

**Kingsland Neighbourhood Development Plan (KNDP)
Steering Group (SG) Minutes
Tuesday 31 May 2016 Post Office 7.00pm**

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

1. Apologies for absence as above

No declarations of interest

2. Previous minutes agreed

Matters arising complete or covered below

3. Response by Herefordshire Council to clarification of predicted dwelling numbers and letter requesting move to examination

Sam Banks Herefordshire Council's (HC) Neighbourhood Planning Team Leader relayed HC agreement that additional evidence submitted by ourselves supporting the predicted numbers of dwellings in the plan look to be robust in meeting minimum housing growth with a suitable margin. It was recommended that before resubmission for Regulation 16 the plan describes:

- How growth within the planned settlement boundary can be obtained whilst accommodating the Conservation Area and heritage issues.
- How the policy of infill within the settlement boundary can be achieved whilst addressing capacity and availability and therefore why additional sites have not been considered.

In response to a request from the KNDP Steering Group to move straight to Examination, Richard Gabb HC Planning Services Programme Director for Growth explained the regulatory framework preventing this. He detailed three things that are needed for resubmission.

- Amending the text of the plan to demonstrate why the predicted growth is robust and the policy position has not changed, thus addressing the major objections
- Making the evidence from the revised predicted housing numbers report 'Meeting future housing requirements' publically available to the local and wider community in the publicly available Evidence Base, alongside the resubmitted plan during the submission period.
- The Consultation Statement will need to be updated to show how previous Regulation 16 representations have been addressed

4. Agree actions in preparation of Regulation 16 resubmission

It was agreed that Bill Bloxsome will move forward with the amendments as described above and that a meeting will be arranged with the Neighbourhood Planning Team at Herefordshire Council to check that all requirements are now met. This includes the four sites within the Conservation Area which have been identified where further dwellings may be built. For each of these HC has already approved adjacent planning permissions and have analysed how this meets Conservation Area requirements. We need to know if they will accept this same analysis for the further potential dwellings made possible in the amended plan.

Action: Bill Bloxsome to amend the plan and Consultation Statement and arrange for a meeting with HC, and in particular to check whether the analysis provided by HC for building on certain specific sites within the Conservation Area remains acceptable.

5. Agreement of Funding arrangement for Data Orchard consultancy

Richard Hewitt has received a quotation for the work by Data Orchard and requested a timeline.

Members of the steering group questioned the amount of time being proposed which looks to be low. It was requested and agreed to increase the time allocated to ensure that the consultant Bill Bloxsome is able to attend additional meetings and discussions without having to apply for more funds which would slow the process. Funds not used are returned to the government funding body

Action: Richard Hewitt to collect the information necessary and to submit the bid as soon as possible

6. Communications from the community

It was requested by observers that the e-mail from Sam Banks and letter from Richard Gabb which were read out in the meeting (item 3 above) be shared with members of the community. It was agreed that a request is put to the authors to release them more widely.

Action: Patricia Pothecary to request that the letter and e-mail from Herefordshire Council be made publically available by being added to the KNDP Evidence Base which is available on the KingslandLife website, if agreed by HC authors.

7. Any Other Business

- Terms of reference for principles and practice of the code of conduct of the steering group and declarations of interest were emphasised by Richard Hewitt
- Bill Bloxsome reported on correspondence with Welsh Water on the Kingsland sewerage works. With regard to the capacity of the treatment sewerage works and achievability of predicted growth, Welsh Water has responded to the two planning applications for Shirlheath and Kingsleane agreeing that they can be accommodated within the Sewerage treatment works. They then indicated that, if these dwellings come forward, they cannot accommodate the 24 extra dwellings identified within the settlement boundary in Kingsland. Work to improve the sewerage works may be looked at in 2020-25 or at the latest 2030. In the light of this some development will have to be phased to a later period, unless developers make a contribution. Welsh Water have not come back with a proposed order of costs or whether the proposed works would meet the output targets for phosphates.

Action: Bill Bloxsome to continue to pursue for further information as appropriate

- Sally Deakin is preparing another article for Kingsland News and the website
- Bill Bloxsome requested further information to ensure that the list of farmsteads is complete and accurate.

Action: Sarah Hanson will follow this up with Jackie Markham.

Meeting finished at 8pm

8. `Date of the next meeting Monday 20th June 7pm Post Office