



Kingston must retain its character as a  
Living country village

**Minutes of the meeting of the Neighbourhood Plan Task Group (NPTG) held on 9 January 2020 in Kingston Reading Room**

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

Present: Alan Coleman-Smith; Dick Dalley; Don Kelly; Rae Musk; Flo Watts. There were no apologies and no new declarations of interest.

**2. Minutes of last meeting**

The minutes of the 7th November meeting were agreed as a correct record.

**3. Matters arising**

All included in agenda

**4. Consultation – next steps**

- 4.1 Around 350 responses to the draft NP had been received from 74 people and had been included in a spreadsheet, identifying responder name/statutory status; and the comments made.
- 4.2 Over three sessions in December and one in January, NPTG had reviewed all responses to the NP consultation process. and the proposed NPTG response had been added to each entry.
- 4.3 In addition, Dick tabled a document proposing the renamed and revised Development Boundary for approval by Kingston Parish Council (KPC) and inclusion in the final plan.
- 4.4 The responses proposed by NPTG would be reviewed at the KPC meeting on 16 January and accepted/amended by KPC as the final version. It was agreed that the spreadsheet should be submitted to KPC in advance of its meeting, together with 1) an explanatory cover note; 2) the Development Boundary proposal; and 3) separate responses to SHDC's comments contained in a letter from Duncan Smith **Action: Rae.**
- 4.5 The Draft Community Action Plan aligned to the NP would be finalised, if necessary, and forwarded to KPC for approval. **Action: Rae.** Noted: the full glossary of terms was to be finalised by NPTG and added to the NP appendices.
- 4.6 It was possible that there might be late additions to the section on Design and Construction section of the NP and, if so, these would be advised as soon as received. **Action: Dick**
- 4.7 NPTG had not received the supporting evidence documentation from Judy Alloway. **Action: Dick.**

**5. Communications**

- 5.1 Brief article in Parish Newsletter to update on progress and KPC decisions at meeting on 16 November. To be checked with all NPTG. **Action: Rae**
- 5.2 NPTG next actions:-. Transfer KPC changes to Action Plan to be updated and brought to each future meeting. Update statement of consultation and add next steps.

**6. Meetings with developers**

- 6.1 Deferred as KPC has approved the proposal not to allocate any development sites.

**7. Any other business**

- 7.1 Meeting with Duncan Smith to be arranged in due course. **Action: Rae.**

**8. Dates and venues of next meetings (All from 7 p.m. in Kingston Reading Room.)**

- Thursday 5 March
- Thursday 9 April
- Thursday 7 May
- Thursday 11 June