

## Neighbourhood Planning Task Group (*NPTG hereafter*)

### Minutes of the inaugural meeting held in Kingston Reading Room on 22 September 2016

#### In attendance

Judy Alloway; Richard Dalley; Rae Musk; Flo Watts.

#### Not in attendance

Carl Firminger.

#### 1. Preliminary introductions

A brief career, skills and experience summary was given by each present. Included were work in the education sector and the NHS; marine biology and big business environmental issues; committee procedure (*including Local Authority and national committees*); chair roles; and consultancy across all sectors. **Note:** Carl Firminger to give a brief personal/professional declaration at the next meeting.

#### 2. Election of Chair and minutes secretary.

Judy Alloway and Rae Musk were appointed respectively to these roles and Judy assumed chairmanship of the meeting thereafter.

#### 3. Discussion of the Group's terms of reference.

**3.1** Agreed that these were in final format as they had been accepted this at the September meeting of Kingston Parish Council (*KPC hereafter*). Recognised that the NPTG is a KPC task group, reporting into the former and should, as a general rule, act in accordance with KPC expectations and conventions but that the NPTG is not a sub committee of KPC. It does display its minutes on the Parish Notice board. Meetings must be held in a public place and members of the public are allowed to attend meetings speaking only before the meeting commences as at KPC meetings.

**3.2** Agreed that copies of the Ugborough Neighbourhood Plan should be obtained for all members of NPTG. **Action;** Judy via Ugborough Clerk.

**3.3** NPTG members declared pecuniary interests as follows:-

Judy Alloway – home ownership, 6 Arnolds Close, Kingston; Richard Dalley – homeownership, Vicarage Farm and Higher Vicarage Park field, Kingston; Rae Musk – home ownership, Robins Farm, Kingston. Flo Watts – home ownership, Rock Cottage, Kingston. **Note:** Carl Firminger to make his declaration at the next meeting.

**3.4** It was anticipated that it would be necessary to nominate one of the NPTG group (*or a co-opted member*) to maintain a cumulative record of income and expenditure (grants/printing *etc*) although this would probably sit within the KPC accounts.

**Agreed:** to action when needed.

**3.5** Whilst there was low expertise within the NPTG in relation to social media communications, it was recognised that this would be an essential aspect of development and communication of the NP and that it would be necessary to seek some expertise, possibly by co-option.

**3.6** It was recognised that the NPTG would have a degree of flexibility in terms of co-option but that it should seek to ensure clear separation of the roles and

accountabilities of KPC, itself and the informal Kingston Planning Forum (*KPF hereafter*) respectively. The KPF has a very different role as a pressure group and informal communication with and involvement of the whole parish. Two entries in the October Parish Newsletter set out the respective roles of NPTG and KPF.

#### **4. Status of KPC's formal submission of the designated NP area, terms of reference and related form to SHDC.**

Noted that these had not been submitted at the time the agenda was drawn up. The KPC had adopted the documents at the subsequent September meeting and Judy had received these and submitted them to SHDC. **Noted:** it is the responsibility of SHDC to set up the referendum on the NP and an independent review prior to the referendum. **Action Judy:** to advise SHDC that we are starting the NP development process. **Agreed:** if any other proposals for development were known to be in the public domain, then the proposers should be invited to meet with the NPTG so that proposals could be included in the NP.

#### **5. Feedback from West Devon and SHDC NP workshop on 13 September 2013.**

- i. Richard and Rae had attended this and found it to be useful in part, albeit somewhat disorganised and lacking in clarity (*possibly because of the absence of its two organisers on health grounds*). Some useful information was provided (*particularly in relation to definitions in section 106 of the National Planning Policy Framework*). Also a reminder to respond as individuals to the consultation, (*finishing 30 September*) on the final version of the Village Sustainability Assessment, which is part of the Joint Local Plan. **Action:** Judy to recirculate to NPTG and KPF.
- ii. Also the presentation by the representative from Historic England, which has yet to be forwarded as a PowerPoint presentation to those attending by the organisers. **Action:** Richard to chase up. **Action:** Richard to ask Roger England AONB to meet with NPTG to advise and indicate key points and the language in which these are best presented. **Action:** Richard to seek confirmation as to the Latest Strategic Development Plan sustainability assessment for Kingston. Advice was provided to the effect that definition of a '*major development*' was not based on a percentage increase in dwellings per se, but on the impact and associated harm of any development. **Agreed:** Kingston NP will be in accordance with the final sustainability assessment for the village. **Agreed:** Judy to circulate Cornwall's exemplar NP. **Agreed:** David Porter Local Manager, National Trust to meet with NPTG to provide advice and information. **Action:** Judy Alloway.

#### **6. Agreement of work programme.**

Flo drew attention to [www.locality.org.uk](http://www.locality.org.uk) advice for the need for 'front loading in the NP process, stated as, "*Community engagement should be undertaken before work commences on the NP... the purpose of the first stages of community engagement is to help define the issues and aims for the NP and to inform an overall vision and to start to create a sense of wider community ownership for the NP.*" **Agreed:** this to commence as speedily as possible and to predate other actions and the start of formal NP development. Consultation to be undertaken with relevant groups (*as well as any new/additional ones if relevant*):- **Database of all to be developed.**

**Agreed:** Stage one of front loaded consultation will draw on the process used to great success in the development of the Kingston Plan. Open meeting for residents to express views (*via Post Its*) on a series of boards related to relevant topics, which may include, inter alia, Housing (*type, number, location*); Why we love Kingston – what makes it special; what we want to keep about/in Kingston; what we want to change/add/improve in the village; Health and social care issues; School places; Transport. Recognised that it will be essential to engage the younger residents.

**Agreed:** Key young people to be asked to work with us. **Action Judy Agreed:** Bob Musk to be asked to provide a rolling Kingston life (*including the Fun day*) picture show projected onto the Flicks screen throughout the event. Recognised that the NPTG does not have expertise in the use of Social Media, which is the most effective way of communicating for a significant percentage of the village population.

**Agreed:** Approaches to be made to find expertise.

## **7. Funding.**

To be considered at next meeting.

## **8. Village Sustainability assessment consultation.**

Addressed in 5.1 above. Also agreed: Rae to obtain information about the local fire station and the services it provides.

## **9. Next steps.**

Addressed above pending later meeting(s)

## **10. Any other business.**

10.1 Flo drew attention to an article in a publication for Councils in respect of the potential negative impact of the General Permitted Development Order (GPDO) and the need to be aware of this and circumstances where the KPC must be notified.

**Action:** Rae to copy and circulate the article.

## **11. Date of next meeting.**

Monday 10 October 2016, 2 p.m. in the Reading Room.