

SELECTIVE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD ON 25th March 2019

Notes of a meeting of the appointed councillors to the Selective Neighbourhood Plan Working Group.

Present:

Cllrs. John Crawford, Jean Curteis and Kate Walder, non-council members: Jim Boot, Richard Masefield, Sue Quinton and Graham Smith. Lesley Owers was also present.

1. **Apologies for Absence:** Siggie Nepp.

2. **Minutes:**

The notes of the last meeting held on 28th February 2019 were agreed.

3. **Designation of Neighbourhood Area.**

The designation of the Neighbourhood Area has been agreed.

4. **Involvement of High Weald AONB Planning Unit.**

Jim Boot advised that The High Weald AONB covers a huge area and they are very helpful and supportive. They provide useful resources and provide access to various maps on their website. Sue Quinton will approach the High Weald AONB as she is looking after consultee contacts and she will invite them to the Launch Event.

Jim Boot advised that he had published a new Management Plan and was also about to publish Design Guidance for the High Weald area.

It was agreed that if anybody writes to any outside bodies that they copy in the Town Hall.

5. **Recruitment for Steering Committee and Pre-Launch Event for 3rd April.**

Richard Masefield advised that he had received 27 replies so far from his email he had sent out advising people of the Pre-Launch Event. These included a good cross section of people relating to history, footpaths, churches, Chapel Down, allotments, landowners, schools etc. Many people will just turn up on the day.

John Crawford, Kate Walder and Jean Curteis are in purdah, so are only able to do a welcome speech at the Pre-Launch and then they must stand back and leave it to the non-councillors. Councillors will be allowed to answer questions.

A draft programme had been produced by Jim Boot and there was a discussion about the timetable for the presentation and it was agreed to reduce the introduction and to add 10 minutes to the workshop time. Subsequent to the meeting it was decided that there would not now be any alcohol for the refreshments. It would just be tea, coffee and biscuits. It was suggested that there should be maps of the area exhibited and additional maps showing the Tenterden Neighbourhood Area for the purposes of the Neighbourhood Plan should be obtained from Ashford Borough Council and put on each table.

John Crawford will do the initial introduction and then Richard Masefield will speak focusing on the aspect that this is a community led Neighbourhood Plan.

There will then be a short presentation by Jim Boot explaining the Neighbourhood Plan in general.

There will then be approximately 5 table top workshops, with about 10 people at each table, where people will sit in topic tables according to their interests or knowledge. They will be given a large flipchart and will be asked to undertake a SWOT analysis highlighting the strengths, weaknesses, opportunities and threats for their topic.

There will be 5 topics and each topic will be headed up by a nominated member of the Working Group as follows:

Cycling, Walking and Riding – Jean Curteis
Biodiversity and Wildlife – Richard Masefield
Landscape Character and Amenity Land – Graham Smith
Greenspaces in town – Sue Quinton
Launch event, communications and engagement – Kate Walder

It is important that each table stays on topic and keeps to time.

Jim Boot will bring along some self facilitation cards which will encourage people to speak and to take part. The flipcharts from each table will be taken away and looked at later. John Crawford, Siggie Nepp and Jim Boot will walk around the tables giving advice if needed. Then each topic group will nominate a spokesperson to feedback their four key issues/ideas and then there will be time for Q&A.

We need to comply with GDPR and a draft disclaimer will be given to the Town Clerk to agree to and to amend if necessary.

6. Planning for May Launch Events.

The public launch events are to be held in St Mildred's Church on May 7th at 2pm, May 8th at 7pm and May 11th at 11am. Graham Smith provided the group with the General Conditions of Hire from St.Mildred's Church and advised that he would deal with this. It was agreed that a meeting should be held straight after the Pre-Launch Event on the 4th April to have a debrief and to discuss the content for the Launch Events.

Information about the May Launch should be put on the TTC website, in the newspapers, on notice boards and on banners and posters. Smaller posters would be required for notice boards but larger posters would need the permission of KCC. As Sue Quinton is responsible for compiling a list of the consultees and Kate Walder is responsible for compiling a list of the stakeholders, it was suggested that maybe Siggie Nepp could sort out the PR and advertising side. Jim Boot knows a Graphic Designer and will ask him to send us his prices.

7. Grant from "Locality".

Jim Boot has spoken to the Town Clerk about applying for the grant and it is the Town Clerk's role to make this grant application. Jim Boot advised that the Steering Group needs to think about the budget. We can only apply for a £9,000 grant and we need to give an

outline of costs. Any underspend for that year has to go back. The money granted by the Council is a separate issue but we would have to declare how much we received. The Project Plan will set out the expenditure and this will be put on the Agenda for the next meeting. Locality provide technical support packages and some things are free. Jim Boot will circulate the technical support packages.

Cllr. Crawford suggested that he, Jim Boot and the Town Clerk should have a separate meeting after the meeting on 4th April to discuss the actual grant application.

8. Draft Communications Strategy.

A draft Communications Strategy had been circulated. This would be worked on at the tables at the Pre-Launch Event. The work needs to be delegated out. The Communications Officer will be in charge of this. All communications should contain the TTC logo and have a link to the Town Hall website.

9. Request JB to facilitate project planning session.

Jim Boot advised that there needs to be an up to date schedule of costs. Jim has a detailed road map specifically for our objectives which contained working programmes for each working group and each group will have a detailed project plan. Each working group have their own workstreams. Jim will produce an up to date version and will bring it to the next meeting. As regards timing there needs to be an additional session before the 8th May formal launch. The Steering Group and the Chair are the Project Managers and the Project Plan needs to be outlined in more detail. The Project Plan is complex and things need to be done in the right order. This should be put on the Agenda for the meeting on 4th April.

10. Exploratory Meeting with Ian Grundy.

John Crawford will invite Simon Cole and Ian Grundy to the Launch Events and to discuss future support

11. Any other Business.

Graham Smith requested that Jim Boot could bring his computer and projector to St. Mildred's Church.

Sue Quinton distributed a very comprehensive set of consultees.