



Kingston Neighbourhood Development Plan

Kingston must retain its character as a living country village.

Minutes of the meeting of the Neighbourhood Task Group (NPTG) Held on 11 May 2017 in Kingston Reading Room.

1. Present.

Judy Alloway; Alan Coleman-Smith; Richard Dalley; Rae Musk; Flo Watts.

2. Apologies and declarations of interest.

Apologies were received from Sally Richardson. NPTG formally recorded its sympathy for her loss. There were no new/changes in declarations of interest.

3. Minutes of previous meeting.

(Carried forward to (6) below)

4. Presentation by Lee Bray, planning consultant.

Judy welcomed Lee, thanking him for his time and assistance and asking him to outline the support he could provide NPTG in the development of its Neighbourhood Plan (NP). Lee made the following points, drawing on a suggested outline agenda (*Attached as Appendix A*) He said that NPTG had made good progress in a short time but should recognise the need to keep the process on track in the context of major planning applications in process. Judy advised that she needed to submit the NPTG grant application within the next 2 -3 weeks, acknowledging the helpful information already provided by Lee to date. Lee gave a resume of his Planning experience over many years and his subsequent activities as an independent Planning Consultant. He then referred to his agenda document, stressing, in particular, the following key explanatory points:-

- i. That the NP should be appropriate (*including only necessary information*); succinct (12 – 20 pages including policies); proportionate (*including all the evidence which justifies and supports the NP's policies*); and focused on delivery (*the NP must be deliverable and must deliver*) The evidence base can be presented more succinctly, where appropriate, through hyperlinks to appropriate bodies and should set out clearly the engagement

- processes followed by NPTG. A Strategic Environmental Assessment is not likely to be needed but if it is can be provided by SHDC.
- ii. The intention of the NP is to inform planning decisions and it should conform with the strategic policies of the Joint Local Plan (JLP) for South West Devon and South Hams.
 - iii. That he had not yet supported any South Hams/South West Devon NPs through to conclusion as yet but advised that Ivybridge had submitted its NP and that the NP submitted by Ugborough had been rejected by SHDC, primarily on the basis that its policies were not deliverable, as the focus was more on the aspirational.
 - iv. The NP should contain a description of the consultation process, both local and statutory, and details of the NP response (*including any amendments*) to comments arising from consultation. Area of Outstanding Natural Beauty (AONB) issues should be included in the consultation process, drawing on the recent planning guidance published by AONB.
 - v. SHDC needs to be satisfied that the NP is fit for purpose before it is submitted to the Inspector for examination.
 - vi. The NP should exclude issues such as parking and dog mess but a process (*such as a Parish action plan*) can be adopted to address such issues in parallel with the NP.
 - vii. The NP could include a policy on second homes (*new build only*) if justifiable and considered relevant.
 - viii. A policy on response to traffic constraints (*narrow residential lanes etc.*) may be included in the NP to protect the low-density character of such areas in the village.
 - ix. The Basic Conditions Statement included in the NP must include appropriateness of the NP to the National Planning Policy Framework; the contribution to sustainable development; conformance with the strategic policies of the JLP; and compatibility with human rights requirements and EU obligations

Lee then explained that his approach to charging for his services would reflect services actually provided rather than the blanket figure in his full proposal and that this did not mean an increase in cost but that his approach could result in a lower cost to NPTG. He was clear that there was scope to reduce his quote. He confirmed that he could assist in the independent review of site assessments and that he could assist with policy development or review to ensure that policies were comprehensible without being anodyne. Key characteristics of a good policy are:- use of 'plain English'; succinctness; noncomplex workable policies; focused on outcomes; and without 'loopholes' which could open them to challenge. NP policies should also be specific to Kingston. Lee also suggested minor but helpful amendments to the NPTG Website.

Judy thanked Lee for his helpful advice and said that she would get back to him in the near future. The meeting then proceeded on his leaving. After discussion, it was agreed that Lee's quote (*as qualified above*) and his services should be accepted, subject to definition task by task with details of time and cost for each. **Action: Judy.**

5. Minutes of previous meeting.

The minutes of the meeting on 13 April 2017 were agreed as a correct record.

6. Matters arising

6.1 VPL Meeting record

It was agreed that the notes of the meetings as amended and signed by VPL should be accepted on the basis that this reflected what they wished to add to the original record.

6.2 Revised Village Housing List

Minor revisions had been made to the village Housing List which identified properties in terms of main residence holiday lets and second homes, and thereby percentages of each category. The final list was based on documentary evidence (*Plans, lists, maps*), 'walk around' and confirmation by individual villagers and was probably as accurate as feasible, given that property status can change.

6.3 Disbandment of Kingston Planning Forum (KPF) Rae advised that she had formally disbanded KPF, following publication of the KPC decision not to support the VPL development proposal.

7. Conservation Management Appraisal.

Dick reported back on his meeting on 2 May with Linda Watson when she shared the outline of her first draft of the Conservation Area Appraisal. Linda is continuing to pursue the idea that the village CAs should be combined and extended in a way that addresses not just the architectural merits of the buildings in the village, but places the buildings in the context of the surrounding landscape. The challenge is to characterise the cultural landscape of the village and this will require further research. Linda has already identified some tasks that volunteers could assist with in undertaking this research and will give further thought to this. A briefing note that Linda prepared for the meeting is at Appendix 2 **Actions:** 1. Dick to review NP guidance and identify the tasks that need to be completed to produce a Character Assessment for the Kingston NP area. The aim is to have a draft of this document for the NPTG meeting on 27 July 2017. 2. Dick to meet Linda on 23 May 2017 to review progress with the CA Appraisal.

8. Housing

Mandy at SHDC had confirmed that detailed Site Evaluations would need to be completed for all sites, including individual builds. Judy to confirm whether this can be included in the main grant application or obtained through the technical support grant.

9. Workplan.

Up dates agreed and to go on NPTG Website.

10. Questionnaire

NPTG reviewed Version 3 of the questionnaire, which included changes made from the previous review. **Action: Judy** now to check the wording of current questions numbered 14 and 16 with Lee Bray and to include latest changes to text and layout

primarily for greater clarity and ease of completion. Also to add an introductory note that any individual need not answer a question if (s)he was uncomfortable with it. The definition of 'attainable' (*affordable housing*) remains unclear and this question was removed, because quoting any figure could lead to unjustified expectations of the possibility to purchase. Final editing and design of the document will be allocated to SHDC Design Team with a request to shade the descriptive header line (*where included in a question*) for greater clarity. Also, all answer codes to be a) b) etc. rather than numbered. Flo tabled her proposals to encourage engagement of young people (11+) in completion of the questionnaire as it stands; and, for the younger age group, the use of 'smiley scaling' buttons. **Agreed:1.** To include a statement in the introduction explaining why the information is being sought and that there will be a random independent verification check on recorded results to. **2.** Questionnaire will be numbered before issue in September 2017, allowing 'run up' time including aligning with SHDC Design Team availability. **Action: Rae** to liaise with Jason Elson to agree a timetable and provision of a final mock-up of the questionnaire, together with a revised quotation, as the current one will be exhausted shortly.

11. Any other business.

Noted that there was a workshop in Totnes on 17 May 2017 to provide further information on the Community Housing Fund with two places allocated per NPTG. **Action:** Judy and Rae to attend.

12. Dates of next meetings.

Thursday 29 June 2017

Thursday 27 July 2017