



Kingston must retain its character as a  
living country village.

**Minutes of the meeting of the Neighbourhood Plan Task Group (NPTG) Held on  
28<sup>th</sup> September 2017 in Kingston Reading Room.**

**1. Present, apologies and declarations of interest.**

Present: Judy Alloway; Alan Coleman-Smith; Dick Dalley; Rae Musk; Flo Watts.  
Apologies from Sally Richardson. There were no new declarations of interest from those in attendance.

**2. Minutes of meeting of previous meeting.**

The final action point in (5) of the minutes was amended to reflect that the Google Map was to be added to the Site Assessment report and not for the Drop In sessions. Alan confirmed that the map had been forwarded to Lee Bray.

**3. Matters arising.**

Noted that any formal objection to planning applications should contain only information already in the public domain.

**4. Grant tracking.**

Alan confirmed that the uncommitted balance was £2776.43 but that, although the cost was known, the invoice for printing of the NP questionnaire by SHDC was still awaited. Judy advised that the next grant sum remained available in addition to the sum already received and that this would cover the costs of Lee Bray, specialist adviser, and the printing of the draft Neighbourhood Plan and any amendments thereto following consultation on the draft version. Noted that payment of the next instalment of Website costs was due in late 2017 but that current funds covered this. **Action:** Alan.

**5. Housing.**

**5 (a)**

The draft site assessments provided by Lee Bray had been returned to him with comments and Google maps of the sites. In addition, the map of potential Kingston developments had been amended to reflect more exactly the proposed location of two dwellings adjacent to Prospect Cottage. Noted that

Lee will finalise his report once the NP questionnaire results have been analysed, providing contextualisation for his final recommendations. NPTG will then publish his report. It is possible that the questionnaire responses could result in unambiguous NP policies, such as '*No further development over and above the village views*', and '*No development outside the settlement boundary*' as well as other strong majority views. The resulting NP may be prescriptive about known potential development sites as in the case in St Ives (Cornwall) where a site by site assessment arose from their NP questionnaire and was included in the NP. Further consideration needs to be given to the issue of "Green Space" which has been quantified and protected very specifically in some adopted NPs.

#### **5 (b)**

The notes of the meeting with VPL had been confirmed with the company but had identified the need for a set date in the NP for review and any updating needed. Ideally, this would be aligned with the review date for the review of the South West Devon and South Hams Joint Local Plan (JLP). **Action:** Dick Dalley to establish date of the latter and the Kingston NP review date to be aligned accordingly. It was confirmed, following consultation with SHDC and Lee that it was not appropriate for VPL to complete the NP questionnaire as they were not currently residents/owners of residences in Kingston. They would however, as a matter of courtesy, be provided with a demonstration copy of the questionnaire. All potential developers will be consulted in due course in respect of the policies informing the proposed NP, as will statutory agencies and other relevant parties.

#### **6. Main questionnaire.**

This had been distributed by NPTG and village volunteers to all dwellings in the Parish over the weekend of 22 – 25 September 2017. This was based on an existing housing list and the knowledge of the volunteers and the exercise itself provided an up to date dwellings list at September 2017, subject to confirmation. Several 'postal votes' had been requested and facilitated. A full schedule of delivery will be developed and used to establish the percentage return of completed questionnaires. A housing list will be developed on the basis of the questionnaire delivery process to establish a new village baseline at September 2017 and for subsequent updating in respect of any new building. **Action:** Rae. Feedback from the first 'Drop In' session at the Morning Market on 26 September had reinforced the quality and acceptability of the NP questionnaire. The only issue raised had been in relation to there being no reference on the current OS map to the new permissive footpath at Scobbiscombe. It was agreed that there should be a record of the publicity events (morning Markets and Drop In evening sessions in the Reading Room) and Andrew Kinder had taken photographs of the Art Club considering the publicity display in the RR. 26 September session (*attended by 4 people only, assumed to be reflective of the appalling weather conditions but involving very relevant and cogent comments/questions, prompting useful discussion*), with later sessions also to be recorded by camera. **Action:** 1) NPTG; 2) Flo to obtain

permission for a photograph of a primary school age responder, completing the Very Special Questionnaire. Those present at the Drop In confirmed that they had found the questionnaire straightforward to complete and asked for confirmation about the process of next steps including analysis of the responses. It was made clear to attenders that completion of the questionnaire and subsequent voting on the draft NP were separate issues. Formal thanks to Lance Doswell were recorded for fixing the aerial banner above the village's main street. Dave Watts has volunteered to collate responses to the questionnaire, so that NPTG can develop the draft NP content and associated policies. **Agreed:** that an independent external review of the collated responses should be undertaken on a randomised basis to validate the accuracy of the process. A percentage of 10% of questionnaires would be checked on that basis. Ideally, an NPTG from a local village would agree to undertake this. **Action:** Judy

## 7. Drafting the Plan.

Dick had undertaken a review of adopted NPs relating to villages sharing many of the characteristics of Kingston and highlighted Roche, St Eval and Roselands in Cornwall as of particular relevance. Whilst some policies were potentially generic and, thereby, transferable, there were others, which were specific to the Parish in question and it was agreed that Kingston should reflect this model, but drawing on the key themes and objectives arising from the NP Drop In session held in Kingston Reading Room in November 2016, in order to ensure that the final draft NP reflected the specifics of Kingston village and community. Once the JLP has been adopted, then it will be necessary to ensure that the draft NP continues to align with relevant aspects of that Plan.

The Character Assessment completed by Dick had been circulated and comments provided, including the quality and relevance of the work undertaken. **Action:** Dick and Rae to meet in week of 2 October, to ensure that draft final reflects proposed/necessary changes. **Noted:** diagrams and pictures need to be added to the final draft.

In terms of consultation on the draft NP, the following were added to the list of statutory consultees: -

- Anthony Mildmay White as a land owner.
- Robert and Carol Beard; Phil and Eve White; and Wilf and Shioya Walters as local famers/farm land owners.
- National Trust as a property and land owner.
- RSPB re bird life and protection.
- Kingston Local History Society.
- SHDC Area of Outstanding Natural Beauty office.
- Campaign for the Protection of Rural England.
- Devon Wildlife Trust

**8. Any other business.**

Agreed that there should be a list of evidence collected and used by NPTG for development of the draft plan and that this should be updated as the process developed. **Action:** Rae to draft first list for circulation to all NPTG for comment to ensure that final list is comprehensive.

**9. Dates of next meetings (7 pm in Kingston Reading Room)**

Wednesday November 8 2017.

Wednesday December 6 2017.