

Minutes of the KNP Group meeting 2pm on the 5th June 2019 at Sunny Cottage

Present:

Eileen Parkes Susie Stevens David Mcilrath Brian Essex

Apologies

Lynne Maurer Lucy Payne Richard Whittaker

Reviewed the procedure for REG 14 consultation.

Reviewed the latest Draft Plan

Actions:

Position ref Data Protection

Eileen

Raise points with Liz on 1. boundary map 2. permanent residency justification
50%Noss 3. Bi -annual review 4. proposal map 5. PC to be informed ref cost of
consultation

Eileen

Research on Basis Conditions statement

David

To prepare summary document for the consultation for printing and distribution
in parish (when all policies finally confirmed)

Suzie

Prepare Posters

Lucy

Prepare open session presentation and arrange dates

Eileen

Banners Eileen

David will do stand on the Village day 8th September

David

Final review and a maps

Eileen/David

Proof Read

Lynne

Next Meeting Thursday 11th July 2pm at Sunny Cottage

Minutes of the Kingswear Neighbourhood Plan Group

Date 13th May 2019 **Time** 1400 **Place** Sunny Cottage

Members attending

Lucy Payne, Eileen Parkes , David Mcilrath, Suzie Stevens, Richard Whittaker , Brian Essex
Liz Beth

Apologies

None

Declaration of Interest

None

Minutes

The minutes from the last meeting were agreed and signed.

Topics Discussed

Review of the draft plan to be submitted to SHDC for SEA strategic assessment and HRA habitat regulation assessment.

The Character assessment being drawn up by Liz Beth

Discussion of the morning meeting with SHDC

Actions

Actions	By whom
Write to Parish Council informing them of the possibility of using the 106 money from Noss of approx. £600,000 to purchase existing housing for affordable renting. Possibly low-cost previous council houses	Eileen
Finish character assessment Work on justifications for policies	Liz
Inform Parish Council of decision to include Kingswear Wood as a green space. Do they support this?	Eileen
Obtain PC license number for using OS maps	Eileen
Send off draft document to SHDC by 17 th May and hopefully receive response by end of June.	Eileen
Regulation 14 consultation to occur July/August - start preparations	All

Next Meeting

Date tba **Time** tba **Venue** Sunny Cottage or Overcreek

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date 14th Jan 2019 **Time** 1400 **Place** Sunny Cottage

Members attending

Lucy Payne, Eileen Parkes, David Mcilrath, Suzie Stevens, ,

Apologies

Richard Whittaker, Brian Essex,

Declaration of Interest

None

Minutes

The minutes from the last meeting were agreed and signed.

Topics Discussed

Review latest version of policy document by Liz Beth
Review Wildlife and reports

Actions

Actions	By whom
Write to Liz that building of importance in the village are marked on the conservation map – so is it OK to just give examples and refer to the buildings on the map.	Eileen
Obtain settlement boundary map	Eileen
Organise open meeting to show ideas for policies	Eileen Lucy
Ask Liz for quote for her to do character assessment	Eileen
Research trees that have an impact on the views in the parish with photos	Lucy ongoing
Printers for the draft Plan Lucy ask Stoke Flemming	Lucy ask Stoke Fleming
Eileen send revision of Liz's policy to suzie who then corrects typos and then forward to all prior to sending to Liz	Eileen Suzie
Decisions about green spaces is ongoing	ALL
Awaiting contact re facebook page from Alison	David
Mark up character assessment map	David

Next Meeting

Date tba **Time** tba **Venue** Sunny Cottage or Overcreek

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date 25th Sept 2018 **Time** 1400 **Place** Village Hall

Members attending

Lucy Payne, Eileen Parkes , David Mcilrath, Suzie Stevens, , Brian Essex,

Apologies

Richard Whittaker

Declaration of Interest

None

Minutes

The minutes from the last meeting were agreed and signed.

Topics Discussed

The Local Plan

Provision for affordable housing.

Footpaths

Review latest version of policy document by Liz Beth

Actions

Actions	By whom
Write to Liz that building of importance in the village are marked on the conservation map – so is it OK to just give examples and refer to the buildings on the map.	Eileen
Ask WCPS if they have like to organise a bat survey and info about wildlife sites in the parish.	David, Lucy
Produce a map with rights of way and the proposed new footpaths organised by Peninsula	Brian
Produce a draft report for KPC about affordable housing.	Eileen, Suzie
Since PC clerk didn't have a register of Assets of community value contact Sarah Pakenham and also ask Jan Henshall	Eileen
Send footpath policy to KPC	Eileen
Traffic calming and the need for a handrail down steps to Upper Wood Lane to be put in the appendix of issues that KPC could attend to	All
Contact Cllr Pierce re Community Assets	Eileen
Research trees that have an impact on the views in the parish with photos	Lucy
Check with Liz that we can keep the settlement boundary as defined in the questionnaire	Eileen
Research how to find number of second homes in the village	Eileen
Since green spaces are not meant to cover large areas – redo our list	Eileen
Ask Nicki Bailey about footpath form the Toll House to Forder	Brian

Printers for the draft Plan Lucy ask Stoke Flemming Eileen ask Brixham David ask A C Print	Eileen Lucy David
Alison has resigned from the group due to moving house. Write email thanking her for her contribution over these last two years	Eileen
Facebook page to be managed	David
The flu clinic needs advertising with a poster	Lucy

Next Meeting**Date** tba**Time** tba**Venue** Sunny Cottage or
Overcreek**Minutes approved****Date**

Minutes of the Kingswear Neighbourhood Plan Group

Date 19th July 2018

Time 1330

Place Village Hall

Members attending

Lucy Payne, Eileen Parkes , David Mcilrath, Alison Edwards, , Suzie Stevens, Richard Whittaker, Brian Essex,

visitors : Liz Beth and Tom Jones

Apologies

Liz Essex

Declaration of Interest

None

Minutes

The notes from the last meeting were agreed and signed.

Topics Discussed

The Local Plan

Provision for affordable housing.

Noss development

Actions

Actions	By whom
Make a local list of buildings/ heritage assets of importance not officially listed.	Brian
Research a map about bats	David
Gather info about wildlife habitats	Alison
Contact Anna Henderson Smith /Alex Rehaag ref 106 money from Noss	Eileen
Contact PC clerk to see if we have a register of Assets of community value	Eileen
Group to send Liz a list of assets we want to see protected from change of use: ideas so far: shop, PO,church,school,toilets,village hall,pubs,pontoon?	All
Gather evidence for justification of policy for traffic calming.	All

Next Meeting

Date tba

Time tba

Venue tba

Notes from the Meeting

Liz has requested a list of wild life sites from SHDC. We should not have to pay for them or the large scale maps

Target of 10 homes Tom J said this was now flexible. Tom said LA view local need as whole.

We are awaiting SHDC response on the inspectors comment on Local Plan. The response is due mid August and perhaps local plan adoption by end of year ?

Ref 106 contributions from Noss ask Local district councillor or Anna henderson Smith or Alex Rehaag 0182282372

Liz asked if a percentage of Noss housing could be solely residential. Tom said it could.

List of community assests Tom suggested talking to Councillor Pierce at Thurlestone

31 houses on Waterhead Brake was questioned, Tom said it was a result of desk top analysis the last scheme was deemed to be over dev. (12 houses)

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Jan 19th 2018 **Time** 1030am **Place** Lower Village Hall

Members attending

Lucy Payne, Eileen Parkes , David Mcilrath, Brian Essex, Alison Edwards, Liz Essex

Apologies

Suzie Stevens, , Jan Henshall, Richard Whittaker.

Declaration of Interest

None

Minutes

The minutes of Nov 15th were signed as correct

Topics Discussed

Arrangements for appointing a consultant

Grant due diligence has been completed and a grant received by KPC from Locality Vision Objectives and introduction for the NP

Housing allocation by the Local Plan

Business Hub

Footpaths

Actions

Actions	By whom
Eileen and Lucy had applied for a grant of £3600 from Locality and the meeting confirmed that there was a consensus in support of the application by email.	All
The vision was revised and objectives reviewed. Changes to be written up and circulated by Eileen	Eileen
Eileen to confirm that we meet with another consultant on 12 th Feb. 1.30- 2pm who will deliver a report on the NP for £500.	Eileen
Eileen to contact Locality to get agreement that we use £500 of the grant on receiving a report from the consultant.	Eileen
Eileen to write up the introduction and circulate it to Members	Eileen
David's business proposal was put to KPC and approved and Eileen to email David the names and emails of the business hub working group who volunteered in the recent council meeting.	Eileen
Meeting with the Peninsular Access Group on Wednesday 24 th Jan	Eileen and Brian
Information to be sent to prospective consultant to be reviewed by Eileen	Eileen
Eileen to request guidance from the consultant concerning interpretation of the allocation of 10 houses to Kingswear by the	Eileen

Development Plan.	
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Next Meeting**Date** 12th Feb 2018**Time** 1330**Venue** Lower Village Hall**Minutes approved****Date****Proposal by David McIlrath for Business Development in Kingswear**

The inhabitants of Kingswear are predominately retired and a significant number of houses are holiday lets or second homes. Both of the later contribute to the economy of the area, but a more balanced population in terms of age group and residency would help to protect the viability of the village school, pubs, stores, playing fields and church, and help to prevent their possible future closure.

One argument is that affordable housing would attract a younger population. This may be part of the solution. However another way to help might be by adding good quality jobs in the immediate area. Creating jobs so that families are able to live here.

If the Parish Council were to be proactive in attracting younger population to the village by offering incentives for business start –ups especially in the environmentally clean HI Tech, Internet, and AI-based businesses, then progress could be made to rebalance the village.

The Kingswear Neighbourhood Plan questionnaire in its Economic Development section received positive responses to the questions of having small commercial units in suitable locations, live work units and allowing change of use to existing unused premises.

Kingswear already has high speed broadband, a pleasant working environment and a possible source of experienced business mentorship from the retire village community. By providing initially a small business hub (for example the lower floor of the modernise Royal Dart would have been ideal) a moderate start could be made by the Parish Council.

Minutes of the Kingswear Neighbourhood Plan Group

Date Nov 15th 2017 **Time** 2.30pm **Place** Lower Village Hall

Members attending

Lucy Payne, Eileen Parkes, Suzie Stevens, David Macilrath, Brian Essex, Alison Edwards, Liz Essex, Jan Henshall, Richard Whittaker. Also guest Paul Weston

Apologies

None

Declaration of Interest

None

Minutes

The minutes of Sept 26th and Nov 6th were signed as correct

Topics Discussed

Paul Weston, planning consultant with neighbourhood planning experience came to the meeting to discuss how he could help the group forward the project.

Actions

Actions	By whom
As a result of the discussion Paul Weston agreed to provide a quote for members to consider.	All

Next Meeting

Date tba **Time** tba **Venue** Lower Village Hall

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Nov 6th 2017 **Time** 2.30pm **Place** Lower Village Hall

Members attending

Lucy Payne, Eileen Parkes , Suzie Stevens, , David Macilrath, Brian Essex, Alison Edwards

Apologies

Liz Essex, Jan Henshall, Richard Whittaker

Declaration of Interest

None

Topics Discussed

- Members reports from each section .
- Quotes from contractors to facilitate writing of the Neighbourhood Plan

Actions

Actions	By whom
Contact Paul Weston re attending next meeting	Eileen
Contact South Hams re business development	David
Contact AONB and Steve Renolds re footpaths	Brian

Next Meeting

Date tba **Time** tba **Venue** Lower Village Hall

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date 26th Sept 2017 **Time** 1030am **Place** Lower Village Hall

Members attending

Lucy Payne, Eileen Parkes, Suzie Stevens, David Macilrath, Brian Essex

Apologies

Liz Essex, Jan Henshall, Alison Edwards, Richard Whittaker

Declaration of Interest

None

Minutes –

The minutes of 6th Sept. 2017 were signed as correct

Topics Discussed

- The vision statement
- The conclusions that can be drawn from the questionnaire
- Members allocated sections to concentrate on.

Actions

Actions	By whom
Eileen to prepare a list of objective for each topic	Eileen
Prepare for report: Introduction	Eileen
Prepare for report: Economic development	David
Prepare for report: Footpaths	Brian
Prepare for report: Housing and environment	Suzie
Prepare for report: Sports and leisure	Lucy

Next Meeting

Date 6th Nov 2017 **Time** 2.30 pm **Venue** Lower Village Hall

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date July 5th 2017 **Time** 1000am **Place** Lower Village Hall

Members attending

Lucy Payne, Eileen Parkes , Brian Essex, Liz Essex, Jan Henshall, Alison Edwards

Apologies

Suzie Stevens, Richard Whittaker, David Macilrath

Declaration of Interest

None

Minutes –

The minutes of 10th May 2017 were signed as correct

Topics Discussed

The Neighbourhood Plan Questionnaire – items to pass onto the Parish Council and items for the Neighbourhood Plan Group to deal with.

Community house building grants

Eileen’s walk around Kingswear with Tom Jones looking at infill sites

Richard Boyt’s quote re planning consultant help

Actions

Actions	By whom
Eileen to type up and circulate the two lists	Eileen
Paper copy of survey to be given to Dartmouth and Churston Library	Eileen
More quotes for planning consultant help	Eileen

Next Meeting

Date tba **Time** 10 am **Venue** Lower Village Hall

Minutes approved

Date

Copy enclosed of lists for – items to pass onto the Parish Council and items for the Neighbourhood Plan Group to deal with.

Preliminary list of items from the Neighbourhood Plan survey report to be taken to the Parish Council for their consideration and possible further development.

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1. Community Orchard
 2. Provision of more leisure and exercise facilities
 3. Play area at Hillhead
 4. Garden waste facility
 5. Improvements to footpath network
 6. Improvements to the recreation field
 7. Passing places on the way to Collaton Fishacre
 8. Support bus services
 9. Walk in session with a practice nurse.
 10. Household waste facility

Initial list of items from the Neighbourhood Plan Survey to be taken forward for research and possible policy development for the draft KNP.

1. Development outside of the existing development boundary.
2. Development adjacent to existing built environment
3. Promotion of brown field sites
4. Infill development criteria
5. Protection of important vistas river and valley
6. Protection of trees
7. Affordable homes percentage of new developments
8. Second homes
9. Change of use of disused buildings
10. Protecting last shop and pub
11. Designating green spaces. Jubilee Park, Playing fields
12. Solar power/wind farms
13. Small commercial development
14. Parking requirements for new developments

Minutes of the Kingswear Neighbourhood Plan Group

Date May 10th 2017 **Time** 1000am **Place** Lower Village Hall

Members attending

Lucy Payne, David Macilrath, Eileen Parkes , Brian Essex, Liz Essex, Jan Henshall, Suzie Stevens, Richard Whittaker, Alison Edwards

Also Present

Tom Jones – Community Practice Lead of Place Making from SHDC

Apologies

None

Declaration of Interest

None

Minutes –

The minutes of 24th April 2017 were signed as correct

Topics Discussed

Planning issues

- a) settlement boundary
- b) housing allocation at Noss on Dart
- c) sustainability in planning terms
- d) how to move the plan forward

Actions

Actions	By whom
Tom Jones to send us a copy of his notes for the meeting	Tom Jones

Next Meeting

Date Wed 5th July 2017 **Time** 10 am **Venue** Lower Village Hall

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date April 24th 2017 **Time** 1000am **Place** Lower Village Hall

Members attending

Lucy Payne, David Macilrath, Eileen Parkes , Brian Essex, Liz Essex, Jan Henshall Suzie Stevens, Richard Whittaker

Also Present

Cllr Hilary Baston, Alison Edwards

Apologies

None

Declaration of Interest

None

Minutes –

The minutes of 30th January 2017 were signed as correct

Topics Discussed

- 1) David's report of his JLP/Neighbourhood Plan Meeting
- 2) The Plymouth and SW Devon Joint Local Plan
- 3) The questionnaire – the format and further requests for data analysis

Actions

Actions	By whom
Eileen to contact Tom Jones re the JLP	Eileen
Eileen to feed back to Dawn various queries about the analysis of the questionnaire.	Eileen
Eileen to email Dawn re a meeting prior to the Parish Meeting on 15 th May. Perhaps May 10th	Eileen
David to ask Mandy Goddard about what items should be published from the questionnaire.	All

Next Meeting

Date Wed 5th July 2017 **Time** 10 am **Venue** Lower Village Hall

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Jan 30th 2017 **Time** 1030am **Place** Sunny Cottage

Members attending

Lucy Payne, David Macilrath, Eileen Parkes , Brian Essex, Liz Essex, Eileen Parkes,

Apologies

Jan Henshall Suzie Stevens, Richard Whittaker

Declaration of Interest

None

Minutes –

After professional advice we need to note that in December 5th 2016 Meeting the decision was taken, concerning sites for development in the Parish, to explore general principles that the community will support rather than asking for comments on specific sites.

Topics Discussed

- 1) The questionnaire. Printed copies in envelopes received.

Actions

Actions	By whom
Questionnaire to be hand delivered around the Parish	All
Posters and Banner to be put up by February 14 th , encouraging responses.	All
3 rd April – informal meeting at Overcreek at 1000	All
11 th April –Present report of questionnaire from Devon Communities Together to Council Meeting.	All
Mid April – report put on website	All
Formal Meeting 24 th April	All
15 th May – at Council Open Meeting report given by Dawn Eckhart	All
Research other N Plans. Eileen allocate different ones to each member	Eileen

Next Meeting

Date 24th April 2017 **Time** 1030 am **Venue** Lower Village Hall

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Jan 9th 2017 **Time** 1030am **Place** Sunny Cottage

Members attending

Lucy Payne, David Macilrath, Eileen Parkes , Eileen Parkes, Jan Henshall Suzie Stevens, Richard Whittaker

Apologies

Ann Searle, Brian Essex, Liz Essex

Declaration of Interest None

Minutes – the following minutes were signed as correct:

December 16th 2016

Topics Discussed

- 1) Production and distribution of the questionnaire.

Actions

Actions	By whom
Three quotes to be obtained from: Torbay Council publishing, AC Print, Partington	Eileen and David
Poster advertising the questionnaire	Lucy
700 questionnaires to be printed	Eileen
Banner encouraging responses to questionnaire	Eileen

Next Meeting

Date 30th Jan 2017 **Time** 1030 am **Venue** Sunny Cottage

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group on the 9th December 2016

Place: Sunny Cottage

Time: 10am

Present:

Eileen Parkes, Chair, Suzie Stevens, Richard Whittaker, Liz Essex, Brian Essex,
David Macilrath

Appologies:

Jan Henshall Lucy Payne

Declaration of Interest: None

Topics Discussed:

Format and content of Questionnaire. Revision
Development Boundary Map

Next Meeting:

Friday 16th December at Sunny Cottage higher Contour Road Kingswear

Minutes of the Kingswear Neighbour Hood Plan Group on 5th December 2016

Place: Sunny Cottage

Time: 4pm

Present.

Eileen Parkes Chair, David Macilrath, Suzie Stevens, Liz Essex , Brian Essex,
Richard Wittaker

Apologies:

Jan Henshall Lucy Payne

Declaration of Interest:

Eileen Parkes for Wilful Murder Site as the land is adjacent to her property.

Topics Discussed.:

Format and content of the questionnaire.

Comments from Dawn Eckart of Devon Communities Together reference feed back to initial survey design

A discussion took place to decide if questions on specific housing development sites should be include in the questionnaire.

Because of the comments on the sites in the SHDC Strategic Land Availability Assessment and the uncertainty over housing allocation numbers in the Village Sustainability Assessment, it was decided to explore general principles to be applied to all sites rather than included specific sites. Further dialogue with SHDC is required. On specific sites. This decision was unanimous.

Next Meeting

Friday 9th December 2016 at Sunny Cottage Higher Contour Road Kingswear

Minutes of the Kingswear Neighbourhood Plan Group

Date Nov 14th 2016 **Time** 1000am **Place** Overcreek

Members attending

Jan Henshall, Lucy Payne, Liz Essex, Suzie Stevens, , David Macilrath, Eileen Parkes , Richard Whittaker. Also present: Dawn Eckhart

Apologies

Jim Maker, , Ann Searle, Brian Essex

Declaration of Interest None

Topics Discussed

The meeting was devoted to the questionnaire: planning a timeline, the format and contents.

The timeline was agreed as follows:

DE to update Catalyst schedule / costings and send to steering group for approval – this week

- DE to give initial response/outline of survey design by end of this week (18th Nov)
- SG to provide SHLA and “Village Sustainability Assessment”
- DE and SG to liaise by email to work up drafts of survey
- DE and SG to meet on Weds Dec 7th at 10.30 if needed
- Draft survey to go to PC on 12th Dec
- DE to create final print-ready version of survey – by 23rd dec
- SG to arrange printing in late Dec/early Jan
- DE to develop on-line version of survey
- SG to promote on-line version and ensure it is hosted on local websites
- Survey (paper and electronic) to be in public domain mid Jan – Mid Feb
- SG to collect and deliver completed forms to DE
- DE to analyse findings and produce report by 31st march
- DE to provide draft invoice for PC meeting in March

Actions

Actions	By whom
Residents parking questions finalised	Lucy
Church questions finalised	Brian
Walking questions finalised	Brian
Hillhead questions finalised	Liz

Next Meeting

Date 21st November 2016 **Time** 1000 am **Venue** Sunny Cottage

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Nov 28th 2016 **Time** 1000am **Place** Overcreek

Members attending

Lucy Payne, Brian Essex, Liz Essex, Jan Henshall Suzie Stevens, , David Macilrath, Eileen Parkes , Richard Whittaker.

Apologies

Ann Searle,

Declaration of Interest None

Minutes – the following minutes were signed as correct:

Nov. 21st

Topics Discussed

- 1) Response to South Hams & West Devon Village Sustainability Assessment Framework
- 2) The questionnaire.

Actions

Actions	By whom
Research maps for questionnaire	Brian
Re Brixham Road development contact SHDC and if no success then Michelle	Eileen
Contact Stoke Flemming re their householder questionnaire and how they got their maps	Eileen
Ring Dawn to say we will be delayed in producing our draft questionnaire, hopefully dispatch on Tuesday 6 th December	Eileen
Further work on intro and email to all	Lucy
Amend questionnaire response form and email to all	David
Arrange meeting with Alexis Huggins re footpaths	Brian

Next Meeting

Date Monday 5th December 2016 **Time** 1000 am **Venue** Sunny Cottage

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Nov 21st 2016 **Time** 1000am **Place** Sunny Cottage

Members attending

Lucy Payne, Brian Essex, Suzie Stevens, , David Macilrath, Eileen Parkes , Richard Whittaker.

Apologies

Jim Maker, , Ann Searle, Liz Essex, Jan Henshall

Declaration of Interest None

Minutes – the following minutes were signed as correct:

October 3rd, 25th and 31st, Nov. 14th

Topics Discussed

- 1) South Hams & West Devon Village Sustainability Assessment Framework
- 2) The format of the questionnaire.

Actions

Actions	By whom
Order 700 yellow Enveloppes	Brian
Print envelopes once words have been finalised	Lucy
Agree wording by email	Eileen then all
Contact Ann	Eileen
Compose letter to Dawn concerning our requirements for the format and agree by Wednesday 23 rd Nov.	Eileen then all
Compose questions for housing	Eileen
Work on arrangement of the questions.	David
Arrange meeting with Alexis Huggins re footpaths	Brian

Next Meeting

Date Tuesday 29th **Time** 1000 am **Venue** Overcreek
November 2016

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Oct 31st 2016 **Time** 1000am **Place** Overcreek

Members attending

Jan Henshall, Lucy Payne, Liz Essex, Suzie Stevens, Brian Essex, David Macilrath,

Apologies

Jim Maker, Eileen Parkes, Ann Searle, Richard Whittaker

Declaration of Interest None

Topics Discussed

The meeting was devoted to planning the questionnaire

Actions

Actions	By whom
Research League of Friends at Brixham Hospital concerning help for elderly and infirm.	David
Ask Mike Stevens if he would research conservation and development boundary maps	Lucy
The walking field in Hillhead – is this a concession and if so from whom?	Liz
Find out the latest news about using ferries after 7pm	Jan
Clarify questions about the church	Brian
Type up questions planned	Lucy

Next Meeting

Date 14th November 2016 **Time** 1000 am **Venue** Overcreek

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Oct 25th 2016 **Time** 1000am **Place** Overcreek

Members attending

Jan Henshall, Lucy Payne, Liz Essex, Suzie Stevens, Brian Essex, David Macilrath,

Apologies

Jim Maker, Eileen Parkes, Ann Searle, Richard Whittaker

Declaration of Interest None

Topics Discussed

The meeting was devoted to planning the questionnaire

Actions

Actions	By whom
Footpaths: contact Sue Pudduck, Alexis Higgins? Obtain answers to following: <ul style="list-style-type: none"> - Is it up to SHDC/Rural footpaths Group to maintain our footpaths - Is it feasible to ask for a new footpath – how much – is this something a PC could pay for? Virtual footpaths – are they really that dangerous?	Brian
Stoke Gabriel recycling – arrange a visit	Lucy and Jan
Recycling in Kingswear – look at sites	Lucy
Hillhead Caravan site: <ul style="list-style-type: none"> - Use of shop and their hall in the winter by Parish residents - Erection of joint playground 	Liz
What is a “Village Green”?	Suzie
Type up questions planned	Lucy

Next Meeting

Date 31st October 2016 **Time** 1000 am **Venue** Overcreek

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Sept 19th 2016 **Time** 1000am **Place** Overcreek

Members attending

Eileen Parkes, Jan Henshall, Lucy Payne, Liz Essex, Richard Whittaker Suzie Stevens, Brian Essex, Ann Searle. Visitor : Martin Parkes from Devon Communities Together.

Apologies

David Macilrath, Jim Maker

Declaration of Interest None

Topics Discussed

- 1) Minutes of 19th September 2016 agreed and signed by Eileen.
- 2) The meeting was devoted to details of the Grant Application Form and the questionnaire. Martin answered many questions.

Report from September 7th Meeting Actions

Since we had a visitor we concentrated on obtaining his help. Report will be dealt with at the next meeting.

Actions	By whom	Report
Liaison with Kingswear School for Eileen and Jan Henshall	Eileen	A meeting was cancelled due to ill health and Eileen will arrange another meeting.
Make arrangements with Sophie Fitzgerald from National Trust Estates to attend October council Meeting	Eileen	In progress
Residents Parking Group find out about the progress of concerns about parking places on road to Coleton Fishacre	Lucy	In progress
Noss Preview Meeting questions	Eileen	Pending – meeting to take place on 20 st September
Caravan Park at Hillhead questions	Liz	Waiting for end of season when they will be less busy.
Galmpton Holiday Park	Eileen	In progress
Name of RDYC contact	Eileen	It is Peter Robson

Report from September 19th Meeting Actions

Since we had a visitor we concentrated on obtaining his help. Report will be dealt with at the next meeting.

Actions	By whom
The feedback for Fun Day, the Open Meeting on 23 rd may, 2-4 Club	Richard and Suzie

and telephone comments Eileen has received will be incorporated into one document which already had combined the feedback from the two open meetings.	
The timeline was reviewed and a new target date was set for December 2017 from June 2017. The intermediate dates also need resetting.	Eileen and Lucy
Approach Martin with the following questions: a) Does it go to individuals or households? b) Is it just the electorate that are asked? c) Are they meant to be anonymous? d) Should they be numbered to stop unwanted copying? e) Clarify his quote - if the numbers is for 650 or 1300 people.	Eileen
Arrange meeting with Martin for 3 rd October 2016 at 1030	Eileen
Areas of Interest on the pre Grant application Form – need to ask Martin for clarification.	Eileen
Make contact with Alexis Higgins re footpaths from Hillhead to Kingswear	Brian
Village sustainability Assessment - individuals are encouraged to give feedback by 30 th September.	All

Actions

Actions	By whom
Martin to help formulate analyse and write report: £2100 Martin to input data £500 (we may or may not do this) Printing: AC Print and fold survey - £249 There would be 700 copies of the questionnaire, sent to all households, formulated for more than one person to fill it in.	Eileen to confirm with Martin
Envelopes price to be obtained Printing from home cost of ink	Lucy
Envelopes will be filled and hand delivered by volunteers.	All
Power Marketing to be asked for quote to collect questionnaire form responses for 400 houses as opposed to 700.	Eileen
Collect responses from Hillhead	Brian Liz, Jan and Lucy
Collect responses from Higher Contour Road Kingswear	Ann
Sundries banner, meeting room costs etc agreed at £494 to go on Application Form	All
Fill in Grant Application Form online at Overcreek on Friday 7 th October 2016 at 10am	Eileen, Suzie and Lucy

Next Meeting

Date 25th October 2016

Time 1030 am

Venue Sunny Cottage

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date Sept 19th 2016 **Time** 1000am **Place** Overcreek

Members attending

Eileen Parkes, Jan Henshall, Lucy Payne, Liz Essex, Richard Whittaker, Suzie Stevens, Brian Essex, Ann Searle

Apologies

David Macilrath, Jim Maker

Declaration of Interest None

Topics Discussed

- 1) Minutes of 7th September 2016 agreed and signed by Eileen.
- 2) Eileen explained to new members about the purpose of making a Neighbourhood Plan.
- 3) Eileen reported that the recent Fun Day had reached a different set of people to the two open meetings.
- 4) Pre grant application form
- 5) Village sustainability Assessment
- 6) Report from Brian concerning recent NP Meeting he attended at Plymouth

Report from last meeting's actions

Actions	By whom	Report
Liaison with Kingswear School for Eileen and Jan Henshall	Eileen	A meeting was cancelled due to ill health and Eileen will arrange another meeting.
Make arrangements with Sophie Fitzgerald from National Trust Estates to attend October council Meeting	Eileen	In progress
Residents Parking Group find out about the progress of concerns about parking places on road to Coleton Fishacre	Lucy	In progress
Noss Preview Meeting questions	Eileen	Pending – meeting to take place on 20 st September
Caravan Park at Hillhead questions	Liz	Waiting for end of season when they will be less busy.
Galmpton Holiday Park	Eileen	In progress
Name of RDYC contact	Eileen	It is Peter Robson

Actions

Actions	By whom
The feedback for Fun Day, the Open Meeting on 23 rd may, 2-4 Club and telephone comments Eileen has received will be incorporated into one document which already had combined the feedback from the two open meetings.	Richard and Suzie
The timeline was reviewed and a new target date was set for December 2017 from June 2017. The intermediate dates also need resetting.	Eileen and Lucy
Approach Martin with the following questions: <ul style="list-style-type: none"> a) Does it go to individuals or households? b) Is it just the electorate that are asked? c) Are they meant to be anonymous? d) Should they be numbered to stop unwanted copying? e) Clarify his quote - if the numbers is for 650 or 1300 people. 	Eileen
Arrange meeting with Martin for 3 rd October 2016 at 1030	Eileen
Areas of Interest on the pre Grant application Form – need to ask Martin for clarification.	Eileen
Make contact with Alexis Higgins re footpaths from Hillhead to Kingswear	Brian
Village sustainability Assessment - individuals are encouraged to give feedback by 30 th September.	All

Next Meeting

Date 3rd October 2016

Time 1030 am

Venue Sunny Cottage

Minutes approved

Date

Minutes of the Kingswear Neighbourhood Plan Group

Date 7th Sept 2016 **Time** 9.15am **Place** Sunny Cottage

1) Members Attending

Eileen Parkes, Lucy Payne, Liz Essex, Richard Whittaker ,Sue Stevens

2) Apologies

Jan Henshall, David Macilrath and Jim Maker.

3) Declaration of Interest

None

4) Minutes from meeting July 13th 2016

These were confirmed and signed by Eileen

5) Liaison with Kingswear School

Eileen reported that the school cancelled the meeting. It was agreed that **Eileen** and Jan as chairman of Kingswear Parish Council would set up a new meeting.

6) Planning Workshop for NP held at Plymouth on 13th September 2016

It was agreed that **Brian Essex** would attend the meeting on behalf of the NP Group and that he would become a member of the NP Group.

7) Noss Preview Meeting 20th September 2016

Points to be raised:

- a) Will benefits offered to Noss residents be extended to Kingswear residents e.g. ferry?
- b) Plans for permissive paths – possibly Britannia Holt to Hillhead?
- c) Can the historical importance of the site be acknowledged?

8) National Trust

Eileen reported that she had arranged for Sophie Fitzgerald from the National Trust Estate to be invited to KPC in the October meeting.

It was agreed that the Residents Parking Group would be asked to find out about the progress of the concerns expressed about passing places on the road to Coleton Fishacre from Devon Highways. **Action :Lucy**

9) Caravan Park at Hillhead

It was agreed that **Liz** would approach the Caravan Park and ask

- a) If they had any future plans,
- b) Whether they would formalise the use of their shop for residents of Hillhead,
- c) About making their recycling facility open to Residents of Hillhead
- d) About the positioning and use of the defibrillator.

10) Galmpton Holiday Park

It was agreed that **Eileen** would approach them about the NP.

11) RDYC Liaison

It was agreed that **Eileen** would ascertain who the liaison person was.

12) Quotes for the questionnaire for the Grant application form

No further quotes had been obtained and it was agreed that we would use Martin Parkes from Devon Communities Together. He would help develop the questionnaire and do the analysis. For £2600 plus VAT. Sue and Richard would meet with Eileen to make a start on the Grant Application Form. Martin said he would give us a morning to help us complete the Form. **Eileen** to inform Martin.

13) Questionnaire

This will be actioned soon in order to obtain the consensus of the village about various issues.

It was also agreed to see if Martin could answer the following questions

- a) Does it go to individuals or households?
- b) Is it just the electorate that are asked?
- c) Are they meant to be anonymous?
- d) Should they be numbered to stop unwanted copying?

14) Family Fun Day

It was agreed to have a stall there and it would be manned as follows:

10am – 11am	Eileen
11am – 12am	Lucy
12am – 2pm	Liz
2pm – 4pm	Richard and Sue

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