



# TENTERDEN

## NEIGHBOURHOOD PLAN

### **Tenterden Town Council Neighbourhood Plan Steering Committee Meeting 19 November 2020**

#### **Present:**

Cllr J Curteis  
Cllr J Crawford  
Cllr K Walder  
Irene Dibben  
Joseph Franklin  
Siggi Nepp  
Sue Quinton  
Stephen Sidebottom  
Graham Smith  
Helen Whitehead

#### **Apologies:**

#### **In Attendance**

Town Clerk, Mr Phil Burgess part of meeting

#### **1.0 Noting of Resignations**

Cllr Crawford requested the Town Clerk chair the first two agenda items as we no longer had a Chair.

The resignations of Richard Masefield as Chair, Samantha Reed as Treasurer and Irene Dibben as Secretary were noted with thanks for their contribution.

Phil highlighted the importance of minuting voting and decisions made as an ongoing audit trail. If a member has any disagreements, they can request they are noted in the minutes.

All codes of conduct forms have now been signed. Each signatory agrees with the general principles of public life.

## **2.0 Appointment of Chair**

Helen proposed Siggie as Chair and John as Vice Chair. John seconded Siggie as Chair and Irene seconded John as Vice Chair. Unanimously carried. Siggie took the Chair.

## **3.0 Appointment of Secretary**

Siggie nominated Sue as Secretary and John seconded. Unanimously carried.

## **4.0 Reconfirmation of Existing Roles**

Graham was asked to be Treasurer. He agreed. Siggie nominated and John seconded. Unanimously carried. Other attendees confirmed their roles. Stephen agreed to continue liaison with Tony Fullwood. Irene was asked to contribute to Comms and agreed.

Sue pointed out that in Richard's absence Biodiversity was not represented on the Committee. Discussion followed and options considered. Siggie agreed to follow up.

## **5.0 Funding for the Remainder of the Project**

Siggie presented the Budget Schedule for the whole TNP project with focus on the remaining phases. She confirmed that the recorded past expenditure aligned with the Town Council's figures.

The impact of the White Paper on Phase B and C was debated with the extra work required leading to an increase in the funding needed. It was identified that for Phase B funding an additional £6320 is required predominately for creating a website to allow Reg 14 community consultation during the COVID-19 pandemic and increased planning consultant fees. The Committee debated the need to find a different way to engage with the public using an enhanced website with additional functionality in support of Reg 14 consultation as the usual face to face consultation will not be possible. The quotation from a leading specialist was shared. The extent of the comms service offered, together with their broad experience of Neighbourhood Plans was considered value for money. Kate talked about a previous quote received simply for a website was higher. After discussion, it was agreed that a comparable quote was not available, and Phil was asked if submitting one quote was acceptable and said under the circumstances this was acceptable.

The Committee discussed responsibility for inputting content. Kate confirmed that we had paid for the Domain name and that we would feed content to the provider. It was agreed that Kate, Joseph and Irene will consider a process in conjunction with the firm. Helen proposed and Irene seconded an approach in principle to the website designer. [Note: the actual work is dependent on additional funding from TTC]

In conclusion, Siggie suggested that the TNP ask for £6000 with a reduction in contingency for Phase B.

The Committee next considered the 21/22 funding required for phase C. £20000 will be requested so the remainder of the project can be completed.

Phase B and C funding requirements will be raised and requested at the December presentations to the TTC Planning Committee and Full Town Council.

The aim to reach Reg 14 by the financial year end was debated together with the importance of Design Codes, and the reliance on the website to support Reg 14 consultation with residents. Kate sought approval to apply to the Brissenden Trust for any possible funding for the technical development. This was unanimously agreed.

The Committee then discussed if funding was required for Phase D but was not considered necessary.

John proposed and Jean seconded that the projected budget schedule [dated 19 November] is accepted. This was unanimously agreed.

John confirmed that he had contacted Locality and it was confirmed that a formal quotation from TF on headed notepaper is required. Stephen agreed to progress this with TF. At this stage, Phil left as he had another appointment.

## **6.0 Presentation in December Planning Committee and Full Council**

Siggi showed a slide with a proposed format in which committee members will explain to the Council the different elements of the plan. Richard has agreed to introduce the presentation. The discussion covered content, timings and the need for a practice session by Zoom on 30 November at 1300. It was agreed that speakers will send slides to Siggi by 26 November. She will format the presentation. If members do not have Power Point, the slides will be sent in in landscape pdf with the text in Calibri.

Graham agreed to host the special meeting on 30<sup>th</sup>. He will send invitations. If required, the usual monthly meeting on 2 December at 2pm can be an additional practice session.

## **7.0 Internal Comms**

Siggi showed an organogram to indicate information flow. The Steering Committee should be for headline topics so that transparency principles can be met. The bulk of communication should be at the Steering Committee

## **8.0 AOB**

Irene is to phone Sue about handover