



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

### **Minutes of the meeting of the Neighbourhood Plan Task Group (NPTG) held on 4 July 2019 in Kingston Reading Room**

#### **1. Present; apologies and declarations of interest**

Present: Judy Alloway; Alan Coleman-Smith; Dick Dalley; Rae Musk. Advance apologies had been received from Flo Watts and Don Kelly. There were no new declarations of interest.

#### **2. Minutes of previous meeting**

The minutes of the meeting of 6 June 2019 were agreed.

#### **3. Matters arising**

##### **3.1 Use of Council Tax bandings for the final Neighbourhood Plan**

The information had been obtained from SHDC and it was noted that 23% of the houses in the Parish are in the A and B bands. The final house count is 213 including newly and partially built homes.

##### **3.2 VPL Meeting with KPC and NPTG**

This meeting, requested by VPL to discuss revised planning intentions, had been considered by KPC, as a result of which, a letter had been sent to VPL advising that such a meeting would be better after the Neighbourhood Plan consultation process.

#### **4 Neighbourhood Plan consultation process.**

The final draft plan and appendices had been finalised following discussion with Duncan Smith. Key changes included: -

- Two maps for inclusion in the Plan to be provided by South Hams District Council (SHDC), showing respectively non-designated assets and notable trees; and views and local green spaces.
- Appendix V has been added referring to the other submission documents
- Screening for the SEA/HRA cannot take place until the Plan is print ready, but Duncan Smith has advised that it is unlikely that an SEA or HRA will be needed. The Plan has been submitted to Jason Elson (Head of SHDC Design department). **Noted:** preparation of such documents for printing takes time, and a meeting with Jason has been requested to set a timetable for the consultation.
- NPTG reviewed the draft 'Overview Summary' of the Plan, which will provide Parishioners with an easily read guide to the full Plan. It was agreed that the summary should be in the form of a folded A5 booklet, with parish logo Kingston picture on the front page, printed by SHDC linking to the main Plan design. Some amendments were made. **Action:**

**Rae** to undertake final proof reading and send annotated version to Judy. The Overview Summary' will also be on the NPTG Website. A copy will be delivered to every house in the village, including a copy of the parishioner response form. Where the house is a holiday rental or second home, a note will be added to make clear that it is for the property owner. Completed forms can be left in the collection box outside Litchfield. It is hoped that many residents will respond online through the website.

- Copies of the summary will also be located in the Dolphin; the Telephone Box; and the Reading Room. The full Plan will be on the website but there will be hard copies for those who do not have access.
- The overall timetable has yet to be determined but it was agreed that a "Drop In" process would be used, with at least two NPTG members at each of 6 Drop In sessions in the Reading Room (*10 – noon on a Wednesday, Friday and two Saturdays; and 7 – 9 pm on two weekday evenings where these can be fitted into the RR schedule*) A small exhibition is planned and it was hoped the screen will be used to project the KNPs (Kingston Plan Policies) with accompanying photographs and maps for clarity and impact. **Action: Rae to discuss with Bob Musk.** **Alan** is redesigning the website for the consultation to ensure easy access. He will also post weekly reminders on Face Book during the consultation period. **Action: All** to check the evidence schedule for accuracy and comprehensiveness. **Action Rae:** to forward the Community Action Plan to Judy.

**Agreed:** a few additions to the current schedule of statutory consultees. Ownership of the communications tower adjacent to the Lone Pine at Headless to be established (**Action, Bob Musk**).

The overview document will be sent by e-mail to statutory consultees with the link to the full draft Plan; and a customised response form based on the Parishioner form.

**Action all:** to review the statutory consultee list and advise Judy of any omissions.

## 5 Any other business

- Once all the consultation period ends, responses will be collated using the format of Thurlestone: responses with source, and allocated to relevant KNP(s)
- Noted that Dick and Rae would attend July KPC meeting.

## 6 Dates and venues of next meetings.

Thursday 1 August, 7 p.m. in Reading Room

Thursday 5 September, 7 p.m. In the Reading Room (*to be confirmed*)