

Kingsland Neighbourhood Plan (KNP) Steering Group meeting Minutes Monday 6 October 2014 Corners Inn 7.30pm

Present - Committee members	Apologies
Rodney Smallwood – Chairman (RS)	
Sarah Hanson – Vice Chairman (SH)	
Patricia Pothecary: Secretary (PP)	Sebastian Bowen Councillor (SB)
Sally Deakin communications sec (SD)	Gemma Webster HC (GW)
Chris Southgate – Vice Chair (CS)	Robin Fletcher (RF)
Jackie Markham Volunteers sec (JM)	Richard Hewitt – Treasurer (RH)
Rick Noordegraf (RN)	
David Thompson (DT)	
Merry Albright (MA)	Bill Bloxome-Data Orchard (BB)
Jenny Nichol (JN)	
Dr Ed Wallington (EW)	

1. Apologies for absence

- a. Welcome two new members Jenny Nichol and Dr Ed Wallington

2. **Agree previous Minutes and check actions** – Complete except write up of walks and looking up National Planning Framework for info on green sites – agreed add to do list reported below

3. Walks report – Jackie Markham

JM described the Shirlheath and village green spaces walks, which are still to be written for the evidence base. These highlighted several issues with further building and sites for small-scale building at Shirlheath and valued spaces in Kingsland village including the glebe land archaeological site.

ACTION: PP/JM to write up walks and PP to organise further walking dates.

4. Report on draft policies and formation of working group to carry forward

- a. Three committee members gave written comments as requested
- b. A working group is formed for agreeing the policies set out by BB
This will comprise those who can meet the most convenient dates

ACTION: to be sent out by PP

5. The Consultation Statement for the evidence base

This statement is begun and much has been added. It is not required for the first neighbourhood plan community consultation and can be completed whilst that consultation is underway.

6. Other actions/stages left to complete before submission–

- **SEA and HRA:** Consultation of these docs are finished and GW to complete when our options, objectives, policies are submitted to her. **ACTION:** PP to send when these are agreed.
- **Basic Condition Statement:** Still to be written. Agreed that BB to complete if enough money available. **ACTION:** PP to alert BB, seek agreement and liaise as draft NP completed.
- **Design of NP including maps and supporting commentary:** To be completed following policies agreement. **ACTION:** Working group.
- **Welsh water:** Need to find out the current household capacity, a question about phosphate levels and whether the authorities are breaching those regulations. **ACTION:** SH
- **Biodiversity:** Do we want to do more on biodiversity and can we demonstrate biodiversity enhancement? **ACTION:** No-one allocated
- **Older kids playground:** What do we need to know?
- **Archaeology requirements:** **ACTION:** PP to contact the Historic Environment Records (HER) Office and also speak to Julian Cotton.
Housing: Agreed that we need to keep an eye on the Leominster housing market as we run in tandem with Leominster. No direct action.
- **Traffic survey:** **ACTION:** Chris Southgate to find and report.
Recreation areas: Need information for the open space assessment, county-wide playing pitch assessment and county-wide play facilities study to present as evidence. **ACTION:** JN To find this information.
Green infrastructure: Go through Core Strategy to see if we need a separate policy to protect. **ACTION:** No-one allocated
Project planning: The project plan needs to be moved forward ready for the community consultation of the first draft Neighbourhood Plan.
ACTION: EW in consultation with PP to organise this.
- **NPF on green sites:** **ACTION:** Still to be looked up and reported on

7. Any other business, individual communications from the community - None

8. Date of the next meeting 3 November Corners Inn 7.30pm