

Application Form



South Hams
District Council

Name of Applicant - *Must be a Parish or Town Council*

KINGSWEAR PARISH COUNCIL

Contact Details - *Please supply contact details of project lead*

Name: MRS EILEEN PARKES

Address: SUNNY COTTAGE
HIGHER CONTOUR ROAD
KINGSWEAR TQ6 0AY

Email: eileenparkescouncil@gmail.com Tel: 01803 752497

Name of proposed plan area

THE PARISH OF KINGSWEAR

Map of proposed plan area

Please supply a separate map showing the boundaries of the proposed plan area

Statement confirming why the proposed plan area is appropriate

Please explain why the plan area is an appropriate designation, continue on a separate sheet if necessary.

THE PARISH BOUNDARY IS WELL
DEFINED. WE FEEL THE ENTIRE
PARISH SHOULD HAVE AN INPUT INTO
FUTURE DEVELOPMENT.

Type of plan proposed - *Please tick*

Neighbourhood Development Plan

Community Plan

Plan-It Lite

Neighbourhood Development Order

Community Right to Build Order

Group Terms of Reference

Please supply a separate sheet detailing the Group's Terms of Reference

TERMS OF REFERENCE FOR A NEIGHBOURHOOD PLAN GROUP IN KINGSWEAR

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 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

Dec 2015	Jan 2016	Feb 2016	March 2016	April 2016
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

May 2016	June 2016	July 2016	August 2016	Sept 2016
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

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

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