

Notes of an informal meeting of the appointed councillors to the Neighbourhood Plan (Cllrs Crawford, Mrs Curteis & Mrs Walder and Richard Masefield. Phil Burgess was also present.

#### Qualifying conditions requested by Simon Cole

A plan of the whole parish and a statement to confirm that TTC was a properly constituted body would be forwarded to SC as requested. The third requirement was a statement backing the choice of the full parish as the area for the NP. John Crawford would research other plans and provide the Clerk with such a statement. If need be the reasons provided by Richard Masefield would be used.

The proposals to the next meeting of the full Planning Committee would include the following:

1. The NP should be restricted to Green Spaces to ensure the timescale and budget was not extended and the protection was therefore in place sooner. (Contrary to SC recommendation).
2. The Supplementary Planning Document (SPD) should include all other aspects of planning guidance as decided by the strategic open spaces sub-committee.
3. The SPD should not include green spaces (as per SC advice).
4. The group should be councillor/resident led. Administrative involvement restricted to note-taking and office functions support.
5. Jim Boot to be engaged to guide the group through the process (2 other quotations received by Richard were passed to Town Clerk for comparison but were more expensive and less experienced).

#### Other suggestions/points

- Create a dedicated area within TTC website to report progress on NP showing what has been agreed and the next steps
- Richard Masefield will provide the link to NP Roadmap guidance leaflet (obtained through "Locality")
- Launch event should be arranged after filing the application with ABC (who offer a 6-week consultation period anyway).
- For due diligence. the Town Clerk should check with Benenden & Wye on performance of Jim Boot as a consultant.
- The Town Clerk should check with our internal auditor whether donations from residents can be accepted towards the NP. At least 2 donations had been offered from a landowner and a resident.
- Richard would approach Graham Smith and Sue Quinton to take part in the launch event along with the 3 TTC councillors and Richard.
- Homewood Kids should be invited to participate in the project from Geography and Biology departments for instance. Useful experience for the kids in evidence-gathering and promotes relations with the school.

Phil Burgess  
Town Clerk