

**Tenterden Town Council**  
**Neighbourhood Plan**  
**Steering Committee Meeting 8 January 2020**

**Present:**

Cllr J Curteis  
Cllr J Crawford  
Cllr K Walder  
Irene Dibben  
Richard Masefield  
Siggi Nepp  
Sue Quinton  
Samantha Reed  
Stephen Sidebottom  
Helen Whitehead

**Apologies:**

Joseph Franklin  
Graham Smith

In attendance Jim Boot for items 3,4,5 & 6  
Phil Burgess, Town Clerk for items 3&4

**1 Minutes of 27<sup>th</sup> November 2019;** were accepted and approved. Sam Reed was welcomed to her first meeting

**2 Matters Arising;** There was a discussion on how to tap into the offers of help noted at the Exhibition. It was agreed that it is helpful to be specific when asking for assistance. Two ideas emerged: 1) Whether any of the potential supporters had professional web skills including content management. (See under Comms; Kate agreed to ask for a quote from Stephanie.)  
2) One month before an exhibition or consultation in 2020, Irene should email contacts to seek assistance at the event; as an example, to assemble or disassemble information boards. The feedback on Joseph's meeting with the Homewood Headmaster will be heard next month.

It was agreed that the Logo should be used on letterheads and that Irene will create a template for all to use.

**3 Discussion on the approach to Planning Applications**

The Town Clerk attended for this item and contributed to the discussion, explaining the Council's perspective. John Crawford confirmed that Simon Cole of Ashford Borough Council is happy for the NP steering committee to submit material evidence to the Town Council concerning sites they have identified for potential Local Green Space designation. The NPSC can if they so wish, also post directly onto the Ashford Planning Portal if directed by the steering committee. The committee must only provide factual evidence-based information. All members of the committee can express views once conflicts of interest have been declared, but those with a conflict of interest cannot take part in any decisions made by the committee. Finally, steering committee members can post comments on the Ashford Portal in their own name as a town resident.

Jim discouraged the committee from becoming too involved in the detail of planning applications. Siggie asked the Council to consider seeking expert consultants' advice on applications, given the complexity of some of the issues. This discussion led to a review of the Biodiversity Group's habitat survey of Limes Land with one of the joint owners' permission. Richard was asked to contact the owner with the result of the survey and to publish it on the website. Jim underlined the importance of dialogue with Landowners

#### **4 Response to TTC Request for views on the evidence within the Westwell application**

Richard declared a conflict of interest and Siggie took the Chair. Kate said her published views on Westwell were as part of her job as a Councillor and did not amount to a conflict. Richard pointed out the incorrect orientation on the lighting plan, which is relevant to the stated lighting impact. He referred to ecology, the NPPF, environmental impact and amenity use. Helen had walked the site and referred to infringement of the rules on tree root protection zones, removal of poplars, established rights of way and the fact that the key landmark of the church would be obscured. It was agreed that Helen will collate all relevant evidence. The Steering Committee's submission to the Town Council will relate to Local Green Space criteria within the Neighbourhood Plan.

The Town Clerk advised that papers for the Planning Committee should be distributed on 27 January; so the steering committee's submission has to be ready by that date. It was agreed that Kate will advise the committee on its approach to the Limes Land planning application

#### **5 Project Plan and recommendations from the Jim Boot**

Jim summarised the Project Plan. Overall, Jim proposed that the working groups complete as much evidential work as possible by the end of March. In March and April, the plans and policies can be drafted, with a rough draft available mid-summer, and offered for feedback to the interested organisations. A formal draft to be available in July or August. As part of this debate the committee reviewed the recommendation to appoint the experienced Town Planner, Tony Fulwood, to assist. It was agreed that he and Jim would submit a joint quotation, dividing the work between the 2 consultants. Cllr Crawford proposed and Irene seconded support for the quotation and an invitation to Tony to attend the next meeting to present his ideas on what he can bring to the Tenterden NP.

Siggie described the Design Codes required for the plan.

#### **6 Locality Technical Support and mapping Systems**

Jim led a discussion about mapping and the use of the Ordnance Survey system which underpins a number of other systems. It was clear that currently the Pear Mapping system acquired by the Town Council does not provide the committee with the layers and detail required. There is to be a meeting with AECOM on 9 January, and this will be discussed further with them. In addition, a quotation for Landscape Character assessment will be discussed with AECOM.

#### **7 Working Group Reports;**

##### **a) Green Spaces**

Sue asked the committee for views on whether the 2 additional green spaces should be added to the list to be considered in more detail. One is the meadow beside Hales Place Orchard: the second is the grazing meadow with watercourse adjacent to the Homewood School Farm. The Committee agreed that landowner permission will be needed for the

surveys. Sue circulated 3 alternative templates used for the assessment of green spaces. The committee suggested that the preferred template should be tested for its suitability using a specimen site. Sue agreed to submit the result to the next meeting

**b) Landscape.**

Siggi reported that the Landscape Assessment Reports are no longer provided gratis, and will report at the next meeting on discussions with AECOM. She will also discuss with AECOM the Design Codes required.

**c) Routeways** Stephen has circulated a report of his meeting with ABC and Justin Nelson's notes of the Cycling Steering Committee's meeting. The working group needs to consider whether to draft a cycling and pathways plan outside the NP. There was a discussion about various configurations of cross Parish cycleways as identified by Sustrans. Richard recommended consultation with Landowners early in discussions. The possible availability of grants for routeway work was mentioned.

**d) Biodiversity**

Richard reported on two habitat surveys, using a recording form created as a result of the Kench Hill Training session which was first tested on Turner's Field. The first survey was for Limes Land, the second for the two Homewood School Fields on the Appledore Road.

**e) Comms** The website is now accessible at [tenterdenneighbourhoodplan.org](http://tenterdenneighbourhoodplan.org).

**9 Expenditure to date;**

Richard thanked Sam for assuming the role of Treasurer. She has submitted to the Town Council a summary to the end of the 2<sup>nd</sup> Quarter and is working on the 3<sup>rd</sup>. Expenditure to the end of December was £6906.85. A further invoice for £600 for the Website has been submitted, leaving a notional available balance to the end of March of £3493.15, subject to further information on the Locality Grant. It was agreed to earmark funds for a Landscape Assessment report and for Jim Boot's and Tony Fulwood's fees.

**11 AOB**

IOD to provisionally book the Mayor's Parlour for the year's meetings. (This was done.) Lesley requested that the meetings should finish by 4.50pm, as the Town Hall Closes at 5pm.

It was proposed that the committee makes a presentation to the Town Council at the end of March on its work to date.

**Next Meeting February 5th 2.30pm Mayor's Parlour**