



## Kingston Neighbourhood Development Plan

### Kingston must retain its character as a living country village.

#### Minutes of the meeting of the Neighbourhood Plan Task Group (NPTG) held on 24<sup>th</sup> August 2017 in Kingston Reading Room.

#### Present

**1. Apologies and declarations of interests.**

Apologies from Sally Richardson. There were no new declarations of interest.

**2. Minutes of meeting of 27 July 2017.**

The minutes of the previous meeting were agreed as a correct record.

**3. Matters arising**

- i. Noted that a meeting of NPTG and KPC with VPL will take place on 13 September 2017 in the Reading Room when the company will present its proposed amendments to their plan. VPL had advised that they were aware that NPTG had commissioned a planning consultant and on confirmation that he would not be attending the meeting, they confirmed that their own planning adviser would not be in attendance. It was noted that no changes to the previously revised proposal (*at time of NPTG meeting*) had yet been shown on VPL Website.
- ii. There could be little progress in relation to the Community Housing Initiative (CHI) until a site had been identified. If followed through, this could be for a small development e.g. 3-6 houses of quality build, but which could include 1-2 open market houses. CHI delivers a contribution to the cost per property. CHI and use of 'exception sites' are not necessarily interdependent on each other.

**4. Finance**

Confirmed as shown on the agenda, with income at £4972.00.

Biodiversity Report and Consultant report costs.

Known additional costs are for printing (C £700) and it remains open to NPTG to vary the expenditure submitted for the grant by £500 without seeking approval. It was agreed that NPTG is likely to remain within budget provided consultancy fees were balanced against other known expenditure.

## 5. Housing

The afternoon of site visits had been very useful and would contribute to Lee Bray's final report. This would not be complete until after the questionnaire had been collected.

After discussion, it was agreed it was likely that NPTG would not be focussing on the allocation of single development sites as this was outside its remit at this stage.

At this stage, it was considered better not to adopt the policy of a wholly 'thematic approach' to the final NP but rather to maintain flexibility and take account of such issues as cap(s) on the number of future developments and dwellings and the role of the settlement boundary, the latter taking account of the limited space within that boundary. The JLP had advised that 'around' 10 houses would be an appropriate level for development in Kingston but whether this figure applied to the parish as a whole or the village was not clear. **Action:** Judy to seek advice from Tom Jones of SHDC planning department. It was noted that this indicative number included all homes completed over the period 2014-34. 4-5 new homes are already either agreed or seeking planning permission. Notwithstanding, it was open to the NP to include a clear cap on numbers if this was reflected in villager views in the completed NP questionnaires. It was agreed that the report from Lee Bray should not be shared outside NPTG until the questionnaire results were analysed to ensure that villager responses were not influenced. It was agreed also that any aerial photograph of the sites should be extracted from Google maps to avoid any suggestion of bias. **Action:** Alan to provide a Google aerial view to inform the questionnaire Drop In sessions to take place in September and early October. It was noted that records of meetings with landowners were complete with one exception which was still awaited.

## 6. Main questionnaire

Judy tabled an example of a NP which had been provided to her and Rae by SHDC Printing department and this was agreed as being a good model for Kingston in terms of the visual impact, clarity and ease of understanding. Jason Elson (SHDC) had been complementary about the Kingston questionnaire. Agreed that the questionnaire should be collected from SHDC by 22 September latest as delivery was to be completed by the end of Monday 25 September and completed forms collected in the week of October 16. **Action:** Rae to draft a delivery/collection schedule and to allocate names, including volunteers over and above NPTG members. Posters and Banners advertising the questionnaire process in the village were to be available on 18 September. **Action:** Rae to collect for display in the village that week (*Large banner across the road and smaller banners and posters on the usual village display points*). **Action:** Sally and Judy. SHDC was providing a display standard for location in the Reading Room.

Distribution of the questionnaire would allow for the inclusion of 'postal responses' via word and e-mail (*for those away from home at the time*). These exceptions would need to be clearly noted on the final distribution list to avoid hand delivery and, thereby, duplication. Options for collection would be a) individuals calling at homes (collecting responses directly into black bags) and b) a box situated outside Litchfield as used for the 2016 Housing Survey. The analysis of the questionnaires received by the closing date of October 23 would be completed as speedily as possible and by 6 November at the latest. The November meeting of NPTG would then review these with a view to developing NP policies. At this meeting, the screen and equipment will be available to demonstrate clearly the key themes from questionnaire results. **Action:** Bob Musk to set up equipment for the meeting.

'Drop In' sessions will take place in the Reading Room on the following dates and these have been publicised. Members of NPTG will be present to answer questions but will not seek to influence questionnaire outcomes.

**1. At morning market, 10 – 12 noon.**

September 26 – Judy and Dick  
October 3 – Sally and Dick  
October 10 – Flo and Alan  
October 17 – Flo and Rae.

**2. Evening, 6.30 – 8.30.**

September 27 – Judy and Alan  
October 5 – Rae and tbc.

**7. Drafting the Plan – Character Assessment**

Dick was congratulated on the content and quality of the draft Character Assessment for the NP and it was agreed that any additional comments be submitted to Dick before the next meeting. **Action:** all.

It was noted that Lee had recommended consideration of an open space policy but had indicated that it should be proportionate to village size. The template from My Locality was not appropriate to Kingston. 'Open Spaces' such as the allotments/REC/Middle Townshend Park had been included in the questionnaire so views would be available.

Also that the next NPTG meeting should include consideration of the special characteristics of Kingston and what associated policies should be developed for the NP.

**8. Any other business**

None.

**9. Date of next meetings**

Thursday September 28, 7 p.m.  
Wednesday November 8, 7 p.m.