

Kingsland Neighbourhood Plan (KNP) Steering Group Minutes

Monday 18 May 2015 Corners Inn 7.00pm

Present - Committee members	Apologies
Chris Southgate – Vice chair (CS)	Rodney Smallwood– Chair (RS)
Sarah Hanson- vice chair (SH)	Jackie Markham Volunteers sec (JM)
Patricia Pothecary: Secretary (PP)	Ed Wallington (EW) ?
Sally Deakin communications sec (SD)	David Thompson (DT)
	Chris Gooding – Data Orchard (CG)
Rick Noordegraf (RN)	Sebastian Bowen (SB) local councillor
	Merry Albright (MA)
	Richard Hewitt (RH) Finance +clerk to PC
	Sam Banks – Herefordshire Council NDP support team
	Bill Bloxome-Data Orchard (BB)

1. **Apologies for absence as above**
2. **Previous Minutes agreed and actions completed**
3. **Amendments to proposed project plan for action by Data Orchard**

ACTION: The following to be communicated to Data Orchard (DO) by PP

A: Contingency should be added to the quote for a possible Reg 14 submission in case there are significant changes to the plan. This should include updating of evidence base and statutory consultees consultation. The Steering Group can advise on the steps taken for the earlier reg 14 submission. The revised quote and project plan needs to be ready in time for Richard Hewitt to prepare the grant application before the end of the month.

ACTION: DO to liaise with Richard Hewitt to ensure the quote/project plan is ready in time.

B: The windfall data research and implications of this in terms of required planning needs to be ready in time for the committee meeting about KNDP changes on June 1st

C: Regarding a possible call for sites:

Herefordshire Council (HC) should have information regarding landowners who came forward and required methodology from their own recent call for sites.

The Steering Group (SG) holds partial information on landowners in Kingsland which can be provided if required. (SH for map of Shirlheath; JM for most but not all addresses for the main village; Sam Banks for an official map of Cobnash; Church Commissioners need to be contacted.)

Questions asked by the SG to DO included:

- Do we have to call for land for the whole parish?
- Is Cobnash to be included and will this be clearer after the windfall calculations?

D: DO to note that the official term is not 'stakeholders' but statutory consultees.

E: Costs which appear to be low are for formatting the Consultation Statement and for postage and packing (although we see this is for a pre-paid returns system).

There looks to be no costs included for trawling the land registry

F: Checking of anonimisation in Drop Box to be done by SD after the Core Strategy is approved.

G: It was agreed to **apply for the grant in two stages** breaking just before the proposed reg

14 or 16 submission in mid September. This will allow us to apply for a larger or smaller amount according what we have to do at this stage.

4. Final approval of the project plan for funding bid

The SG approved the quote / project plan subject to possible amendments discussed in A, D and E above. These the SG will check and agree by e-mail.

5. Decision regarding timings towards reg 16 in the light of extended CS consultation

May 22nd CS consultation ends.

We will proceed immediately but ensuring that reg 16 submission is deferred until the CS examiner report is published and checked for any other major changes. The KNDP can then go to reg 16 before adoption after ensuring general conformity with plan.

6. Any other business; Communications from the community - None

7. Date of the next meeting June 1st 7pm Corner's Inn