

NEIGHBOURHOOD PLAN INFORMAL MEETING HELD ON 12TH FEBRUARY 2019

Notes of an informal meeting of the appointed councillors to the Neighbourhood Plan Cllrs Crawford, Mrs Curteis & Mrs Walder and Richard Masefield, Graham Smith and Sue Quinton. Lesley Owers was also present.

John opened the meeting by welcoming Sue Quinton and Graham Smith to the group.

The notes below refer to the agenda item numbers:

- 1a) Once the designation of the Neighbourhood Area is decided the NHP will be formally launched and there will be an open session with the local community. We are expecting notification by the end of this month.
 - b) Cllr Crawford wrote a synopsis of the council meeting with Simon Cole to the TTC planning committee earlier this week. This is attached at the end of these informal notes. Cllr. Walder said she did not want this initiative to be held up, as this needs to be completed at the earliest opportunity. The scope is narrow to ensure we have the greatest chance of success. As regards the Recreation Ground, the only thing that has been planned is the remodelling. When the Local Plan is finally approved the designated of as an open space. Ian Grundy from Ashford Borough Council will be asked to advise on the level protection afforded by open space designation.
 - c) There was a preliminary meeting held in January and this was to focus on local Green Spaces, to appoint Jim Boot and to provide input into the creation of the Terms of Reference.
 - d) There is now a dedicated area within the TTC website to report progress on NP. Cllr. Walder offered to take on the social engagement side, but it was suggested that a Communications Officer would be needed who would be dedicated to communications. It was agreed that Steering Committee members would have access to Dropbox for working documents
 - e) Phil Burgess has spoken to KALC re donations and they are permissible by private individuals. We will have a nominal account spreadsheet and the fiscal cash side will be managed by the Council. A Glossary of Terms will be requested from Jim Boot to cover definitions such as stakeholder.
 - f) Until the steering committee is formally set up, one of the three councillors will facilitate these informal meetings. It was agreed that the committee will comprise of 3 councillors and 8 residents and ideally be community led. The Steering Committee will make recommendations to the Council and this number was agreed to be the optimum number for decision making. It is recognised that the Council must approve key documents - Jim Boot to advise which documents they should be. Additional members will be required for the sub projects and one off activities. There was discussion as to whether we need more people before the launch. Siggie Nepp and Sam Reed were suggested. All members of the Steering Group will need to sign a Disclosure and a Code of Conduct - if they were not prepared to sign it unfortunately they cannot become members of the steering committee.
2. The Spring TTC Newsletter was now in circulation. Richard Masefield shared with the Committee two documents, Historic England and Guidelines for Landscape and Visual Impact Assessment, which he would like, circulated to the members. It was confirmed that

Tenterden recreational ground is planned to be remodelling. The Local Plan once approved will show that Tenterden and St Michael's recreational ground will be designated as open space.

3. As regards pre-launch planning Richard Masefield suggested meetings every other week working up to the launch. Jim Boot would need to be involved at the first meeting to provide advice. It was agreed that everyone writes to John, copying in Kate and Jean with any questions and discussions that are needed to be put to Jim Boot.
4. Membership joining procedures for new members should be included in the discussions with Jim Boot.
5. John will share the final version of the Terms of Reference and then put them on Drop Box and then the Cllrs. will take them to the Planning Council to get them signed off.
6. Grant applications. Terrie Simpson is away at the moment. All applications should be read by the committee with the town clerk being responsible for submission.
7. We need to consider when we wish to meet up with Ian Grundy our ABC representative. It was agreed we should compile a list of questions beforehand.?
8. Kate would compile a list of stakeholders who they feel should be included in this list. Sue Quinton would start to put a list of consultees together.

Planning Committee 11th February 2019
Information Update - Neighbourhood Plan and Supplementary Planning Document
4th February 2019 - Simon Cole Discussion
Agenda Item??

A meeting was held with Simon Cole, Head of Ashford Planning Policy Unit to discuss the objectives of the Neighbourhood Plan (NP) and the Supplementary Planning Document (SPD).

The following are the salient points from the meeting:

1. It was agreed that the scope of the NP and SPD was a political decision to be made by the Tenterden Town Council.
2. Simon explained the hierarchy of the different documents. NP is a statutory plan and holds the highest weight along with the local plan. The NP can introduce new policies, whereas a SPD is adopted by Ashford to supplement existing local plan policies and is material in planning decision making. There is also a significant difference in the constitution, evidential burden, examination and the referendum.
3. NP was introduced to allow communities to shape development in their area. It becomes part of the Local Plan and the policies contained within them are then used in the determination of planning applications. It must not conflict, but support the existing policies in the Local Plan. Robust evidence must be produced and pass a soundness test for them to become adopted. Rigged assessment takes place by the LPA and by an independent examiner before finally sent to the community for a referendum.
4. SPD purpose is to add further detail and guidance to the policies in the Local Plan for Parishes such as Tenterden. It must not conflict, but support the policies in the Local Plan. Though they are not part of the development plan, these documents are considered material when determining planning decisions. Evidence has to be produced to satisfy the LPA for them to be adopted. There is no independent examination nor do they go to referendum.
5. Simon expected the neighbourhood area designation to be approved by the end of February and he saw no reason why we should not proceed whilst waiting for the official designation.
6. Simon's view supported by Jim Boot that a narrowly defined Neighbourhood Plan is the way to achieve the Green Spaces plan.
7. Cllr Crawford and Walder emphasised the points that there is a considerable community ground swell for a green space NP. Both the community and the council will not be adopting a fortress Tenterden mentality. It is important that community timescale expectations are carefully managed as it was they who requested the NP.
8. The SPD objectives were discussed in some length and Simon will write back to the council advising which topics cannot easily be covered within the SPD. However, he did give some immediate feedback covered below.
9. Simon recommended that the green space section be taken out of the SPD
10. The conservation area topic could be included in Ashford's Conservation Area Designation, Appraisal and Management (CAMP) project. Tenterden could be engaged as an active participant if it so wishes. The purpose is to manage change in a way that conserves and enhances historic areas such as the linear high street. Simon advised that the SPD approach would probably require separate specialist advice and that a separate, bespoke meeting should take place to address its contents and approach.
11. The revitalisation of the high street would probably consist of a number of projects and would require different levels of funding. It was stated that Cllr Graham Galpin recommended we join Ashford in applying for funding from central government. The list of projects would fit neatly into the SPD or could be kept separate. The conservation element, (as set out in the SPD), has a

crucial role in the work currently being done in relation to the High Street and the best outcome would result from use of the CAMP project as this would enable a proper review.

12. Traffic flow management needs a lot of further work, in particular with KCC and maybe this should be treated as a separate project. The issue with buses turning around at the Vine was understood, but one of the alternatives is to give the problem to the bus companies and ask them to move the termination point. If funding is required, the bus company could approach central government. Until the outcome is agreed it is difficult to ascertain if this should be included in the NP.
13. Though the development criteria is extra detail to the local plan HOU3A and HOU5, Simon will read in detail and advise what can and cannot be included within the SPD. Some aspects may only be covered by a NP.
14. Simon advised we should continue with the single green space topic NP and if necessary:
 - a. extend the NP scope at a later date once the deliberations of above are concluded, or
 - b. once the NP is complete, update with additional topics so it becomes a two phased approach

Conclusion

Until we receive written feedback from Simon with his views on the above, there is no point as of today considering the merits of extending the NP scope as there are too many moving parts. Once we have clarification, we may decide to discuss the merits of extending the scope or have a two phase approach in developing the NP.