

**Kingsland Neighbourhood Plan (KNP) Steering Group meeting Minutes
Monday 1 Sept 2014 Corners Inn 7.30pm**

Present - Committee members	Apologies
Sarah Hanson – Vice Chairman	Chris Southgate – Vice Chairman
Patricia Potheary: Secretary	Sebastian Bowen Local councillor
Sally Deakin – communications sec	Rodney Smallwood - Chairman
Robin Fletcher	Gemma Webster – Herefordshire Council
Jackie Markham Volunteers - sec	Richard Hewitt - Treasurer
Rick Noordegraf	David Thompson
Merry Albright	

1. Apologies for absence

2. Agree previous Minutes and check actions - complete

3. Rick Noordegraf explained how the data from the June public meetings were organised by him in the consultation statement document.

ACTION: Patricia Potheary (PP) will begin to further populate the consultation statement before the next meeting ready for discussion and further additions

4. Jackie Markham Parish walks and site viewing

- Jackie Markham will lead a walk at Shirlheath on Sept 4th to investigate where housing and other facilities may feasibly be built.
- BB highlighted a set of questions which aid understanding of what to look for with sites.
- BB advised: Two purposes for the SLA: Are there sufficient sites which are available, viable and deliverable, and secondly make sure that you have considered all possibilities.
- BB warned to be wary of allocating sites for use as a community facility which are not yet used or needed as such because the community may be forced to buy them.
- Building biodiversity. It was explained that to meet building biodiversity requirements you only need to know where your specific sites are. Nothing else can be done because there is a lack of information provided by HC for rural areas regarding the hierarchy of sites.
- Discussion concluded that a call for sites is not likely to be required at this stage.
- The next walk will be to look at green spaces within the village which need protecting

ACTION: PP to ask Gemma Webster at HC as to whether we need a call for sites in Kingsland and Shirlheath, highlighting the range of future land use needs as identified by the consultation.

ACTION: PP to send out reminder of walk on the 4

ACTION: PP to advertise possible dates for next village walk to look at green spaces

ACTION: Write up of walks needed for the evidence base, no one allocated yet

5. Formulating policies for the plan

- It was agreed that Bill Bloxome (BB) from the consultants Data Orchard will write our policies using the June consultation notes, vision, objectives, criteria and options drawn from the Parish plan and first public consultation. This will take approximately 5 days and will be finished by mid October. He will liaise with PP who will call on others as required.
- General Points from Guidance note 8 on writing policies were read.
- BB needs to know from us what our priorities are and made the following points:
- Are we going to start the plan by dealing with the subject of housing or some other area? It could be traffic as you can frame a policy on this.
- Normally the sustainable development policy is placed at the front.
- Suggests setting housing as a community facility.
- Number one can be the visual environment. Put environmental policies up front then want to protect historic elements of the village. Protect amenity of the village. A place check is quite a good way to proceed. If you come to Kingsland from certain directions density begins loosely and then becomes tighter.

- We need to formulate a policy of what to protect of the village itself.
- Go into infrastructure in widest terms and look at transport, sewerage and flooding issues.
- We need another consultation when the policies are formulated. These now include the school and preschool issues and lack of parking for local businesses.
- If the settlement boundary is tight, there could be some very small scale, criteria based development outside of the settlement boundary but near to it. Scale of all development should be appropriate to a rural area.
- The Neighbourhood Plan may need to be submitted by the beginning of December and much of it can be based on the core strategy and the housing surveys.
- It could be written by someone external.

ACTION: Need to look at the National planning framework to see what it tells us about green spaces. No one-allocated to this yet.

Any other business, individual communications from the community

6. Date of the next meeting October 6th 2014 Corners Inn 7.30pm