

## Meeting Minutes

### GOUDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP (NPG)

Steering Committee (SC) Meeting #03: 5<sup>th</sup> December 2016/Kalmora Spa

The meeting began at 7:30

Present Ed Bates (EB), Anthony Harris(AH), John Leavens(JL), Peter Rolington (PR), Barbara Stafford (BS), Victoria Aldwinkle (VA), Colin Willis (CW), Craig Broom (CB), Richard Hillier (RH), Linda Hall (LH), Susan Newsam (SN), Alan Foster (AF), Jo Hinde (JH), Jim Boot (JB).

- 1 Apologies Richard Heaton (RHk) who has a conflict. Thanks to Robert Czik for providing the meeting facility for this meeting.
- 2 The minutes of the previous meeting were agreed as a true reflection of our discussion. All matters arising were complete with only item 13 partially incomplete. Other items were updated as detailed below.
- 3 Governance. JH presented an overall paper on governance based on the NGA (National Governors Association) model. AH noted that the elements related to confidentially should be updated to be more specific. There are also references to 'board' rather than steering. This proposal was accepted subject to changes above. They will be copied to the working groups for information. CB to action. The need for a broader level of information describing each steering member was discussed and it was agreed that each member of steering would provide information about how long they have lived in the parish and any other groups they are involved with. Action all Steering members.
- 4 Census Analysis. An example of data available from ACRE (Action with Communities in Rural England) was reviewed. This report collates data from a number of sources including the Census and is available for £125. Although un-budgeted It was agreed that this report should be purchased. CB to action.
- 5 Progress Reports covering Terms of Reference and overall plan were provided. It was agreed that draft questions would be created by end of January with a view to refining these by the end of February and working to finalise by the end of March. Action LH, EB, VA, PR.
  - 5.1 Community/21. CW reported that Community/21 training had been successfully completed and proved useful in mapping Goudhurst's assets. This will provide some level of detail about our other activities but does not replace our website or shared drive at this stage. The position will be reviewed in the new year.
  - 5.2 Business & Development. The group have had four meetings and the TOR has been agreed. The B&D team will be organising by task/delivery actions and Jim Boot will facilitate the discussion at their next meeting. RH provided an update his activity having visited some 50 businesses in the parish collecting contact information and providing them with an overview of the NDP group activities. John Fermor has

produced an analysis of the current water and sewerage provision in the parish which will be provided to CB by LH for publication on the website. The group were undecided whether they should be identifying development sites around the village (this has been a feature of other NDP plans). It was agreed that specific sites would not be identified at this stage but the development of criteria for selecting appropriate sites (measure of site effectiveness) would be considered by the group for development later in our process. A Community Land Trust (CLT) was discussed as this is being pursued by Cranbrook. This is outside our current TOR but was considered worth further discussion given the pitfalls around providing social and affordable housing now and in the future. CB will obtain and distribute general information about CLT's and Cranbrook's activity for review at the next meeting. Housing need assessments have been completed in the past but the latest assessment produced in 2011 has expired. EB thought that Hastoe might provide some help in this direction as they were very approachable at a recent CPRE event. EB to explore options. Action with Communities in Rural Kent also support these activities and JB will progress further information.

- 5.3 Traffic and transport had their second meeting on 9<sup>th</sup> November and they have TOR responsibilities across the group which now includes pollution. The next meeting will be on 20<sup>th</sup> December.
  - 5.4 Social & Community. The TOR is in place and the group have allocated responsibility for elements of the plan and are working with a series of face-to-face research activities. The group was considering whether it was their remit to identify those who work from home. It was agreed that we could identify those who work from home within the questionnaire.
  - 5.5 Landscape Character Assessment TOR agreed and a plan to deliver the overall elements of LC&D has been put in place. They have updated documents to meet the deadlines of TWBC analysis. Green spaces will be added to Community/21 this week (W/C 5<sup>th</sup> December). The level of change in the parish over the last 10+ years was discussed and it was felt a map identifying change in the parish would be useful. LH will request information from TWBC to enable this to be produced.
  - 5.6 Publicity. The group has not yet met and there are no TOR defined. BS has been in discussion with Julie McCormick about further developing their TOR..
  - 5.7 Questionnaire. A set of criteria for questions has been developed and this will be distributed to the group leads. Action CB. The Questionnaire group have met and have agreed their TOR and deliverables. Delivery mechanisms have been identified some control mechanisms have yet to be discussed. These will be refined at the next group meeting – 8<sup>th</sup> December. All groups have had some discussion around questionnaire distribution and these will be discussed further in the team.
- 6 Google Drive example and explanation. All members except LH are connected so direct support will be provided if required.
  - 7 Logo Design. An updated image was presented by VA. There were some reservations around the detail and alternative proposal was made to use the current village signs.

There was no clear decision but the general feeling of the meeting was that a revision of the proposed design should be requested from the designer simplifying the overall design for review at the January meeting. To be finalised in the January meeting.

- 8 The Photographic Competition will be run as a stand-alone activity and CW to liaise with Sarah Clarke to define the detail of classes etc., the overall process and timetable. There will be a need for specific images for the overall plan which may be covered by the competition if not there are images available from the History Society and we can commission specific photographs if required.
- 9 Risk Assessment. Deferred to next meeting.
- 10 AOB. RH asked if there was any progress with funding for the activity. At this stage, there is no progress.

Meeting closed at 10:15

Next Meeting will be Tuesday 3<sup>rd</sup> January 2017 @ 7:30 Jessel Room due to Monday being a bank-holiday. Steering meetings for 2017 will be booked in the Jessel room on the first Monday of the month.

Open/New Actions.

#	Date Raised	Description	Owner(s)	Target Date
13	7/11/16	All teams to provide written TOR and where possible plan for delivering questions and evidence to support the questionnaire. By the December steering.	VA, BS, JL, LH, EB, BS	All complete except Publicity 3/1/17
25	5/12/16	Contact RHk about the time conflict of steering.	CW	3/1/17
26	5/12/16	CB to update Governance model to reflect discussions	CB	15/12/16
27	5/12/16	Steering members to provide information around their involvement within the community and the length of time they have been in the parish.	Steering Members	3/1/17
28	5/12/16	Census analysis to be purchased from ACRE	CB	6/12/17
29	5/12/16	Draft questions to be provided by end January	LH, VA, EB, PR	31/1/17
30	5/12/16	LH to provide the details of water and sewerage to CB for publication.	LH, CB	3/1/17
31	5/12/16	EB to contact Hastoe to explore housing needs	EB	3/1/17
32	5/12/16	Jim Boot to contact ACRK to understand what they might provide in terms of housing needs.	Jim Boot	3/1/17

33	5/12/16	LH to ask TWBC for details of change over the past 10+ years to enable a change map to be produced	LH	3/1/17
34	5/12/16	CW to contact Sarah Clarke about the photographic competition.	CW	3/1/17

### Completed Actions

#	Date Raised	Description	Owner(s)	Target Date
1	13/10/16	Create a specific email addresses should be created to support external questions and communication.	CB	Complete
2	13/10/16	Make contact with the proposed members.	CW, BS	Complete
4	13/10/16	Organize a shared file structure with secure access and produce an information asset register	CB	Complete
6	13/10/16	Social and aspirational working group initial meeting	VA	Complete
7	13/10/16	Update working group and steering group lists and distribute	CW	Complete
3	13/10/16	Provide workgroup specific TOR documents and discuss these with the workgroup leads	CB	Complete
5	13/10/16	Attend working group meeting to discuss the development of their TOR	CB	Complete
8	13/10/16	Discuss insurance and high-viz jackets for patch workers with Anthony Farnfield.	CB	Confirmed 5/12/16
9	7/11/16	Provide a guide to the use of the shared information resource.	CB	Completed 21/11/16
10	7/11/16	Community 21. Arrange meeting with presenter and communicate dates to attendees	CW	Completed 14/11/16
11	7/11/16	Confirm attendees to Community 21 training	VA, JL, BS, LH, EB	Completed 14/11/16
12	7/11/16	Update budget proposal and forward to GPC	PR	Completed 8/11/16
14	7/11/16	EB to include heritage and historic elements in LC&D scope	EB	Complete 5/12/16
15	7/11/16	PR to provide RH with a list of businesses in the parish	PR	Complete 10/11/16

16	7/11/16	Distribute Sevenoaks/TWBC Strategic Housing Market Assessment	CB	Complete 8/11/16
17	7/11/16	Understand if TWBC are proposing a new housing survey for Goudhurst	AH	Complete 3/1/17
18	7/11/16	Questionnaire group meeting	JL	Complete 24/11/16
19	7/11/16	Proposed logo to be revised as discussed and distributed for agreement	VA, SN	Complete 5/12/16
20	7/11/16	BS to contact Michael Bennett re: running the photo competition.	BH	Complete
21	7/11/16	RH to contact David Boniface to determine if images from the photo competition and exhibition for the Jubilee celebrations are on file	RH	Complete 5/12/16
22	7/11/16	CB to provide BS with examples of Community engagement and communications strategies from other groups.	CB	Completed 8/11/16
23	7/11/16	CB to update NDP statements as discussed	CB	Completed 8/11/16
24	7/11/16	CB to provide a description of the file sharing process	CB	Complete 15/11/16