



## Kingston must retain its character as a Living country village

### **Minutes of the meeting of the Neighbourhood Plan Task Group (NPTG) held on 11 April 2019 in Kingston Reading Room.**

#### **1. In attendance.**

Judy Alloway; Alan Coleman-Smith; Rae Musk.

#### **2. Apologies for absence**

Richard Dalley and Flo Watts.

#### **3. Declaration of interests.**

There were no changes to declared interests.

#### **4. Minutes of previous meeting**

5. These were agreed as a correct record.

#### **6. Matters arising.**

##### **6.1 Regulation 14 draft Plan**

Duncan has confirmed that the glossary does not need to be an appendix to the Plan. Also, that the draft did not require professional design at this stage. KPC had reviewed - and formally agreed - the draft Neighbourhood Plan. It had not been possible to include an extant map of land specifications as requested by a member of the KPC. .Noted that developers are required to commission and publish a professional assessment of their land in terms of levels 1 – 4a. (as done by VPL, which has assessed its land a grade 3b)

The draft has been sent to SHDC, together with the draft *Statement of Consultation, Monitoring Framework* and *Basic Conditions document*. **Action: all to review and make any comments to Alan by 19 April.** Alan will make any changes by the end of the month to facilitate SHDC's use of the Website information. In doing so, he will check that there is a link to the current Local Lettings Plan.

**6.2** The external audit of the Website needs to be complete by the end of April  
**Action: Alan**

**6.3** Duncan needs 3 weeks to process the screening of the Plan and delivering it into the SHDC system. ▯

**6.4 Action: Rae** to review draft documents: *Basic Conditions Statement*; and *Statement of Consultation*. Then to advise Judy of any changes in respect of typos; grammar; and punctuation.

#### **7. Grant tracking.**

Alan will prepare a schedule and circulate to all. Judy is reporting to Groundwork on spend to end of financial year.

## 8. Public consultation

This will be commenced as soon as possible with production of a summary document for delivery throughout the Parish once SHDC has agreed the plan or notified any changes required. Delivery will be made door to door by volunteers. Deliveries to known holiday houses will be addressed to "The Owner". The possible use of *Survey Monkey* was considered but rejected on the basis that the proposed simple questionnaire (*Website; e-mail and delivery to homes*) can be easily analysed. The same form will apply to consultation with the statutory bodies. The consent and status sections will be retained, and postcode and full name are completion requirements. To support consultation throughout the Parish, there will be articles in the Newsletter; a Drop-In event, **(probably a full day and evening)**, with notice board information and background projection of the full plan. There will also be presentations over 6 weeks starting **immediately after** delivery of the summary document. Full copies of the final draft Plan will be available at these presentations; in the Church and in the Reading Room. A record will be made (*as part of the NP evidence base*) of these activities, which will be supported by banners and posters throughout the Parish. The secure collection box for completed forms will be located outside Litchfield. Understood that all responses will be posted on the Website. **Action: JA to check this.** The responses to questions will be collated with additional comments reproduced in full. The list of statutory consultees needs checking by Duncan Action: Alan will pre-set the information **on** the Website and then activate at the due date.

## 9. Any other business

**9.1** Alan advised that he will update the Website to reflect the approved JLP.

**10. Date of next committee meeting:** May 9 2019.