

**Tenterden Town Council
Neighbourhood Plan
Steering Committee Meeting 27 November 2019**

Present:

Cllr. Kate Wald
Irene Dibben
Joseph Franklin
Richard Masefield
Sue Quinton
Stephen Sidebottom
Graham Smith
Helen Whitehead

Apologies:

Cllr J Curteis
Cllr J Crawford

1 Minutes of 29th October 2019; were accepted and approved

2 Matters Arising; November Brainstorming session no longer required

3 Steering Committee function and organisation; dates for 2020

At the January meeting the subject of Governance should be discussed [and included in future agendas]. It was agreed to alert the Town Council that the Steering Committee has increased in size to 12 and if necessary, the TORs to be updated.

It was agreed that dates for further Consultation events in 2020 should be scheduled to allow the working groups to plan their work towards those dates. This will also enable a step by step road map to be planned.

It was agreed that Jim Boot's costs might be projected through 2020 with a view to covering them with a Locality grant.

It was also agreed that the Steering Group Committee might be held partly in member's houses and partly in the Town Hall. It was agreed to hold the Committee meetings on the first Wednesday of the month at 230pm.

It was agreed to co-opt Samantha Reed onto the Committee as Treasurer. It was confirmed that she and Stephen Sidebottom will have full voting rights.

Finally, the Committee agreed a resolution that the Steering Committee agrees major issues. If time constraints are an issue, matters can be agreed by majority of steering committee.

4 Feedback on the Consultation Event on 24 October;

Jim Boot's summary of the event had been circulated and will be published on the website. The recommendations will be incorporated into the Plan.

5 Feedback from the Exhibition and the Comments Received from the public

The Committee held a full discussion on both the event and the comment forms. It was agreed that at the next event, it should be clear that the Committee welcomes input from those who are new to the Town and may live in the new developments.

The Committee discussed how to respond to those who gave written comments. Irene will collate the forms and has started to create a group called NP Exhibition so that a group mailing can be made. In the first instance it was agreed that Group Leaders will respond to the attendees who made comments most relevant to their own particular subject

6 New Recruits to the Working Groups

It was noted that a number of people offered to help the project. There was a wide discussion on both what help is required and what skills gap there is on the Project. The committee was unsure how to respond. Richard suggested writing to those who had offered help and to seek a self-assessment of particular skills on offer

7 Feedback from Landowners

Richard and Helen reported on the meeting with one Landowner. The discussion was positive and permission was subsequently sought for the Biodiversity Group to carry out a survey of their land.

Richard reported back also on responses from other Landowners who generally were supportive. The Committee to consider approaches to other Landowners.

8 Working Group Reports;

- a) **Green Spaces** Two more potential more spaces have been proposed, the meadow to the south of Hales Place Orchard and the grazing meadow with a watercourse in Homewood.
- b) **Biodiversity.** The group will pilot the new habitat recording form on 2 December, developed as a result of the Training at Kench Hill. It will then be used on further Green Spaces once it has been proved and used as a baseline survey. Mapping was agreed as a major tool for the group. It was agreed that anyone working on individual surveys should have no personal connection to the land.

- c) **Landscape.** There was a full discussion about the Locality agreement to carry out design code work; its link with AONB, relevance to the Routeways work, the importance of retaining the character of the Town, and policy on roads and trees. It was agreed that Stephen and Siggie will meet to discuss
- d) **Routeways** Stephen confirmed that he had received good feedback from the Exhibition. The working group attended a Tenterden Cycling Group meeting. The content was subsequently agreed in the working group. They will work with Ian Grundy to confirm alignment with ABC priorities. It is possible that a Tenterden specific plan will be developed as a “spin off” from the main Neighbourhood Plan. Through cycle routes were also discussed
- e) **Comms** The website should be available from Saturday 30 November. Each working group will have its own section. It was agreed that Irene will post Minutes on the website as well as the Town Council website. There followed a full discussion about engagement with the young people in the town including projects in schools. Joseph suggested that targeting pupils who were not studying for exams would be a more successful route. A variety of suggestions were made including art projects, linking the work to the present debate about climate change etc

9 Expenditure to date; Richard presented the expenditure to date. So far £8391.26 has been spent to leave a balance of £2608.74 from the Town Council funding of £11000. It is expected that further invoices from Land Registry searches and Routeways will be submitted. Cllr Crawford has received a provisional grant of £1990 from Locality including £1000 for the development of the website.

10 Project Plan for 2020. This was deferred to the next meeting

11 AOB

- a) The Kent and Medway low emission strategy in draft has been circulated to the Committee
- b) Joseph stated that he will organise a meeting with the new Head together with the Head Boy about how we can engage with the school. This prompted further discussion about engagement with young people and schools. The use of the exhibition stands at the school was mentioned.
- c) Richard reported on his attendance at the meeting of Community Land Trust concerning affordable housing in the town.
- d) It was agreed to use the Logo on letterheads
- e) Irene was asked to email Sam Reed to welcome her to the committee

Next Meeting January 8th 230pm Location to be agreed

