



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 27th July 2017 in Kingston Reading Room.

Present.

Judy Alloway; Alan Coleman-Smith; Richard (Dick) Dalley; Rae Musk; Sally Richardson; Flo Watts.

1. Apologies for absence and declarations of interest.

None.

2. Minutes of previous meeting

The minutes of the meeting on June 29 2017 were agreed as a correct record.

3. Matters arising.

3.1 Noted that VPL had completed its archaeological survey on their site. A section of buried sea cobble track had been uncovered but this was probably related to a building which stood close by in the 1840s. Previous assessments identified a semi-circular structure at the top end of the field and suggested that this would have archaeological significance, given the existence and context of various remains of earthworks in and around Kingston village. It was noted that VPL appeared to have trenched across this area.

3.2 Noted that there had been no NPTG attendance at the renewable energy workshops.

3.3 Alan has received details of the My Community grant from Judy and is liaising with the Parish Clerk but there has been no relevant expenditure to date. Judy advised that a change in application of the agreed grant expenditure plan could be made by NPTG without *M Locality* approval, provided that any such change did not exceed £500.00.

4. Housing.

4.1 Site assessments. Lee Bray has started work on these. He has sent a preliminary outline pro forma report which Judy has circulated. Judy has sent him details of the site. Confirmed there will be site visits as part of the assessment.

4.2 Confirmation of notes of landowner/developer meetings. It was agreed that the records were acceptable for issue to; and comment and signature by each developer. **Action:** Judy. Dick advised that the plot was actually entitled "Lower Vicarage Field" but it was agreed not to use this because of the potential for confusion with the VPL development. Noted that Bill Mears intends to pursue his application with SHDC.

4.3 KPC meeting. KPC had, at its July meeting, indicated that it would continue to support small developments which met village needs. There was some discussion on the wording of the minute which was not fully understood

5. Workplan.

5.1 Trial of the NP questionnaire. Judy confirmed that comments had been received from most of the residents trialling the draft questionnaire. These were generally points of clarification on the text and were very helpful. There had been minimal reaction to the length of the questionnaire. Thanks to all those people for their help and support were formally recorded. Detailed written comments had also been received from Lee Bray and were considered at length. The following changes were agreed:

- i. A number of useful minor points in the text.
- ii. That the personal details requested were to evidence the diversity of the response across the Kingston community. The section on ethnicity would not provide this evidence and it was therefore to be deleted.
- iii. In response to comments from Lee to consider adding back in the question on the settlement boundary. Judy **Action: Judy** to contact Tom Jones, SHDC, to clarify the position in relation to the relevant Topic Paper in the Joint Local Plan.
- iv. To replace the question on possible development sites, details of this to be finalised when the site assessments are complete.
- v. As major questions have been added, the infrastructure questions to be deleted as answers will not add significantly to information already available.
- vi. To be more specific about the natural features and green spaces in the parish. Similarly, to delete Q21 but retain the open question on environment.
- vii. To add a question on a series of open value statements around village character and some key issues raised by residents at the Village Open Day.
- viii. Involvement of 4-11yrs. Flo's draft questions were welcomed and this section will be included in the main questionnaire.
- ix. Map of the Parish to be incorporated into the front cover of the Questionnaire instead of aerial photos originally proposed. **Action (i) – (ix): Judy.**
- x. Rae to liaise with SHDC Design Team for final printing of the Questionnaire. **Action Rae.**

Action: Judy to amend the questionnaire in the light of above and circulate to NPTG.

5.2 Publicity for the Questionnaire. Dates for the NPTG questionnaire 'Drop In' sessions for the Kingston morning market were confirmed as **26 September; 3 and 10 October**; and the **evenings of 27 September and 5 October**, each attended by at least 2 members of NPTG to address questions. **Action:** NPTG members to advise availability for these dates and an attendance rota agreed. It

was decided to use a map of parish on the front cover to emphasise the NP covered the whole parish. This would also feature on posters.

5.3 Issue of the Questionnaire. It was agreed that there should be a process to avoid the submission of duplicate completed questionnaires and that each should be numbered, but that those delivering the questionnaires would be issued with a random set of questionnaires, rather than a set with sequential numbering. Questionnaires can be submitted by post if agreed beforehand.**7.4** A distribution list would be developed: **Action: Rae.** Dave Watts has kindly agreed to collate the responses with support from Flo.

5.4 Drafting the NP A preliminary discussion took place and it was noted that many villages in Cornwall had developed plans, which were concise (*around 20 pages*) but which covered all the necessary points and policies. It was agreed that it would be appropriate and expedient to review these to inform the agreed structure for Kingston NP. The 'top tier' of the plan would be an executive summary of the whole plan, cross referred to the supporting evidence base and the NP Website. A consultation list will be developed, to include groups in the village as well as other relevant agencies external to Kingston. Tier 1 should be 'friendly', non-patronising and in plain language.

Dick has already circulated a draft Character assessment and continues to work on this. Reference to the "*Devon Biodiversity Records Centre*" publication as it relates to the village of Kingston, subject to any copyright issues. Approval given to purchase this document from NPTG funds). **Action: Dick and Flo.** Judy agreed to draft a demographic section for the next meeting

6.0 Conservation Management Appraisal Linda will submit a draft of her appraisal to Richard Gage (*SHDC buildings conservation officer*) and it will then proceed to the examination stage. Dick and Linda had met with Richard and Graham Lawrence, Conservation Officers on 10 July to discuss her initial ideas. There are concerns that the pressure of planning applications has substantially increased the planning team's workload and conservation appraisals are being held up. Noted that any draft NP policies relating to Conservation Areas in any way should be submitted to Richard in advance to avoid any subsequent delays with the Plan. Thanks to Linda and her University student assistant were recorded. It was noted that the Conservation Management Appraisal is not a part of the NP but information is shared benefitting all.

7. Any other business

7.1 Involvement in NPTG There may be limited awareness that all meetings were open to attendance in accordance with Parish Council protocol. *NPTG Reminder to villagers: All of its meetings are open and dates are shown in the minutes. Residents can comment ask questions in the open session before the meeting starts, but afterwards observe only.*

7.2 Action from Village Drop In Day. Flo advised that KPC had responded to Young People's views that 'junior' swings should be provided on the Recreation Ground and would fund one half of the overall cost.

8. Dates of next meetings

August 24 and September 28 2017, 7pm Reading Room.