

**Kingsland Neighbourhood Development Plan (KNDP)
Steering Group (SG) Minutes
Monday 27 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)	Merry Albright (MA)
Sally Deakin - Communications sec (SD)	Jackie Markham – Volunteers Sec
Chris Southgate – (CS)	Peter Vaughn (PV)
David Thompson (DT)	Ed Wallington (EW)
Richard Hewitt (RH) Finance + clerk to PC	Brian Watkins (BW)
Bill Bloxsome-Data Orchard (BB)	Robin Fletcher (RF)
Present - Observers	Sebastian Bowen (SB) local councillor
Wendy and Glynnne Schenke	
Chelsea Thomas	

1. Apologies for absence

As above

Declarations of interest

None

2. Agree previous minutes and matter arising

Minutes agreed and matters arising contained below.

3. Position regarding the Habitats Regulation Assessment (HRA) and the Environmental report (SEA) reassessment

A question was put to Sam Banks Neighbourhood Development Plans team leader at Herefordshire Council regarding the time it would take following submission of our documents for the reassessment of the Habitats Regulation Assessment (HRA) and the Environmental report (SEA). The reply indicated that although the documents would have to take their turn with other NDP submissions it would be 'relatively quick'.

4. Discussion of documents prepared for re-submission and approval

- Meeting Future Housing Requirements in the Parish. In addition to the farms list, this paper now contains a list other rural buildings which may have potential for development in accordance for RA5 reuse of rural buildings. Proposed to accept SD, seconded DT, agreed by all. It was proposed that this paper be added to the evidence base following the meeting. SD proposed, SH seconded, Approved by all.
- Representations Schedule and the subsequent 'List of Alterations' which will therefore be required to the original plan. No comments were received from the Steering group before or during the meeting regarding these. It was unanimously agreed that it is ready to go to the parish council.
- Kingsland Neighbourhood Development Plan Changes to the plan were highlighted in red and contained the alterations emanating from the responses to the representations discussed above. There were no comments before or during the meeting with the exception of the second communication from the community listed below. It was agreed that the plan will therefore be sent to the PC for approval.
- Basic Conditions Statement (BCS) There will need to be a statement in the BCS regarding a technical update of SEA and HRA. Proposed SD seconded DT Approved by all.

- Consultation Statement (CS) A revision of this document will be a reference to the 2nd 'Regulation 16 consultation which took place between (dates here)... and the subsequent representations received and responses to them together with resulting amendments which are shown in appendix (number here).....'. It was agreed that the dates and numbers to be inserted above will not need to go through the Parish Council.

Following the Parish Council meeting to take place on Thursday 30th June for consideration of the above documents and formal approval to move to Regulation 16, the Consultation Statement will be updated to reflect this.

5. Next Steps

- Approved documents to be sent to members of the Parish Council(PC)
- PC meeting date to approve documents
- Formatting of final KNDP version – Monday 4th July
- Final documents to be sent for HRA and SEA reassessment following formatting
- Maps to be produced by Herefordshire Council NDP team
- Submission of final documents including maps to Herefordshire council NP team (Following HRA/SEA reassessment) for Regulation 16 resubmission
- Ongoing evidence base and document public updating as appropriate

6. Communications from the community

- The Freedom Information Access Team at Herefordshire Council has agreed that they will withhold the 'Meeting future Housing Needs In the Parish' document, which was attached to the letter sent by the Steering Group to Mr Gabb, on the grounds that it was unfinished. It was agreed that the finished document will be released following this meeting and a copy sent to those who requested it by the KNDP Steering Group.
- Robin Fletcher requested that the proposed boundary through his property in Cobnash be moved to allow more logical access to development. It was agreed to advise him that the Steering Group does not have a mandate to do this at this stage and that he is at liberty to make a representation during the forthcoming Regulation 16 consultation.

7. Date of the next meeting: Monday 4th July PO 7pm