

Kingston must retain its character as a Living country village



Minutes of the meeting of the Neighbourhood Plan Task Group (NPTG) held by Zoom on 11 February 2021.

1. In attendance; apologies and declarations of interest.

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

2. Minutes of previous meeting.

These had been circulated; agreed as a correct record; and posted on the NP Website.

3. Matters arising.

3.1 Progress of the Draft Plan.

The Independent Examiner's report of the Kingston Parish Neighbourhood Plan will be considered at the Parish Council meeting on 18 February 2021 and it is anticipated that the report will be approved at that meeting, thereby allowing instigation of the referendum activity, including logging Kingston's submission with SHDC. **Agreed:** Don Kelly will speak for NPTG at the meeting, acknowledging also the support provided by KPC throughout the process of Plan development. The Referendum process will commence once the Inspector's Report has been published and accepted by the relevant statutory bodies (*including Kingston Parish Council*) and the Referendum Version of the Plan has been agreed with SHDC. (*Appendix A to these minutes sets out the referendum process*) The Referendum process will be initiated by SHDC on or after 6 May 2021 unless an earlier/later date is advised. In the meantime, the Referendum Version of the Plan in its then current form will carry weight in respect of consideration of any planning applications. The referendum ensures that the community has a final say on whether a neighbourhood plan or order comes into force.

People living in the Parish and registered to vote in local elections will be entitled to vote in a referendum, which would be conducted following similar procedures to those used at local government elections.

If more than 50% of people who vote in the referendum support the plan or order, then SHDC should bring it into force. Whilst SHDC is responsible for organising the referendum, it was **agreed** at the meeting that early communication of the referendum process will be managed by NPTG on an informal basis, starting with issue of a short

explanatory leaflet in the Newsletter, explaining the process. **Action NPTG.** Laminated signs will also be posted around the Village on the standard information notice boards: **Action: Rae.** Jon Hardy will be asked to print a small number of the bound copies of the Referendum version Plan. **Action: Alan.** These will be available to review on request. If there is a majority vote in the Referendum, confirming that the Plan has been “made” The NP Website will then be taken down once the contents have been transferred to KPC Website. **Action: Alan**

4.Communications

(As set out in 3.1 above.)

5. Any other business.

5.1. Remaining NP funds.

The balance of funds in the Neighbourhood Planning Grant stands at £655.00. This can be utilised for NP support to the Referendum process and any other legitimate costs. KPC would be required to return any remaining balance.

5.2. Destruction /retention of documentation used in development of the final Plan.

- It was agreed that Kingston Local History Society should be offered the “*Complete the questionnaire banner*” 25 September – 16 October. **Action: Rae**
- It was agreed that any completed NP Questionnaires which directly or indirectly identify the respondent will be shredded.

6. Dates and venue of next meetings, as needed.

Both from 10.a.m. by Zoom whilst Covid restrictions remain in force)

Thursday 11 March 2021

Thursday 8 April 2021.

APPENDIX A. Referendum process.

- SHDC is responsible for organising the Referendum.
- All voters listed on the register of local government electors for the Kingston Parish are eligible to vote. Voters must be aged 18 or over.
- Voters will be asked a standard question, which has been set out in legislation. An “information Statement” and Specified Documents must be published not fewer than 28 days before the date on which the Referendum will be held. The Information Statement is similar to a Notice

of Election and the Specified Documents include the Referendum version of the Neighbourhood Plan, the independent examiner's report and various statements issued by SHDC.