

**Kingsland Neighbourhood Development Plan (KNDP)
Steering Group (SG) Minutes
Monday 20 June 2016 Post Office 7.00pm**

Present - Committee members	Apologies – Committee members
Sarah Hanson - vice chair (SH)	Rodney Smallwood – Chair (RS)
Patricia Potheary - Secretary (PP)	Chris Southgate - Vice chair (CS)
Sally Deakin - Communications sec (SD)	Jackie Markham – Volunteers Sec
David Thompson (DT)	Ed Wallington (EW)
Richard Hewitt (RH) Finance + clerk to PC	Brian Watkins (BW)
Merry Albright (MA)	Present - Observers
Peter Vaughan (PV)	George Jones
Robin Fletcher (RF)	Richard Davies
Sebastian Bowen (SB) local councillor	Wendy and Glynnne Schenke
Bill Bloxsome-Data Orchard (BB)	Chelsea Thomas

1. Apologies for absence

2. Declarations of interest

None which concern this meeting

3. Agree previous minutes and matter arising

Minutes agreed and matters dealt with below

4. Progress of KNDP towards resubmission for Regulation 16

- Preparation of the documents for Regulation 16 resubmission have been completed by Bill Bloxsome the Data Orchard planning consultant. The Representations from the earlier Regulation 16 have been addressed and the neighbourhood plan has been amended accordingly.
- The housing assessment document which outlines where the 14% minimum growth will come from has been prepared.
- Bill Bloxsome asked for further information regarding accuracy of the farmsteads list on the housing assessment document and a final list was agreed in the meeting. It was understood that this information is as accurate as can be ascertained at this time and could change in the future.
- The Basic Conditions statement has been revised in line with the amendments in the plan and unless there are changes to the suggested alterations it is ready for resubmission. Changes to the Consultation Statement before submission will simply be to indicate the response to the Regulation 16 representations.
- The Environmental and Habitat assessments (SEA and HRA) carried out by Herefordshire Council (HC) Neighbourhood Development Planning (NDP) team may have to be amended in parts and will not happen until we submit our final documents. There is a waiting list from other parishes for these to be completed and it was agreed to urge the council to consider a resubmission as a simpler task and so to carry this out in as timely manner as the rules permit.

ACTION: Patricia Potheary to request that the HC NDP team finalise the SEA and HRA as soon as the rules permit.

5. Any comments from Herefordshire council NDP support

Herefordshire Council NDP planning team was not able to meet us as requested but has urged that we finish amending the plan and associated docs and resubmit them.

6. Next Steps

- KNDP Working Group edit/prep docs for resubmission Friday 24th 1pm
- Edited documents to be sent to the KNDP Steering Group (SG) that evening
- KNDP SG meeting Monday 27th to approve re submitting documents for another Regulation 16.
- Document to be sent to Parish Councillors straight after the meeting
- PC meeting to approve documents for re-submission ASAP
- Formatting of the final plan documents
- Re submission to HC NDP team likely during week beginning 4th July

7. Communications from the community

Request for information from Mr and Mrs Schenke. As agreed at the last meeting permission was sought from the authors and information released with the exception of KNDP SG letter to Mr Gabb. This letter has the housing needs paper attached which is an unfinished draft and it was felt the final version only should be released to keep version control of docs in the public domain.

Herefordshire council has requested release of the letter and document as a result of a Freedom Of Information request. A request is to be made to only release the final version of the housing document which is imminent.

ACTION: Patricia Potheary to discuss release of the requested papers with HC in line with the regulations with a view to releasing the final version only if possible.

A request from the Hereford Times to discuss the status of our plan was felt to be inappropriate.

8. Any Other Business

None

9. Date of the next meeting Monday 27th 7pm Post Office