

TENTERDEN TOWN COUNCIL

**PLANNING COMMITTEE
AGENDA ITEM 9**

**8th April 2019
DISCHARGE LIST NO. 010**

APPLICATIONS FOR DISCHARGE OF CONDITIONS.

To note that the following applications have been made for Discharge of Conditions:

Planning Applications:

- | | |
|-------------------------|---|
| 16/01090/COND/AS | <u>Land west of Shrubcote and south west of, Appledore Road.</u>
Discharge of conditions: 3 - Materials, 4 - Architectural details, 17 - Boundary Treatments, 22 - Landscaping Scheme & 23 - Landscaping Management Plan.
PERMIT. |
| 16/01853/CONF/AS | <u>Land south west of Recreation Ground Road and north and east of, Smallhythe Road.</u>
Discharge of condition 29.
PERMIT. |
| 16/01853/CONJ/AS | <u>Land south west of Recreation Ground Road and north and east of, Smallhythe Road.</u>
Part discharge of condition 76 - Phases 3-5.
REFUSE. |
| 17/01702/CONA/AS | <u>Mayfield, Smallhythe Road.</u>
Discharge condition 2.
PERMIT. |

TENTERDEN TOWN COUNCIL

**PLANNING COMMITTEE
AGENDA ITEM 10**

**8th April 2019
DECISIONS LIST NO. 577**

DECISIONS OF ASHFORD BOROUGH COUNCIL'S PLANNING COMMITTEE.

The following decisions have been made:

PLANNING APPLICATIONS:

- | | |
|--------------------|--|
| 18/00313/AS | <u>17 High Street, and Thumbelina, 17A High Street.</u>
Proposed removal of internal separating wall between 17 and 17A High Street, alteration to existing external doorway, removal of internal partition walls at ground floor level only.
GRANT CONSENT. |
| 18/00513/AS | <u>Springwood House, Appledore Road.</u>
Introduction of a new 'vehicular access' to an existing site.
PERMIT. |
| 18/00798/AS | <u>Little Dane Court, 1 Ashford Road.</u>
Replacement single storey extension
PERMIT. |
| 18/00799/AS | <u>Little Dane Court, 1 Ashford Road.</u>
Replacement single storey extension, replacement windows and proposed roof insulation.
GRANT CONSENT. |
| 18/00909/AS | <u>21 Sayers Lane.</u>
Change of use from vacant office (B1) to ballet / dance studio (D2).
PERMIT. |
| 18/01201/AS | <u>Middlecroft, 2 The Croft.</u>
Proposed new dwelling with garage.
WITHDRAWN BY APPLICANT. |
| 18/01379/AS | <u>St Michaels and All Angels Parish Church, Ashford Road.</u>
Construction of an all-weather footpath through the churchyard along the line of an existing informal grass path.
PERMIT. |
| 18/01529/AS | <u>3 Highbury Lane.</u>
Change of use of B1 (office) on first floor use to ancillary use to the A3 cafe on the ground floor, and internal alterations to allow use of the upstairs toilet in association with the cafe, and additional prep and storage area and change of use of the front outside area to A3 delicatessen/ cafe to allow outside dining and modifications to the ground floor front windows. Includes a canopy on the front elevation. (part-retrospective).
PERMIT. |
| 18/01698/AS | <u>The Cottage, Belcot Manor Farm, Smallhythe Road.</u> |

Change of use of land to extend residential garden. Erection of side extension. Conversion of existing attached barn with first floor extension over. Erection of new cart style garage.
PERMIT.

18/01718/AS

9 Grange Crescent.

Two storey side extension and conversion of semi-detached property into two x one bed flats (resubmission of, and revision to design, planning permission 05/01827/AS) (Retrospective).

PERMIT.

18/01783/AS

Herondon Lodge, Smallhythe Road.

Single storey linked extension.

PERMIT.

18/01785/AS

Herondon Lodge, Smallhythe Road.

Single storey linked extension; part-removal of, and extension to, existing flat roof element; removal and replacement of internal partition walls; new internal timber panel to inside of original front door; new window and roof light.

GRANT CONSENT.

18/01850/AS

Public Conveniences, Station Road.

Alterations to the ground floor to provide upgraded public conveniences and change of use to provide A1 and A5 uses (Retail and and Hot food Take-away) and erection of first floor extension for B1a (Office).

WITHDRAWN BY APPLICANT.

19/00036/AS

The Old Brewhouse, Appledore Road.

Variations to previous permission 16/01583/AS to include modifications to internal walls modifications to a door on the east elevation and a window on the west elevation.

GRANT CONSENT.

19/00042/AS

St Mildreds Church, Church Road.

Erection of 1 no. non-illuminated replacement sign board (measuring 2210mm (w) x 1996mm (h) x 95mm (d)).

GRANT CONSENT.

19/00043/AS

19 Pittlesden.

Demolition of single storey outhouse and construction of new two storey extension; removal of existing garden shed replaced by construction of new garden office room.

PERMIT.

19/00065/AS

1 to 12 and 20 to 23 Priory Way.

Replacement of UPVC windows and doors.

PERMIT.

19/00121/AS

Boundary Farm, Cranbrook Road.

Removal of agricultural occupancy condition on permission WE/3/48/22(a) (retrospective).

PERMIT.

- 19/00124/AS** **21 Appledore Road.**
Erection of front and side extension.
PERMIT.
- 19/00160/AS** **The Flat, 11 Grange Road.**
Conversion of existing first floor flat to 2no single bedroom flats to include lean-to extension incorporating dormers; additional windows on side elevations and relocation of existing extract flue.
PERMIT.
- 19/00196/AS** **4 Woodbury Gardens, High Street.**
Lawful development certificate - Proposed - Replacement windows on front elevation.
PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL.
- 19/00222/AS** **7 Beacon Walk.**
Lawful development certificate - proposed - extension to existing crossover.
PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL.
- 19/00230/AS** **Esperanto, Golden Square.**
Lawful development certificate - proposed - the formation of new openings within the side and rear elevations.
PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL.
- 19/00260/AS** **19 Haffenden Road.**
Proposed single storey rear extension; proposed outbuilding; change to external materials; change; proposed terrace and parking.
PERMIT.

TREE APPLICATIONS:

- 18/00274/TP** **9 Wells Close.**
T1 Hawthorn x 2 - fell to ground level; T2 Oak - remove two lower limbs; T3 Service tree - remove epicormic growth on stem; T4 Oak - remove epicormic growth on stem; T5 Hornbeam - remove secondary stem overgrowing walkway, leaving main leader.
GRANT CONSENT.
- 19/00023/TC** **89 High Street.**
Oak tree - Crown reduce by 1-2 metres back to previous points and remove any dead wood.
RAISE NO OBJECTION.
- 19/00033/TP** **11-14 Marshalls Land.**
3 Oak trees - Reduce crowns by approx. 3 - 5 metres, selective larger diameter branch removal, removal of epicormic growth and remove ivy around base of trees.
GRANT CONSENT.

Planning Committee 8th April 2019

Neighbourhood Plan – Scope

Agenda Item 11

The council has obtained guidance from ABC regarding the relationship between the ABC Local Plan 2030 (ALP) the Neighbourhood Plan (NP) and the Supplementary Planning Document (SPD)

I have extracted the text from the e-mail and highlighted it for guidance with a key at the top of the document attached.

The original intention was for a targeted Neighbourhood Plan dedicated to the preservation of green spaces within Tenterden. The only suggested subject for inclusion in the NP on the attached document is “the planning and delivery of cycling routes within the town”.

This issue is being handled by an external cycling strategy group and could be incorporated in the NP at a later date once the findings of that group are known. The paragraph in red in the guidance supports this principle.

It seems, therefore, that the targeted NP can go ahead with its restricted original scope (green spaces) and if need be other issues could be considered in a later version.

Any areas deemed outside the scope of the NP can be considered for inclusion within the SPD

Proposals: Information only



Phil Burgess
Town Clerk

Guidance from Ian Grundy Mar 28th 2019:

Not in NP

Possible inclusion in NP

Not in NP but in CAMP

Important para in red

Dear John

Following our discussion I said I would provide some comments on the documents as drafted and I am assuming that Jim Boot has provided some support and advice that will complement the comments I have made. You specifically asked to be provided with some comments on which topics cannot easily be covered within the SPD.

There are numerous documents on-line that provide guidance and help with the NP process and in particular I would draw your attention to the organisation Locality that provide lots of on-line resources – here is the link

<https://locality.org.uk/services-tools/neighbourhood-planning/>

A Neighbourhood Plan would traditionally include a typical range of planning policy topic policies – such as Housing, Employment, Transport etc – but the crucial question has to be whether in the light of the recently adopted Ashford Local Plan (ALP) 2030 such policy coverage is required. The ALP 2030 that was recently adopted in February 2019 so is up-to-date and provides detailed planning policy coverage over a whole range of planning issues. Any NP must accord with the adopted Local Plan and national Planning policy set out in the NPPF and there is clearly no need to replicate policy guidance set out in the LP.

Topics listed in your section 4 (Employment/Business and Infrastructure) cover some of the standard topic areas that I would expect to see in a NP but these are topics that are covered in the ALP 2030 in detail so the question would be whether there was any particular local aspect of these subjects that would warrant a policy approach that complements and does not conflict with the Local Plan. A good example of this would be the planning and delivery of cycle routes within the town where I know there is a particular interest in Tenterden with specific projects identified and I would see these proposals as sitting properly within a NP. Specific projects would be complementary to the over-arching policies that deal with cycling in the Local Plan – policy TRA6 – and provide a local angle and specific project delivery.

Your draft SPD deals with Open/Green spaces in particular and I know that this is a particular area of concern for the Town Council and this is a policy area that would typically sit within a NP. The NPPF refers in paragraphs 99 -100 to the protection of local green space in the context of NPs and is useful in setting the broad context for the issue.

Para 99 and 100 of the NPPF

99. The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Designating land as Local Green Space should be consistent with the local planning of

sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or updated, and be capable of enduring beyond the end of the plan period.

100. The Local Green Space designation should only be used where the green space is:

- a) in reasonably close proximity to the community it serves;*
- b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and*
- c) local in character and is not an extensive tract of land.*

I indicated at our meeting that a single issue NP that dealt with green space alone would be acceptable as an approach in itself and as I said at the meeting, that could leave the possibility of extending the scope of the NP at a later date or once the NP is complete than it could be up-dated with additional topics so it becomes a two-stage phased approach.

The guidance at the link below that is produced by Locality regarding local green spaces is helpful:

<https://neighbourhoodplanning.org/wp-content/uploads/Green-space-FINAL-FOR-MHCLG-FS-update-061218-1008-COMPLETED-JS-complete.pdf>

Regarding the **High Street, Conservation Areas and Listed Building** which are given prominence in your draft SPD document I indicated that issues around listed buildings and the conservation area could fall within usefully within a Conservation Area Management Plan (CAMP). A NP would typically include over-arching policies that deal with the CA and the historic core etc (complementing the policies in the ALP2030) but the CAMP would provide the level of detail that would not sit easily within a NP.

In particular I would draw your attention to the useful document produced by Historic England (link below) that supports the management of change in a way that conserves and enhances the character and appearance of historic areas through conservation area appraisal, designation and management in light of the publication of the National Planning Policy Framework and gives more information on the relationship with local and neighbourhood plans and policies.

<https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/>

Please be aware that Planning Policy Guidance Notes – you have referred to PPG17 – no longer exist and were replaced by the NPPF which is shorter and which is supported by Nation Planning Practice Guidance (NPPG) which provides more detailed to support the NPPF position.

Policies

Regarding some general guidance, The NPPF and NPPG make it clear that Development Plan Policies should be concise, precise, clearly written and unambiguous so it is evident how a decision maker should react to development proposals in the Plan area. Paragraphs 16d) and 16f) of the NPPF also state that Policies should serve a clear purpose, avoiding unnecessary duplication of policies that already apply to a particular area, in this instance those of the Ashford Local Plan 2030 and the NPPF. (There is a range of guidance on writing Neighbourhood Plan policies available, that produced by Locality is a good example).

The policies of a Neighbourhood Plan should be distinct in order to reflect and respond to the unique characteristics of the specific neighbourhood area for which it has been prepared (NPPG para 041 41-041-20140306).

A Neighbourhood Plan is not a discussion document, rather it should simply set out objective Policies based on clear evidence, in order to fulfil its primary function of guiding those wishing to develop, and those determining planning applications, in the Plan Area over the Plan period.

We are happy to provide appropriate continuing support and look forward to working with you. If you require any further information then please let me know

Regards

Ian Grundy

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.



PUBLIC NOTICE

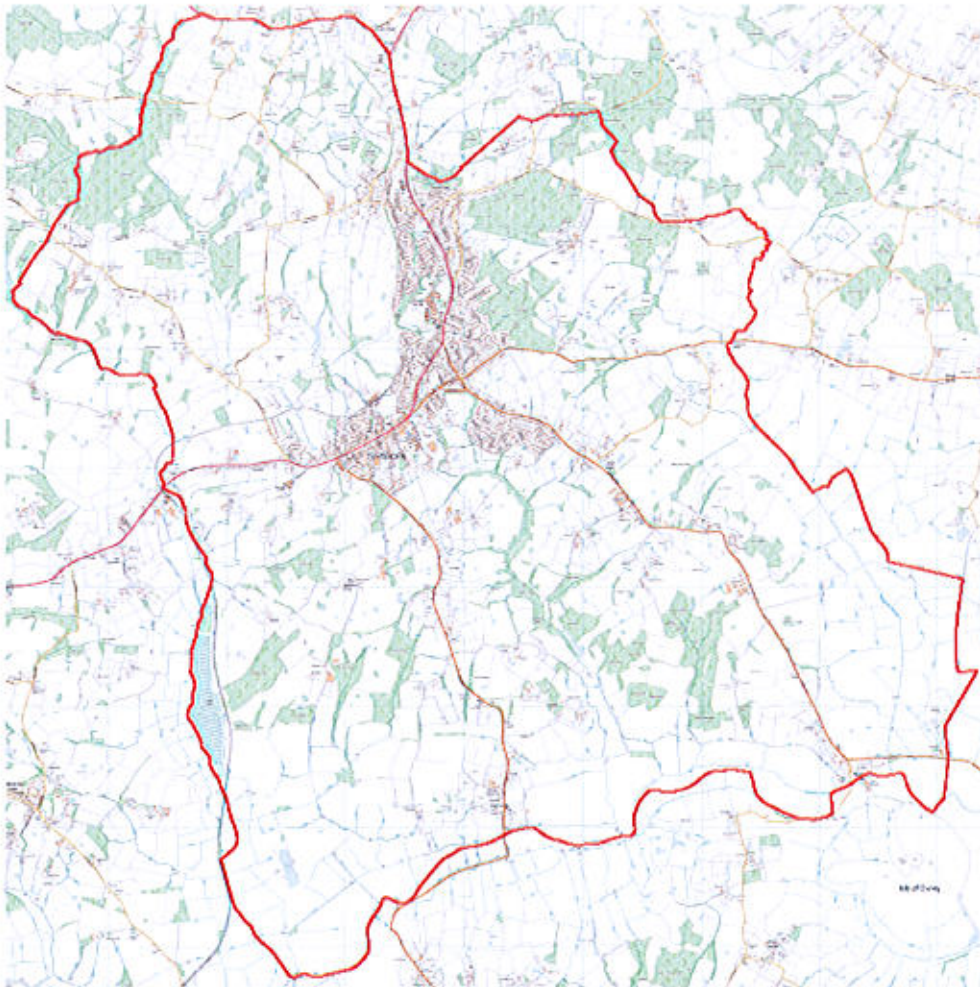
DESIGNATION OF A NEIGHBOURHOOD AREA, TENTERDEN

Ashford Borough Council has designated, under section 61G of the Town and Country Planning Act 1990, the following neighbourhood area:-

Neighbourhood Area Name: **TENTERDEN PARISH (TOWN) COUNCIL**

Name of body who applied for the designation: **TENTERDEN TOWN COUNCIL**

The neighbourhood area is identified on the map below



For more information please visit www.ashford.gov.uk/neighbourhood-plans
Or contact the Parish Council on 012233 756501

Planning Committee 8th April 2019
Selective Neighbourhood Plan – Terms of Reference
Agenda Item 12b (ii)

Background

On the 10 December 2018, Tenterden Council Planning Committee unanimously voted for a Selective Neighbourhood Plan focusing on local green spaces and green corridors for the town.

Tenterden Town Council submitted to Ashford Plan Unit a request for the whole of Tenterden Parish to be designated as the Neighbourhood Area. After the consultation period designation was approved on 12 March 2019.

At the same time, the initial Neighbourhood Plan Steering Committee was constituted with three TTC representatives, (Cllr Curteis, Crawford and Walder), and four representatives drawn from the community, (Richard Masefield, Graham Smith, Sue Quinton and Siggie Nepp). Up to five more members of the public are to be appointed during the course of the Pre-launch and Launch events taking place shortly. Jim Boot has been appointed as the Neighbourhood Plan's specialist consultant.

Terms of Reference (TOR) have been produced with assistance from Jim Boot outlining the governance for the Steering Committee. These have been reviewed by the steering committee, plus additional input from Cllr. Nelson.

The final version of TOR is attached and we seek approval of the document so that the working of the steering committee is transparent to the council and the general public.

Proposal – to approve the Terms of Reference for the Selective Neighbourhood Plan Steering Committee.

Cllr. John Crawford

TENTERDEN SELECTIVE NEIGHBOURHOOD PLAN - FINAL TERMS OF REFERENCE

1. Name

The name of the group shall be the Tenterden Neighbourhood Plan Steering Committee (in these terms of reference, "the Steering Committee").

2. Purpose

This Terms of Reference is an important document and states the intentions of the Steering Committee to work for the benefit of the whole community it represents. It indicates to statutory and voluntary bodies that the Steering Committee is open, is acting in good faith and intends to work in a clear and business like way.

It will state:

- a) Why the Steering Committee exists.
- b) Its mission and aims.
- c) How it will reach the desired outcome.
- d) How the Steering Committee is to be structured with duties and responsibilities of the officers, members and advisers.
- e) Details the safeguards to ensure that it operates fairly on behalf of the whole community

It will serve as a reference and help resolve problems in times of disagreement.

Potential grant funding bodies may wish to see the Steering Committee is democratic and accountable. This involves having a clear procedure by which decisions are made.

3. Neighbourhood Area

Tenterden Town Council (the parish council for the parish of Tenterden, in these terms of reference called "the town council") in law is the qualifying body.

Under Regulation 5 of the Town & Country Planning (General) Regulations 2012 for the whole civil parish of Tenterden is designated as a "neighbourhood area".

It has a defined and long established boundary and is directly accountable to the electorate of the civil parish of Tenterden. The existing boundaries are considered to be those established for administrative purposes and include the settlements of St Michaels and Smallhythe.

The attached map shows the parish boundary of Tenterden within the Borough of Ashford.

4. Tenterden Town Council resolution

On the 10th December 2018, the town council resolved to:

"Undertake a Selective Neighbourhood Plan (NP) in accordance with NPPF 2018. To steer the process by adopting the NP Roadmap 2018 guidelines. This is a recognised authoritative document. The focus is to be on the identification and designation of Local Green Spaces in

TENTERDEN SELECTIVE NEIGHBOURHOOD PLAN - FINAL TERMS OF REFERENCE

accordance of para 99, 100 and 101 of the NPPF."

5. Tenterden Town Council as Regulatory Decision Maker

As the local statutory body, the town council will exercise lead responsibility for the NP via the Town Council's Planning Committee (in these terms of reference, "the Planning Committee" to:

- a) Oversee and provide strategic direction when required, to the NP steering committee.
- b) Delegate day to day running of the planning process to the NP Steering Committee.
- c) Approve this Terms of Reference.
- d) Provide comments on the project plan and its deliverables.
- e) Provide comments on the communication strategy.
- f) Agree a first draft neighbourhood plan for (Regulation 14) pre-submission consultation with the community and stakeholders.
- g) Ensure that the draft plan satisfies the "basic conditions" for submission to the Local Planning Authority (LPA) under Regulation 15
- h) Submit a second draft neighbourhood plan (Regulation 15) to Ashford Borough Council (the LPA) for consultation and address issues with the steering committee.
- i) Liaise with Ashford Borough Council for external examination and address issues raised with the steering committee.
- j) Liaise with Ashford Borough Council for referendum and adoption.
- k) Set up a web presence to publicise the neighbourhood planning process, record and seek views of the public for input into the planning process.

6. Mission statement

The Mission agreed by the town council for the selective NP and to be refined by the Steering Committee is:

"Produce a Selective NP, in conformity with the Ashford Local Plan that defines a coherent and forward-looking plan for Tenterden. It should establish a network of valuable green spaces [designated Important Local Green Spaces] with interconnecting green passageways [where possible] to promote the health and wellbeing of its residents, indigenous wildlife, enhance bio-diversity, environmental protection and continue to attract visitors to the town."

Changes of the mission statement will be forwarded to the Planning Committee for approval.

7. Aims

The Aims agreed by the town council, where necessary to be refined and expanded by the Steering Committee are to:

- a) Prepare, in consultation with the Ashford Borough Planning Authority, a selective neighbourhood plan for the area.
- b) Identify important local green spaces, within the parish of Tenterden, which are considered valuable to preserve for the social, educational, physical and emotional

TENTERDEN SELECTIVE NEIGHBOURHOOD PLAN - FINAL TERMS OF REFERENCE

wellbeing of residents of all ages, for its inherent biological or historical importance, for its contribution to our iconic Wealden landscape and for the preservation of its indigenous wildlife.

- c) Recommend which protected green space could be enhanced and maintained for the enjoyment of residents and visitors to the parish and for the preservation of its wildlife.
- d) Consider ways in which interconnecting passageways to green spaces through and around the parish may be preserved for the future.
- e) Promote balanced and integrated green spaces patterns for the social, economic and environmental wellbeing of the Neighbourhood.
- f) Protect and improve the locally and Borough designated green spaces, in accordance with the Ashford Local Plan.
- g) Foster community engagement in future green space planning and enhance civic pride.
- h) Other related issues that may come forward as a result of research subject to the agreement of the Planning Committee.

Changes of the aims will be forwarded to the Planning Committee for approval.

8. Green Space Focus

The focus will be local green space, which can be designated for the benefit of the town's residents to protect green spaces of local importance for reasons including setting and nature conservation. The protection is equivalent to green belt land¹.

For land to be eligible as local green space, it has to be of particular importance to the local community such as (but not limited to) being valuable for recreation; of natural beauty; tranquillity; historic significance and / or wild life.

The benefits for designating local green space would include: creating a sense of place and facilitating community cohesion; increasing and encouraging physical activity for adults and children; mitigating climate change through CO2 absorption, adapting to climate change by providing shade or addressing water run-off, improving mental health; creating more attractive places to work, live and visit; improving air quality; enhancing biodiversity; and opportunities for indigenous wildlife. These are sometimes referred to as Ecosystem Services.²

For the green spaces to be designated they must be reasonably close to the community they serve. Consideration will also be given to possible connecting 'green' corridors from one local green space to another. These may be recognised footpaths, bridleways, or other forms of passageways.

Sport, play and allotments will be a secondary consideration in this Selective Neighbourhood

¹ See NPPF 2018, paragraph 101: Policies for managing development within a Local Green Space should be consistent with those for Green Belts.

² See Neighbourhood Planning for the Environment, Locality, 2018 p49: The benefits people obtain from ecosystems such as, food, water, flood and disease control and recreation.

TENTERDEN SELECTIVE NEIGHBOURHOOD PLAN - FINAL TERMS OF REFERENCE

Plan, as this is already covered under Section E of the Community Facilities of the Ashford Local Plan polices and the town council's involvement with the Sports Review subcommittee. There may be added value in designating the Tenterden and St Michaels recreational grounds as important local green spaces, although they may already have sufficient protection as designated "open space". Ashford Planning Policy Unit will be approached for their views.

9. General Membership

Membership shall be open to all residents and businesses in the parish, who shall also be consulted during the preparation and finalisation of the NP.

The General Data Protection Regulation (GDPR) 2018 controls how personal information is used by organisations, businesses and government. Guidance will be sought from the Town Clerk to ensure compliance.

10. Steering Committee Membership

- a) The Steering Committee will comprise up to three elected town council members plus up to nine residents of the parish who are not members of the town council. The Secretary will maintain a list of members at all times and publish this online.
- b) Stakeholders (landowners, developers, businesses, charities, schools, NHS, etc) and consultees (CPRE, WKPS, etc) will not be allowed to be members.
- c) The Steering Committee will elect from its members the following officers: a Chair; Deputy Chair; a Treasurer; a Secretary; and Communications Officer.
- d) Where it is considered membership would be detrimental to the aims and activities of the Steering Committee, it shall have the power to refuse membership, or may terminate or suspend the membership of any member by a meeting resolution.
- e) Where a conflict of interest materialises for a member they must declare it.
- f) Any member of the Steering Committee may resign his/her membership by providing the Secretary with written notice.
- g) The Steering Committee may also elect any additional officers it deems necessary to carry out specific functions.

11. Steering Committee Powers and Responsibilities

In furtherance of the mission and aims, the Steering Committee will

- a) Produce a project plan and manage its activities
- b) Report to the Planning Committee on a regular basis
- c) Make recommendations to the Planning Committee
- d) Invite and receive contributions and raise funds where appropriate, to finance the work of the NP.
- e) Publicise, promote the work of the Steering Committee, and organise meetings, events, or seminars etc.
- f) Work with and consult the LPA.
- g) Work with consultees and other parish council's engaged in similar projects and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- h) Engage consultants, within the mandate of the Tenterden Town Council to advise the

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Steering Committee on process, documentation, basic conditions to be met, and points of law.

- i) Approve expenditure [with at least two councillor member approving] of:
 - i. Fee based work to be allocated to consultants within the agreed work schedule signed between the town council and the relevant consultant.
 - ii. Any additional unscheduled fee based work to be approved within the agreed work schedule expenditure contingency. In these circumstances, the Town Clerk needs to be notified immediately.
 - iii. Costs for meeting venues, printing, stationary and other ancillary expenditure.
 - iv. Authorisation for additional work outside an approved consultancy work schedule (but within the overall budget) from the clerk, or (outside the budget) from the Planning Committee.
 - v. Expenditure must not exceed funds available.
- j) Treasurer to issue quarterly expenditure reports and funds available to the Steering Committee and then subsequently to the Planning Committee.

12. Steering Committee Meeting Frequency

The frequency of meetings of the Steering Committee will be driven by the project plan milestones, but at a minimum, it will meet at least six times a year to discuss actions, monitor progress to date, communicate to the planning committee, and to consider future actions.

- a) Members will be given at least seven (7) days notice of when a meeting is due to take place, unless it is deemed as an urgent situation.
- b) A meeting of the Steering Committee will be quorate if more than half the members are present including at least one councillor. (If there are 11 members, the quorum will be 6.)
- c) The Town Clerk's Office will produce notes of the Steering Committee's meetings. These notes will be circulated to committee members, and made available on the town clerk's weekly report for internal consumption only. [Reports considered sensitive will be marked as such and not published on any media channel].

13. Conduct

As a working group of the Town Council, the members of the Steering Committee will be subject to the same code of conduct as other working groups / committees of the town council including on matters of confidentiality where confidentiality has been agreed.

14. Confidentiality

It is possible during the life of the NP, the Steering Committee will be given confidential information or come across information that is considered confidential. In these situations, the Steering Committee must not share such information with non committee members, consultees, stakeholders, media or the wider public, except with town councillors on a confidential basis with the prior approval of the Town Clerk.

With regard to General Data Protection Regulation (GDPR), the Town Clerk will provide advice to ensure protection of members email addresses and personal information.

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15. Communications Strategy

This strategy sets a framework for communications to develop, promote, and support the Tenterden Selective NP.

Two-way communication between the Steering Committee and the local community during the NP process is vital for its success and ultimate support through the referendum. Therefore, it is essential that a coherent strategy is developed and maintained outlining how this will be achieved and plan out key parties' engagement.

The strategy will give direction to all media activity (online, internal, marketing, publications, and public relations communications) undertaken on behalf of the town council and the Steering Committee. It will use the most appropriate channels of communications to reach the widest variety of audience including residents, consultees, stakeholders, and Ashford Borough Council's Planning Policy Unit.

It will seek to provide communications on the most cost effective basis.

Penultimate version of the communication strategy will be forwarded to the Planning Committee seeking comments.

16. Finance

The following points highlight the different responsibilities between the Town Clerk's office and the steering committee treasurer.

- a) Any money acquired by the Steering Committee, including grants, donations, contributions and bequests, will be "banked" by the Town Clerk's office and subject to the same regulations and procedures as the town council's own funds
- b) All funds provided for the purposes of the NP must be applied to the objective of the NP and for no other purpose.
- c) All income/expenditure in relation to the NP will be noted by the Treasurer who will be accountable to ensure funds are utilised effectively and that the Steering Committee stays within budget. Official accounts will be maintained by the Town Clerk's Office and will be examined annually by the council's independent accountant.

17. Project Plan

A Project Plan is mandatory for the production of this selective neighbourhood plan.

There are a number of tasks and stages involved in producing a neighbourhood plan and it can at first appear to be a complex process. A Project Plan is critical to making the process as manageable, efficient and effective as possible [Appendix A provides further explanation on the production and management of a project plan]. For ease of access, all documents for sharing and publication should ideally use Microsoft office applications [Word, Excel, and PowerPoint].

Penultimate version will be forwarded to the Planning Committee seeking comments.

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18. Sub Projects

The Steering Committee may appoint such sub project groups, as it considers necessary to carry out activities as specified in the Project Plan. Each sub project group should have a nominated chair but this person does not have to be a member of the Steering Committee or a member of the town council. Sub project groups do not have power to authorise expenditure on behalf of the Steering Committee. Sub project groups will be bound by the mandate set out for them by the Steering Committee.

19. Alteration of the Terms of Reference

- a) During the life of the Neighbourhood plan, it may be necessary to change the terms of reference, as per instructions by the planning committee or deemed necessary by this steering committee.
- b) This Terms of Reference, and any changes to it, must be agreed by a majority vote [with a minimum of two councillors] of this Steering Committee.
- c) The Secretary must convey to the Steering Committee members any proposed amendments to this Terms of Reference formally in writing. The Secretary and other officers will then decide on the date of a special meeting of the Steering Committee to discuss such proposals, giving members at least two weeks (14 days) notice.
- d) Changes to this Terms of Reference may only be made to the extent that they do not affect the ability of the parish to be designated as the neighbourhood area
- e) Final version will be forwarded to the Planning Committee for approval.

20. Dissolution

- a) If the steering committee, or full town council consider the neighbourhood prime aim cannot be met, either party can call a special meeting to discuss the implications of dissolution and what, if any corrective actions can be taken.
- b) If the full town council decide on dissolution of the Steering Committee, any assets or remaining funds after debts have been paid will be returned to their providers or transferred to local charities or similar groups as recommended by the Steering Committee, subject to approval by the town council.
- c) The local community will be advised fully by the town council for the reasons for the dissolution.

This Terms of Reference was adopted on _____ by:

Chairperson Signed:

Treasurer Signed:

Secretary Signed:

Town Councillors Signed:

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Appendix A - Explanation on the Production and Management of a Project Plan

Project planning is a method of identifying and mapping out the specific tasks, resource requirements and time needed in order to deliver a project. In this case, the project is the neighbourhood plan.

The Project Plan will:

- a) Visualise the process and identify what needs to be done, when and by whom
- b) Identify how much input is required whether that be from volunteers in the group, consultants appointed, consultees or from third parties such as the Local Planning Authority.
- c) Allocate roles and tasks to people and identify whether help is needed from others
- d) Identify the likely time required to produce the NP and the resources needed
- e) Identify the likely external costs of producing the NP and potential sources of funding
- f) Build understanding and agreement on what is to be achieved
- g) Remain focused on the tasks at hand
- h) Maintain momentum once one task is completed and commence with the next and by whom
- i) Save time by mapping out tasks that can be undertaken at the same time, as well as identifying those tasks that depend on the completion of other actions in the Project Plan
- j) Assess risks by thinking through where issues may arise and identifying actions that could reduce the likelihood of this happening.

The following information should be included in the Project Plan:

- a) Milestones: key stages in the process such as submitting an application to define the neighbourhood area, or, later in the process, agreeing the independent examiner. Wherever possible a target date should be set
- b) Tasks: actions that need to be carried out such as evidence gathering per identified site
- c) Consultations: such as community consultation workshops at different points in the process to get feedback on what the plan says.

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Appendix B – Neighbourhood Area Boundary Map

