

# Tenterden Town Council

## Neighbourhood Plan Steering Committee

Meeting 30<sup>th</sup> May 2019

**Present:**

Cllr. John Crawford  
Cllr. Jean Curteis  
Cllr. Kate Walder  
Richard Masefield  
Irene Dibben  
Barrie Arch  
Adam Cooper

**Apologies:**

Siggi Nepp  
Sue Quinton  
Graham Smith  
Joseph Franklin  
Helen Whitehead

**1. Confirmation of new Steering Group Members**

Four new Steering Committee members: Barrie Arch, Adam Cooper, Irene Dibben and Helen Whitehead were welcomed to the group.

**2. Election of Steering Committee Chair**

Cllrs. John Crawford and Kate Walder nominated and appointed Richard Masefield as the Chairman of the Steering Committee.

**3. Election of Steering Committee Officers**

It was agreed that the Deputy Chair for the Committee should be a member of the Town Council. Cllr. Kate Walder and Richard Masefield nominated and appointed John Crawford to the role. Irene Dibben was appointed as Secretary, Barrie Arch as Treasurer and Adam Cooper as Communications Officer. John Crawford will have access to the Town Clerk and the Accounts Clerk, Julie McCollum. The Steering Committee will be using the Tenterden Town Council bank account but will have no authority to sign cheques. Richard Masefield confirmed that there is a TC grant of £9,000 to spend as required. A further Locality grant may be applied for. Principal expenditures so far have been on Jim Boot's fees of £868, refreshments for the three launch events at £70, a further £70 for wine in payment for Gravity Global's design and printing contributions and leaflet distribution/poster printing costs of £468.80. Anyone requiring incidental expenses should approach the Committee in advance. It was agreed that Irene can make use of the photocopier at the Town Hall.

**4. Tenterden Council Code of Conduct**

All Committee members will be required to sign a Code of Conduct and declaration of interest. A Declaration of Compliance with Code of Conduct was provided for each member of the Steering Committee to be read and to returned to the Town Hall in person, with the Declaration to be signed in front of a member of the Town Hall staff. The Terms of Reference will be emailed to new members.

**5. Steering Committee and Working Group Modus Operandi**

To reduce email exchanges, working group leaders should report progress for their groups at monthly Committee meetings. The 5 working groups are to be community led with an agreed email contact for each. In a recent meeting with Simon Cole, John Crawford and Kate Walder were advised that work on the Neighbourhood Plan needs to be highly focused, with a template for evidence gathering overseen by Jim Boot. Monthly reports will be archived in Dropbox and accessible to all Committee members. Hard copies of detailed evidence will need to be securely stored, and the Town Hall will advise on facilities.

The question of insurance for the Steering Committee and its members was raised. The Town Hall will advise after checking with its own insurance company.

The Committee will deflect approaches from other town Council groups that are not considered relevant to the Neighbourhood Plan. It was agreed that queries concerning green spaces should be directed through Richard Masefield, John Crawford or Irene Dibben. Next week a presentation on behalf of the Cinema Focus Group will involve the Millennium Garden. Kate Walder reminded the group that we are not permitted to speak to developers without a member of the Town Council in attendance. The rules are strict and there must be two people present. It was agreed that transparency is vital for all the Steering Committee's transactions.

6. **Working Group Training: 13<sup>th</sup> June, 18:00 Biodiversity & Wildlife, 20:00 Green Space in Town. 17<sup>th</sup> June 18:00 Cycling Walking & Riding; 20.00 Landscape Character**  
Richard will inform Jim Boot of likely numbers of attendees for the training sessions. Irene is unable to attend the sessions. Richard and John Crawford will attend all four.
7. **Contacts & Circulation Lists**  
Tara Smith has very kindly reorganised the Committee's email address lists. We now have 346 on the main circulation list ordered alphabetically. Richard will retain the full comms list prior to a decision on how it should be managed. He emphasised the need for GDPR to be observed. Group members may be asked at the training sessions for permission to share their email addresses within working groups. Irene will meet the Town Clerk to discuss GDPR. Future protocol for contacting Jim Boot will be either through Richard Masefield or John Crawford.
8. **Communications & Engagement WG update**  
Kate Walder provided the group with an update on the Social and Community Engagement group (see copy attached). The three launch events earlier in the month were generally successful and extremely well attended, although younger age groups were not well represented. It was agreed that the Neighbourhood Plan needs its own website as soon as possible. Facebook may be used in an editorial/journalistic/pictorial way. Instagram is ideal for photos and appeals to people under 30. Social Media is good for the dispersal of information, possibly less so for personal exchanges. It was agreed that the Communications & Engagement Group will need to work closely with Jim Boot, and can also make use of Ashford Borough Council's Comms Department and app.
9. **Green Space in Town WG Update**  
Graham Smith and Sue Quinton were absent from the meeting but have involved their working group in preparing a 'long list' of green spaces for more detailed study against the Local Green Space criteria set out in the National Planning Policy Guidelines.
10. **Landscape Character WG Update**  
Siggie Nepp has downloaded maps into Dropbox. Jim Boot has provided the working group with links to a Landscape Character Assessment Report, and to Locality assistance which may be relevant to other groups. The group will be involved in land management assessment and historical research. They plan to visit the Museum to view, e.g. tithe maps. The training session will be helpful in determining other areas of research. Siggie has issued a welcoming letter to all working group members, who have responded favourably.
11. **Walking and Cycling WG Update**  
The working group currently has 10 members, all of whom plan to attend the training session. Stephen Sidebottom will be leading the group with Jean Curteis, who will update the Committee on a monthly basis.
12. **Biodiversity and Wildlife WG Update**

Richard Masefield circulated an update on current progress (see copy attached). John Crawford was unaware that KWT had received permission from Wates to conduct both a desktop and field study of Limes Land and will seek confirmation from the Town Clerk. Richard raised the possibility of commissioning an 'unimproved grassland' study for the parish, and it was agreed that the Committee should not be unwilling to seek or pay for professional input in the interests of hard evidence.

13. **Vetting of answers to FAQ**

Over the next few weeks, John Crawford will circulate an electronic copy of the Frequently Asked Questions.

14. **Any Other Business**

Siggi drew attention to the BMX ramps in the small wood at the bottom of Bells lane, created over a period of 20 years by groups of local boys and now at imminent risk of being bulldozed by the wood's current owner, Dandara. In response to a 55-signature petition to save the ramps from a group of 10-13 year old boys, Alan Bates, a neighbouring resident and Chairman of the TDRA, has appealed on their behalf to the Dandara head office in the Isle of Man. Richard commented that sadly the situation of the wood, now surrounded by housing on three sides, has undergone a fundamental change. In consideration of new residents' needs and problems of insurance, it is likely that Dandara *will* re-landscape the wood – raising a need for further facilities of a similar sort for the young bike riders elsewhere.