

Minutes

GOUDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP

Steering Committee (SC) Meeting # 15

Monday December 13th 2017, 7.30 pm, Jessel Room

Present: Colin Willis (CW), Craig Broom (CB), Paul Griffin (PG), Adrian Smith (AS), Ed Bates (EB) John Leavens (JL), Victoria Aldwinkle (VA) Richard Hillier (RH), Peter Woods (PW)

1 Apologies

Barbara Stafford (BS), Linda Hall (LH), Antony Harris (AH), Jim Boot (JB), Shiona Gardiner (SG), Guy Sutton (GS)

2 Minutes of Meeting # 13 (02/11/17) – Matters Arising

The minutes were accepted. Outstanding actions were discussed as in the updated table below.

Progress Updates:

2.1 Photographic Competition

A meeting to review the progress of the photo competition was held and the backlog was cleared and published. These will be added to the website in December and there will be a further round of publicity to encourage submissions for the last three months of the competition.

2.2 Sites Assessment Group

The Sites Assessment sub-group met on the 23rd November and a way forward was agreed. Michael Thornton was in attendance and tasked with providing an updated set of criteria that can be pilot tested on two sites in Goudhurst on the 18th December.

2.3 Landscape Character Group

The LCA group will build the Landscape Character Assessment to support the Neighbourhood Plan. EB will be away for much of Q1 2018 and as a result Peter Wood will lead the group to deliver this document and attend steering. The group will meet on the 14th December.

2.4 TWBC Planning Department

CW reported that the analysis of feedback from the Issues and Options paper will be published before Christmas. It is likely that the outcome of the TWBC Issues and Options paper will be a hybrid of the five proposed schemes. There are a number of NDP activities and at this point there are no Parishes allocating sites for development. Feedback is that allocation will be based upon a village hierarchy and it is likely numbers will be known early in the new year.

EB had just returned from a meeting in TW which discussed a variation on planning for access for residents to the Bethany School swimming pool. The decision was deferred.

2.5 Budget List of projects for S106 funding

CW reported that the spending for the year to date was £11,622 which is 6k below the proposed budget. Funding of £8,978 has been received from Locality to offset these costs. CW to distribute the proposed budget for 2018/9.

VA has provided CW with a list of potential projects for S106/CIL funding. This will be published for discussion at the January meeting.

2.6 Grant 17/18 & Budget 18/19

CB confirmed the grant from Locality has been paid to GPC. CB commented that funding for Neighbourhood Plan development is only available until the 31st March although Locality are confident that a further round of funding for NP projects will likely be available as other parishes are much further behind in the overall process (for example Horsmonden and Brenchley) and will require funding in future years.

3 Editorial Presentations:

Overall timeline

3.1 SA Scoping Report

CB provided some background to the Sustainability Scoping report and how it is used to measure the proposals contained in the Neighbourhood Plan. **The document is close to completion and a final review will be completed on the 20th December at 7:30 in the Jessel Room.** The document will then be shared with Michael Thornton for review and Kelvin Hinton who will provide feedback prior to formal distribution to the statutory consultees.

3.2 Draft Plan (Housing Section)

CB outlined our overall timeline taking us through to Referendum (attached to these minutes) and the table of contents for the Neighbourhood Plan. The overall principles for developing our plan were agreed:

- Document our evidence base (questionnaire, Place Profile, Census etc. has identified a series of issues, needs, desires and objectives which have been complemented by the autumn workshops)
- Identify all potential policies that have clear linkage to our evidence base

A template has been produced and housing was discussed as a high-level example. At this stage, we will work to identify a policy set that supports the needs of the community as set out on our evidence base. It is important that local needs are met in the final plan. However, it is likely that we will overlap with national and local plan policies and any such conflicts will be addressed in subsequent review and discussions within the team and with Tunbridge Wells.

4 Policies Working Group

4.1 Composition

It was agreed that all Steering Members should be involved in policy development identifying policies that are supported by our evidence base and setting the objectives and attributes of any policy. The writing team will be responsible for delivering the wording of policies based on this input and will be required to attend training in policy writing development. CB to arrange policy training for the Writers group (and anyone else wishing to attend) in the new year.

To deliver our plan we will need to meet twice a month. CB/CW to arrange dates beginning in January.

4.2 Workshop

A workshop will be arranged in the New Year

5 Date of Next meeting

The next meeting will be on the 8th December at 7:30 in the Jessel Room.

6 AOB

CW noted that Jo Hinde has stepped down from the steering group.

PW noted that the LCA group would be meeting on the 14th December to discuss the framework for the development of the Landscape Character Assessment.

Outstanding Actions from meeting #14

#	Date Raised	Description	Owner(s)	Target Date
92	3/7/17	CW/CB to work with AVBF to build funding case. Spend to date has been £9,600.	CW/CB	Completed
105	2/10/17	Distribute a copy of the budget to SC	CB	Revised 08/01/18
106	2/10/17	It was agreed to take the advertising boards down. CB to talk to AB	CB	Complete
107	2/10/17	BS to distribute the site assessment criteria and scoring system for SC review	BS	Complete
108	2/10/17	CW to look at engagement with the Forestry Commission and the National Trust	CW	Revised 08/01/18
109	2/10/17	CB to ask TWBC for contact details of those submitting sites to the TWBC call for sites.	CB	Revised 08/01/18
110	6/11/17	CW to publish proposed budget for 2018/9	CW	Revised 08/01/18
111	6/11/17	EB to discuss the need for a Landscape Character Assessment with the LCA group.	EB	Completed
112	6/11/17	CB to provide link to the Oxford RTPI.	CB	Completed
113	6/11/17	Organise workshop to support reasonable alternative housing options	CB	Completed
114	6/11/17	CB to update the SA to reflect the Locality recommendations and publish to steering	CB	Completed
115	6/11/17	JB to liaise with TWBC re SA review.	JB	Revised 08/01/18
116	6/11/17	CB to publish plan template	CB	Completed
117	6/11/17	CW to publish list of S106/CIL funding items	CW	Revised 08/01/18
118	6/11/17	CB to provide link to Malmesbury site selection criteria.	CB	Completed

119	6/11/17	CW to organise site selection group meeting	CW	Completed
120	6/11/17	CB/CW to produce display material for the Christmas Fayre.	CB	Completed
121	6/11/17	CW to provide an update on the structure of steering	CW	Completed
122	6/11/17	JB to attend Writers meeting on the 13 th to discuss reasonable alternatives.	JB	Completed
123	13/12/17	CB to arrange housing workshop for January	CB	8/1/18
124	13/12/17	CB to arrange plan meetings for the first quarter	CB	8/1/18
125	13/12/17	CB to arrange policy training for the writers	CB	6/2/18

Neighbourhood Plan – Overall Timeline

