identified, Sturts, , seat outside Penny's, Kinnersley church.
 - b. Finance: it was noted that Kinnersley has separate fund that could possibly be applied to for a bench in Kinnersley.
 - c. There is a need to secure any benches as protection from both animals and humans.
 - d. It was wondered if the Nature Trust could be approached re fixing if the Sturts was considered. e.
- Financing through memorial benches could also be considered.

Action: KGA

1. Consider sites in other parishes by advertising in local in magazines suggested sites.

2. Seek out suitable designed/priced public benches.

Litter. Consider further litter pick up in Kinnersley/Letton Lane.

SH. arranged the last one

Action: SH. Jot down basic principals and publicise to other parishes.

Fly tipping: Remains a problem.

Action KGA. Contact Hereford council for Balfour Beatty over service they provide and arrange to publicise information.

KGA reported she had attended a meeting at Kington held by tree officer about marking trees of interest.

Action All. Give information KGA of local trees of interest so they can be noted.

Neighbourhood watch. PP.

a. Peter reported that Local co-ordinators now identified except for Letton. They are:-

Ronnie Wilkie, Hugh and Kim Manning - Kinnersley, Peter Plunkett - Sarnsfield. Michael Turner- Norton Canon.

b. The police no longer distribute literature to local groups. The team therefore plan to produce local 6 monthly newsletter with current news and advice to be delivered through doors by co-ordinators.

c. PP identified the need to buy Smartwater marking kits to be offered free to residents and farmers to mark essential items.

d. PP feels that signs will be needed to indicate neighbourhood watch scheme.

Action. PP. insurance companies such as NFU or Ecclesiastical be approached re. Sponsorship of signage and Smartwater kits.

Good neighbour scheme. DM

The task of identifying people in need of neighbourhood scheme was proving difficult so it was decided to revert to starting with a Community luncheon in order to establish a caring network from which to identify need.

There were three possible options

a. Catering in Norton canon Village Hall. Sophie expressed a willingness to consider catering.

b. Kinnersley Arms which has now changed hands so further investigation indicated.

c. The Fearnley - needs investigation.

d. **Action: 1. SP.** Liaise with Annie Green & Prue Lloyd and contact other local people and consider possible costs of food and hiring overheads.

2. **DM/KW** Investigate costs and facilities at Ferney Inn

3. **DM/SH.** Investigate costs and facilities at Kinnersley Arms.

4. **DM,SP,SH,KW meet to co ordinate information and consider action.**

7. **Budget:**

Action 1 PP & RM will undertake draft budget for April 2013

Action: All lead officers to prepare an estimated budget to be forwarded to chairman & finance officer.

NB.a. The Action Plan money is held by the Parish Clerk and any requests go through the finance officer to be forwarded to the clerk, Ruth Lovelace.

b. Responsibility for grant applications will be jointly with lead officer, finance officer and under auspices of Parish Council.

c. P3 money managed through footpath officer finance.

d. Applications for money could be made to local charities, Norton canon & Jarvis.

Action. All. Need to identify possible local and national sources of money whose briefs are relevant to community objectives.

8. **W.P.Action Plan.**

An "Objectives" template is needed to coordinate the way the group monitors the actions achieved with the Objectives.

Hard copies would need to be available in public places and could be advertised in local magazines.

Action:

1. **RM & KW** to liaise over designing appropriate template.

2. **KW** Agreed to update.

3. **Theme leaders** will need to update KW on progress in objectives once the template is set up.

9. **AOB.** None

10. **Date of next Meeting:** Tuesday, 3rd March, 2015.

7.pm at Norton Canon Village Hall.

