

## Minutes of the Kingswear Neighbourhood Plan Group

**Date** Jan 5<sup>th</sup> 2015                      **Time** 11am                                      **Place** Sunny Cottage

### Members attending

Cllr Parkes, Cllr Henshall, Cllr Payne

### Apologies

Cllr Essex

**Declaration of Interest**    None

### Topics Discussed

- 1) Chairman agreed: Cllr Parkes and Minute taker agreed: Cllr Payne
- 2) Terms of Reference – to compile
- 3) List of organisations and people to initially contact via email /letter to introduce and ask for comments and volunteers to assist with Neighbourhood Plan
- 4) Sites of Posters to introduce and ask for comments and volunteers to assist with Neighbourhood Plan

### Actions

- |   | <b>By whom</b> |
|---|----------------|
| 1) Write up Terms of Reference and circulate to Members   | Cllr Parkes    |
| 2) Make a presentation to Council Meeting held on 12 <sup>th</sup> Jan 2015 to agree Terms of Reference | Cllr Parkes    |

### Next Meeting

**Date** 18<sup>th</sup> Jan 2016                      **Time** 11am                                      **Venue** Overcreek

### Appendix

- 1) Terms of Reference
- 2) List of organisations and people to send letters to and location of posters

**Minutes approved** .....

**Date**

## TERMS OF REFERENCE FOR A NEIGHBOURHOOD PLAN GROUP IN KINGSWEAR

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### NAME OF GROUP

Parish of Kingswear Neighbourhood Plan Group

### PURPOSE OF GROUP

To prepare a neighbourhood plan for the Parish of Kingswear incorporating the wards of Kingswear and Hillhead, in consultation with the community.

### OBJECTIVES OF THE GROUP

To formulate the plan by consultation with all groups, organisations, businesses and people in the parish. To reflect the wishes of the parish for future development of the area. To secure the formal adoption of the prepared plan as soon as possible.

### MEMBERSHIP AND GOVERNANCE

There will be a core group of representatives from the Parish council

Eileen Parkes

Jan Henshall

Lucy Payne

Liz Essex

Other members will include volunteers who express interest in joining and people who will be co-opted bringing useful skills and knowledge. Requests for members will be made to different groups within the community to obtain as wide a representation as possible. It is recognised that the Group will change over time as new people become interested and can offer various skills.

#### ROLES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS OF THE GROUP

This can be defined and agreed within the Group but there will need to be for example a Chairman, Secretary and Treasurer. Responsibilities will emerge over time as the plan develops.

#### ARRANGEMENTS FOR REPLACEMENT/ADDITIONAL MEMBERS

Other members of the parish, or its organisations or interested parties who express interest or who have specialist skills will be invited to join the Group.

#### DECLARATIONS OF INTEREST OF MEMBERS

Members will be asked to declare any pecuniary interests in particular issues or land as appropriate as a condition of their participation in the plan preparation. The Group will keep its own register of members interest updated at every meeting

#### ARRANGEMENTS FOR VOTING AT MEETINGS IF REQUIRED

Voting will be by a show of hands with the chairman having the casting vote.

A quorum to be half of the Group members.

#### DECISIONS TO BE REFERRED TO THE PARISH COUNCIL

The Parish Council will be asked to confirm and agree the work programme for the preparation of the plan; agree; any interim proposals put forward for consultation with the public, the draft plan prior to community consultation and the final draft before submission to the South Hams Council. The Group will report back to the Parish Council at the monthly council meetings. The neighbourhood plan to be a standing item on the agenda for the duration of the project.

## REPORTING AND FEEDBACK

How will the group share information with the community.

Posters, letters, e-mails, public consultation meeting, Parish Council meetings, Parish web site,, displays, surveys and also via the Dartmouth Chronicle and By the Dart magazine.

Minutes of the Group will be recorded and be kept available for public inspection

By the parish clerk and the Chairman and Secretary of the Group.

## RESOURCES AND FINANCE

Costs will arise from hiring venues for meetings, preparation and circulation of printed materials. Cost may also be incurred by hiring specialist help for developing and analysis of questionnaires. Obtaining statistical data on the population demographic etc. Although funding avenues such as help from university students, grants will be explored. The expertise and knowledge of the officers of South Hams District Council, Devon County Council, Devon Communities Together and Locality will be used by the group as necessary.

## MONITORING

The preparation of the plan will be regularly monitored by the Parish Council through monthly reports from the Group.

### Kingswear Organisations

<b>Organisation</b>	<b>Address/ Contact</b>	<b>Comment</b>
River Link		
Steam Packet		
The Ship		
Darthaven Marina		
RDYC		
Village Shop		
Post Office		
Dart Harbour		
Dart Harbour Non Beneficiaries		
Bus company		
BT Broadband		
Church Council		
Rowing Club		
Badminton Club		
Fencing Club		
Tai quon Do?		
Waterhead Creek Preservation Society		
Maxi Trust		
Combined Charities		
2-4pm club		
Dartmouth Chronicle		
By the Dart		
Sarah Roop		
Village Hall		
Caravan Site		
Playgroup?		
Kingswear and Dartmouth Preservation		
Village Bookclubs		
W.I.		
Kingswomen		

### **Land owners**

- 1) Mr Pedrick
- 2) Mr Chichester
- 3) N Harris
- 4) P Harris
- 5) Ed Jones
- 6) Jim Maker
- 7) National Trust

### **Places to put Posters**

- 1) Notice boards
  - a. Under the arches
  - b. Bottom of Wood lane
  - c. Hillhead
- 2) Ferry Office
- 3) Village shop
- 4) Post Office
- 5) The Steam packet

- 6) The ship
- 7) Inside the Village Hall
- 8) On ferry
- 9) RDYC

## Minutes of the Kingswear Neighbourhood Plan Group

**Date** Jan 18<sup>th</sup> 2016      **Time** 11am      **Place** Overcreek

### Members attending

Eileen Parkes, Jan Henshall, Lucy Payne, Liz Essex, Sue Pudduck

### Apologies

None

**Declaration of Interest** None

### Topics Discussed

- 1) Minutes of Jan 5<sup>th</sup> 2016 agreed and signed by Eileen
- 2) Time line for future planning discussed and compiled.

### Actions

### By whom

Actions	By whom
1) Ask Andy for cost of a web site and about Twitter.	Sue
2) Write up time line	Eileen
3) Ask Jonathan to update KW facebook page	Eileen
4) Ask Mike Goodearl to construct posters	Jan
5) Price for leaflets	Liz
6) Price for Meeting Rooms	Liz
7) Ask South Hams and Martin for price/info on demography of KW	Eileen
8) Ask Mike Trevorrow for availability of projector at Parish Meeting	Eileen
9) Power point presentation	Sue and Liz
10) Prepare application for grant	Sue

### Next Meeting

**Date** 25<sup>th</sup> Jan 2016      **Time** 11am      **Venue** Sunny Cottage

**Minutes approved** .....

**Date** .....

## Minutes of the Kingswear Neighbourhood Plan Group

**Date** Jan 25th 2016      **Time** 11am      **Place** Sunny cottage

### Members attending

Eileen Parkes, Jan Henshall, Lucy Payne, Liz Essex, Sue Pudduck

### Apologies

None

**Declaration of Interest** None

### Topics Discussed

- 1) Minutes of Jan 18th agreed and signed by Eileen.
- 2) Time line draft amended and agreed.
- 3) The letter, leaflet and poster composition were discussed.

### Report back from last Meeting's

#### Actions

Action	By whom	Report
Ask Andy for cost of a web site and about Twitter.	Sue	On going
Write up time line	Eileen	Draft completed
Ask Jonathan to update KW facebook page	Eileen	On going
Ask Mike Goodearl to construct posters	Jan	Agreed
Price for leaflets	Liz	AC Print : £74 for 1000 Partington: £120 for 1000 Manor Print: £60 for 1000 but they subcontract
Price for Meeting Rooms	Liz	Small Hall: £24 a day Sarah Roupe: £15 a session
Ask South Hams and Martin for price/info on demography of KW.	Eileen	Martin has sent an example to Eileen and the cost is £50
Ask Mike Trevorrow for availability of projector at Parish Meeting	Eileen	We can have its use for the village hall
Power point presentation	Sue and Liz	On going
Prepare application for grant	Sue	Sue has found that it is best to apply in April.

## Actions

Actions	By whom
Create a neighbourhood plan email address	Lucy
Complete letter to organisations and email to Group Members	Eileen
Prepare letters to land owners	Eileen
Collect contact details of organisations on the list.	Lucy
Make a draft poster and leaflet	Jan, Sue Liz
Ask Martin to provide demographic info and invoice Clerk	Eileen
Send time line to G Swiss to see when he thinks it would be most effective to come to speak to us. Suggest May meeting ?	Eileen
Find if any NP group have a NP banner we could use.	all

## Next Meeting

**Date** 8<sup>th</sup> Feb 2016

**Time** 1030 am

**Venue** Overcreek

## Appendix

- 1) Time Line final draft

**Minutes approved** .....

**Date** .....

## Kingswear Neighbourhood Development Plan Time Line.

*This is approximate and may change if further research consultation etc. becomes necessary as the plan proceeds.*

*For implementation over the next 10 years*

<b>Dec 2015</b>	<b>Jan 2016</b>	<b>Feb 2016</b>	<b>March 2016</b>	<b>April 2016</b>
Initial meeting with Martin Parkes of Devon Communities Together. Research	Formal approval from Parish Council Apply for Area Designation	Establish timeline Design posters, letters, leaflets. Obtain population stats and quotes for costs arising.	Establish wider group membership. Collate ideas and feedback . Plan workshop	Informal workshop

<b>May 2016</b>	<b>June 2016</b>	<b>July 2016</b>	<b>August 2016</b>	<b>Sept 2016</b>
Report and workshop at the Annual Parish Meeting	Target specific village organisations who have not replied	Kingswear Regatta and further presentations	Review Rest	Prepare survey based on information collected

<b>Oct 2016</b>	<b>Nov 2016</b>	<b>Dec 2016</b>	<b>Jan 2017</b>	<b>Feb 2017</b>
Send survey out	Collect results Survey analysis	Feedback	Consolidate and write draft plan	Village meeting to present draft plan

<b>March 2017</b>	<b>April 2017</b>	<b>May 2017</b>	<b>June 2017</b>	<b>Next Step</b>
Further consultation	Address any concerns	Check final draft. Parish Meeting and final presentation	Submit plan to SHDC for compliance	SHDC referendum

## Minutes of the Kingswear Neighbourhood Plan Group

**Date** February 8th 2016 **Time** 1030am

**Place** Overcreek

### Members attending

Eileen Parkes, Jan Henshall, Lucy Payne, Liz Essex, Sue Pudduck, Richard Rawlins

### Apologies

None

**Declaration of Interest** None

### Topics Discussed

- 1) Minutes of Jan 25th agreed and signed by Eileen.

### Report back from last Meeting's

#### Actions

Action	By whom	Report
Create a neighbourhood plan email address	Lucy	Completed and checked
Complete letter to organisations and email to Group Members	Eileen	Ongoing and press release sent to By the Dart
Prepare letters to land owners	Eileen	Draft letters written for farmers.
Collect contact details of organisations on the list.	Lucy	Agreed
Make a draft poster and leaflet	Jan, Sue Liz	Draft poster made. Leaflet ongoing
Ask Martin to provide demographic info and invoice Clerk	Eileen	Martin confirmed price and details of strategic dates
Send time line to G Swiss to see when he thinks it would be most effective to come to speak to us. Suggest May meeting ?	Eileen	G Swiss has not replied to Eileen's emails yet.
Find if any NP group have a NP banner we could use.	all	Ongoing

#### Actions

Actions	By whom
Chase up G Swiss	Eileen
Find out from KPC the date of the Parish Meeting	Eileen
Map shape of area and key villages to be included in poster, also if map has a copyright.	Liz

<b>Actions</b>	<b>By whom</b>
Order demographic info from Martin Parkes	Eileen
Ask Hilary Bastone and G Swiss if can apply for more grants after April and even submit before April.	Eileen
Both email and letters to be sent out to organisations since fear of emails arriving in junk .	Eileen Lucy
Research south Hams list of businesses who are registered in Kingswear Parish in order to obtain addresses.	Eileen
Research landowner in Hillhead who offered his field for affordable housing.	Jan
Generic Banner ask Tony Fyson	Richard
Obtain quotes and names of bodies that will deliver leaflets: ask By the Dart and Katie Franks fromStoke Flemming	Eileen
Ask Mike to do a logo for our letterhead	Jan
Do first draft of leaflet and forward to others for input	Liz

### Next Meeting

**Date** 7<sup>th</sup> March 2016

**Time** 1030 am

**Venue** Sunny Cottage

**Minutes approved** .....

**Date** .....

## Kingswear Neighbourhood Development Plan Time Line.

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*For implementation over the next 10 years*

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<b>May 2016</b>	<b>June 2016</b>	<b>July 2016</b>	<b>August 2016</b>	<b>Sept 2016</b>
Report and workshop at the Annual Parish Meeting	Target specific village organisations who have not replied	Kingswear Regatta and further presentations	Review Rest	Prepare survey based on information collected

<b>Oct 2016</b>	<b>Nov 2016</b>	<b>Dec 2016</b>	<b>Jan 2017</b>	<b>Feb 2017</b>
Send survey out	Collect results Survey analysis	Feedback	Consolidate and write draft plan	Village meeting to present draft plan

<b>March 2017</b>	<b>April 2017</b>	<b>May 2017</b>	<b>June 2017</b>	<b>Next Step</b>
Further consultation	Address any concerns	Check final draft. Parish Meeting and final presentation	Submit plan to SHDC for compliance	SHDC referendum

## Minutes of the Kingswear Neighbourhood Plan Group

**Date** March 7th 2016      **Time** 1030am      **Place** Sunny Cottage

### Members attending

Eileen Parkes, Jan Henshall, Lucy Payne, Liz Essex, Sue Pudduck, Lynne Maurer

### Apologies

None

**Declaration of Interest** None

### Topics Discussed

- 1) Minutes of Feb 8<sup>th</sup> 2016 agreed and signed by Eileen.

### Report from last meeting's actions

<b>Actions</b>	<b>By whom</b>	<b>Report</b>
Chase up G Swiss	Eileen	He has agreed to come to a meeting in May
Find out from KPC the date of the Parish Meeting	Eileen	Have asked Cllr Hawkins for the Parish Meeting to be changed to May 23 <sup>rd</sup> or 25 <sup>th</sup> .
Map shape of area and key villages to be included in poster, also if map has a copyright.	Liz	There is no copyright
Order demographic info from Martin Parkes	Eileen	It has arrived
Ask Hilary Bastone and G Swiss if can apply for more grants after April and even submit before April.	Eileen	It is now possible to apply for new tranche of grants
Both email and letters to be sent out to organisations since fear of emails arriving in junk .	Eileen Lucy	Eileen and Lucy to meet to print off letters.
Research South Hams list of businesses who are registered in Kingswear Parish in order to obtain addresses.	Eileen	Ongoing
Research landowner in Hillhead who offered his field for affordable housing.	Jan	It is John Ley and a meeting has been arranged.
Generic Banner ask Tony Fyson	Richard	It was decided to make our own banner
Obtain quotes and names of bodies that will deliver leaflets: ask By the Dart and Katie Franks from Stoke Flemming	Eileen	Dave Davey might deliver and ongoing with Katie Franks
Ask Mike to do a logo for our letterhead	Jan	Ongoing
Do first draft of leaflet and forward to others for input	Liz	Ongoing

## Actions

Action	By whom
Agree to website at cost of £99 per year for two years and call it 'Parish of Kingswear and Hillhead Neighbourhood Plan.'	Eileen
Invite practice manager of compass House, Davis Macilrath to join our group.	Eileen
To order our own banner	Eileen
Meet with Mike Goodearl and Andrew of website re photos to go on leaflet design.	Eileen
Delete informal workshop from timeline	Lucy
Arrange printing of leaflets	Liz

## We then agreed a timeline below

Date	Action
March	'By the Bay' Hillhead paper, article to go in April issue. <b>Eileen</b>
April 4th	Letters containing leaflets to be posted
May 3rd	<b>Jan</b> give details to Chronicle
May 6th	Article in the Chronicle
May 9th	Deliver leaflets
May 11th	Herald Express Article <b>Eileen</b>
May 23 <sup>rd</sup>	Parish Meeting and workshop

## Next Meeting

**Date** 21st March 2016

**Time** 1030 am

**Venue** Overcreek

**Minutes approved** .....

**Date** .....

## Kingswear Neighbourhood Development Plan Time Line.

*This is approximate and may change if further research consultation etc. becomes necessary as the plan proceeds.*

*For implementation over the next 10 years*

<b>Dec 2015</b>	<b>Jan 2016</b>	<b>Feb 2016</b>	<b>March 2016</b>	<b>April 2016</b>
Initial meeting with Martin Parkes of Devon Communities Together. Research	Formal approval from Parish Council Apply for Area Designation	Establish timeline Design posters, letters, leaflets. Obtain population stats and quotes for costs arising.	Establish wider group membership. Collate ideas and feedback . Plan workshop	Letters with leaflets to go to businesses, and clubs

<b>May 2016</b>	<b>June 2016</b>	<b>July 2016</b>	<b>August 2016</b>	<b>Sept 2016</b>
Articles in newspapers. Leaflets to be delivered to residents. Workshop at the Annual Parish Meeting	Target specific village organisations who have not replied	Kingswear Regatta and further presentations	Review Rest	Prepare survey based on information collected

<b>Oct 2016</b>	<b>Nov 2016</b>	<b>Dec 2016</b>	<b>Jan 2017</b>	<b>Feb 2017</b>
Send survey out	Collect results Survey analysis	Feedback	Consolidate and write draft plan	Village meeting to present draft plan

<b>March 2017</b>	<b>April 2017</b>	<b>May2017</b>	<b>June 2017</b>	<b>Next Step</b>
Further consultation	Address any concerns	Check final draft. Parish Meeting and final presentation	Submit plan to SHDC for compliance	SHDC referendum

## Minutes of the Kingswear Neighbourhood Plan Group

**Date** March 21st 2016      **Time** 1030am      **Place** Overcreek

### Members attending

Eileen Parkes, Jan Henshall, Lucy Payne, Liz Essex, , Lynne Maurer, David Macilrath

### Apologies

Sue Pudduck, Liz Essex

**Declaration of Interest** None

### Topics Discussed

- 1) Minutes of March 7th 2016 agreed and signed by Eileen.

### Report from last meeting's actions

Actions	By whom	Report
Chase up G Swiss	Eileen	He has agreed to come to the meeting on 23 <sup>rd</sup> May or send a representative.
Both email and letters to be sent out to organisations since fear of emails arriving in junk .	Eileen Lucy	Eileen and Lucy have met and printed off letters and will meet to finish letters and research emails.
Research South Hams list of businesses who are registered in Kingswear Parish in order to obtain addresses.	Eileen	Ongoing
Research landowner in Hillhead who offered his field for affordable housing.	Jan	John Ley is keen to develop the land and will work with us re affordable houses and will also look into building a playground.
Generic Banner	Eileen	Is getting quotes from Parkingtons and A.C. South Hams were expensive.
Obtain quotes and names of bodies that will deliver leaflets	Eileen	Katie Franks gave the name of an Exeter firm which we will keep on record since have agreed to deliver the leaflets ourselves.
Ask Mike to do a logo for our letterhead	Eileen	Eileen has met with Mike and he is putting together the leaflet together along with some pictures of the parish. The logo will be a colour coded heading which will run through all publications.

Action	By whom	Report
Agree to website at cost of £99 per year for two years and call it 'Parish of Kingswear and Hillhead Neighbourhood Plan.'	Eileen	The name of the website is Kingswearneighbourhoodplan.com Eileen will relay to Andrew headings we agreed in the meeting
Invite practice manager of compass House, Davis Macilrath to join our group.	Eileen	David said that he will speak on behalf of the two surgeries and give us access to reports and statistics
Meet with Mike Goodearl and Andrew of website re photos to go on leaflet design.	Eileen	Done but having trouble tracking down Greenway photo.
Delete informal workshop from timeline	Lucy	done

### Actions

Actions	By whom
Website: Eileen will relay to Andrew headings we agreed in the meeting. Also ask Mike Stevens to put a link on the parish web page.	Eileen
Poster : we need 15 by May 9 <sup>th</sup> to advertise the Parish Meeting	Lucy
Make a facebook page	Waiting for skilled volunteer
Arrange printing of leaflets and inform people of roads they are delivering to.	Eileen with Lucy as backup
Check email whilst Eileen is away.	Lynne
Make A5 feedback form for parish meeting and to deliver to village pubs etc.	Lynne
Find out printing costs for feedback form	Parish Meeting and workshop
Check display boards in village hall	Eileen
Parish Meeting: ask for us to go first since we have a invited speaker	Eileen

### Next Meeting

**Date** Monday 16<sup>th</sup> May  
2016

**Time** 1030 am

**Venue** Sunny Cottage

**Minutes approved** .....

**Date** .....