

**Tenterden Town Council**  
**Neighbourhood Plan Steering Committee**  
**Meeting 27<sup>th</sup> August 2019**

**Present:**

Cllr Kate Walder  
Cllr John Crawford  
Irene Dibben  
Richard Masefield  
Siggi Nepp  
Sue Quinton  
Graham Smith  
Helen Whitehead

**Apologies**

Joseph Franklin  
Stephen Sidebottom

1 **Minutes** of the Meeting 30 July 2019 were accepted.

2 **Matters Arising**; 3 committee members have offered to have a DBS check to participate in Homewood School Sixth Form sessions from October; Kate Walder, Siggi Nepp and Helen Whitehead. Richard will facilitate.

ACTION: Resolve the issue on safe storage. Irene to include green spaces in new developments in September agenda

3 **Resignation of Barrie Arch Treasurer**

Richard explained the circumstances of Barrie's resignation, and may have identified a successor, Amanda Walker, a retired financial director and ex-Bursar of Clare College, Cambridge. He has supplied Amanda with recent balance sheets and will discuss the role further with her. The committee thanked Barrie for his work to date, and his willingness to assist with a hand-over. John was asked to help in the interim with applications for Locality Grants, and asked that all team leaders send him their estimates for expenditure. This led to a discussion about laptop and software for use as a mapping tool, including use of photography.

ACTION; Group leaders to send estimates to John. John to check if the Committee can use the Town Hall purchased software and whether it satisfies requirements. Graham to consult Landscape Architect, Lydia Wood for possible alternative mapping. Feedback at the next meeting

4 **September Workshop [17/09/19] and Public Meeting**

Richard outlined Jim Boot's ideas and proposals at the 15<sup>th</sup> August meeting. The Committee agreed that for the September workshop each group will present to the entire meeting, to show what has been and is to be achieved, and encourage all to persevere. There was a debate about the date and format of the proposed public meeting, which is provisionally scheduled for Saturday 2 or Saturday 9 November, rather than the end of October. It was agreed to stage morning and afternoon events, with the exact nature of exhibitions and presentations still to be determined.

Irene confirmed that with help from Tara Smith, she now has a second email address entitled 'NP Secretary', with a contacts list of the 333 people who have shown interest

in the NP initiative at previous public meetings, and may be approached again as part of the publicity for the November public event. The Committee thanked Tara for all the time and effort she has contributed.

Action; Richard or Irene to confirm Jim Boot's availability for either of the dates in November. Activities on the day and requirements for technology to be determined. Graham to contact St. Mildred's as a possible venue. Kate to invite representatives from Ashford Borough Council to attend the September workshop. Relevant Landowners to be contacted before the public meeting

## 5 Working Group Reports

- a) Green Space in Town: Graham and Sue reported on the criteria used to colour-code the spaces and to consider which might be removed from the original long list of 111. Helen asked about possible conflicts of interest. It was agreed she could stay in the room but not participate, in the event of a personal conflict arising. The Committee discussed the working group's initial suggestions for removing 44 sites from the list. It was agreed that NPPF Criterion 5 of the guidance notes supplied: *'The space is demonstrably special to the local community and holds particular local significance'* was likely to generate the liveliest discussion, and it was acknowledged that broader policies within the eventual Neighbourhood Plan will be required in support of important green areas which may not be designated for statutory protection. It was agreed that committee members should consider the details of the long list further and view photographic views on Dropbox, preparatory to another meeting on the subject. The Committee thanked Graham, Sue and their team for the tremendous amount of work and effort which has gone into generating the list.

Action; further meeting 3 September, 2pm at Forstal Farm, to agree a reduced list of sites for debate within working groups, and for presentation at the September workshop and public events in November.

- b) Biodiversity & Wildlife: Richard reported on training requirements for his group. He has identified a professional ecologist, Laurie Jackson, to work with the group to evolve a standard survey technique for the NP based on Joint Nature Conservation Committee Phase 1 Habit Surveys, with the Kench Hill centre at Leigh Green as a training venue. He sought approval from the committee for expenditure of £840 on a 2-day course. Helen proposed, John and Kate seconded and the committee agreed unanimously. Laurie Jackson is to certify the professional validity of the course in writing.
- c) Landscape Character: The group is making progress working in pairs on a number of defined landscape characteristics. In addition to dividing the parish into 5 sectors, they have mapped the High Weald and Low Weald areas within it to take account of their separate policies. A meeting with Claire Tester of the High Weald AONB is scheduled for 4<sup>th</sup> September. Helen has gained access to the St Mildred's Church tower for landscape photography by Jerry D'Arts.  
Action; Graham and Helen to meet to consider mapping the Long List of sites within the group's 5 divisions.
- d) Routeways: Richard referred to Stephen's recently received meeting report. Members of the working group are to assess local footpaths which connect to the centre of Tenterden and identify key through routes. A group has recently walked, with Cllr. Nelson, the possible walking/cycling route suggested by

Sustrans from St Michaels to the town centre. Richard expressed concern over a possibility for diverting part of the route through the Turners Field reserve.

Action; Stephen to draft a short route assessment framework and user survey. Committee members to read his group meeting report on Dropbox.

- e) **Communications & Engagement:** Following Adam Cooper's resignation, Andy Clarke has joined the working group. Kate reported on her meeting with Ben Martin, who had developed the Tenterden Tigers website and is to be asked to create a website for the Neighbourhood Plan. Discussion highlighted the importance of the website as a communication tool for ongoing work on the NP. Kate stressed the need for a website in time for the public events in November, also for a strong committee presence at the Christmas Fair

Action; Kate to commission the website from Ben Martin.

*(For details of Routeways group meeting report and Communications & Engagement strategy, see Dropbox Minutes folder)*

## **6 Structure of NP Document**

Richard referred to his and John's work in suggesting possible structures for the final plan. It was agreed to consider these in a separate sub-group when appropriate.

Action; Irene to place on the Agenda for September

## **7 NP Logo Design**

It was confirmed that designs for a new NP logo should include the Town Council/Cinque Ports shield, and that Gravity should not be involved until a coherent brief had been agreed.

Action; Siggie to submit ideas for a brief to the committee.

## **8 AOB**

### **Environmental Impact Assessment**

The Committee expressed serious concern over Ashford Borough Council's rejection of the need for an EIA on Limes Land. Further action to be considered.

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Next Meeting, Tuesday 24 September at 4pm; location to be the Mayor's Parlour