

AGENDA

GOUDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP

Steering Committee (SC) Meeting #10

Monday July 3 2017, 7.30 pm, Jessel Room

Present: Colin Willis (CW), Craig Broom (CB), Jo Hinde (JH), Ed Bates (EB), Barbara Stafford (BS), Antony Harris (AH), Richard Hillier (RH), Jim Boot (JB) Shiona Gardiner (SG), Guy Sutton (GS).

1 Apologies

Victoria Aldwinkle (VA), John Leavens(JL). Linda Hall (LH), Peter Rolington (PR).

2 Minutes of Meeting/Matters Arising # 09 (06/06/17).

The minutes of the previous meeting were approved. The chair noted that Susan Newsam has unfortunately had to step down from steering. The group echoed thanks to Susan for her contribution particularly to the successful update evening and her contribution to the LC&D group. Susan was a representative of the Parish Council (GPC) and although two members of GPC were present there is a risk that without another GPC member steering will not be quorate. AH to resolve the issue for the next meeting.

'Owing to an email address misunderstanding, the Chairman was at the time of the meeting unaware of the resignation of BS as Publicity Officer. As soon as this communication breakdown was identified the Chairman expressed his thanks to BS for her work to- date and stated that he was glad that BS would be remaining on the Steering Committee'

3 News

CW noted that in conversation with Kelvin Hinton all responses to the Issues and Options paper were being reviewed in detail and catalogued. CW commented that he had presented the Goudhurst NDP activities at a public meeting in Horsmonden at which Kelvin Hinton and Julia Newman (Hawkhurst PC and NDP chair) also presented. Horsmonden are considering embarking on the development of a Neighbourhood plan.

4 Feed-back/discussion on Training day July 1

After some discussion, it was agreed that the Sustainability analysis will be produced by the writer's team. The guidelines from TWBC detail the overall process we need to follow and they recommend using their scoring system for consistency. CB to mobilise the writers team to develop the Sustainability Analysis scoping documents.

Following the training day on the 1st July the option for a Goudhurst NDP call for sites was discussed. We established that a key part of the Neighbourhood Plan will be the site evaluation criteria which will be used to measure any proposed development sites. RH will lead a new task and finish group to develop criteria supported by AH, BS and EB. Any NDP led call for sites process would likely be looking at sites that are smaller than those typically being sought by TWBC reflecting the views expressed in the questionnaire. The option for a Goudhurst call for sites will be discussed with TWBC

at the forthcoming meeting in August. However, no further action will be taken until the results of the TWBC second call for sites are known.

5 Questionnaires status

Over 1,100 responses have been received. Although the closing date has passed we agreed to accept responses until the manual keying of the results is complete. The completed paper questionnaires have been keyed by a group of volunteers and a vote of thanks was given to all but especially to Paul and Linda Griffin have taken the lion's share of this effort.

A brief update of the results from the questionnaire so far was distributed and reviewed by the group. Once all questionnaires have been gathered then a more complete results document will be produced (CB) for wider publication.

6 Arrangements for Results Exhibition July 24

The Questionnaire Results Exhibition will be held in St Mary's from the 24th July. Display boards are required for the exhibition and BS will check the size of the Friends of St Mary's display boards that are stored in the morgue. JH to check if school display boards would be available.

BS commented that now the questionnaire is complete the publicity signs should now be removed. It was agreed that additional stickers would be placed over the signs to advertise the exhibition. CB to organise stickers.

The Questionnaire group need to meet urgently to create the overall exhibition content and format. CB suggested a story board approach. It was agreed that the Housing Needs Survey would not form part of the exhibition.

AH suggested that this was an opportunity to publicise our NDP activity and to support this BS will approach Greg Clarke to open the exhibition at 7:30 on the 24th July. CB to send an invite to the volunteer group who have supported our activities so far. BS to provide a list of volunteers from the Publicity group.

7 Future Training Programme and Workshops

The following dates for training and workshops are confirmed.

1. Exhibition of Questionnaire Results – Weekday/Weekend late August/early September 6 dates
2. Vision and Objectives – 9th September – two public meetings (AM/PM)
3. Housing and Design – 23rd September – two public meetings (AM/PM)
4. Traffic and Economy - 7th October – two public meetings (AM/PM)
5. Landscape and Community – 21st October – two public meetings (AM/PM)

8 Review Structure of SC – identify Task & Finish Groups - mobilise writers

CB to mobilise the writers group to begin the development of the Sustainability Analysis which will be produced over the summer. EB noted that with the loss of SN the LC&D group was now very small and would benefit from new team members. CW commented that some members of the writers

group might be able to contribute to steering over the coming months. CW to discuss offline. We will complete the review of the steering and task and finish group structure at the August meeting.

9 Date of Next meeting

The next meeting will be held in the Jessel room on Monday 7th August at 7:30 pm.

10 AOB

CB/CW to work with ABVF to develop the Funding request to cover the NDP activities.

CB to contact JL re the next Questionnaire group meeting.

Meeting closed at 9:55.

Outstanding Actions from meeting #09

| # | Date Raised | Description | Owner(s) | Target Date |
|----|-------------|--|----------|-------------|
| 75 | 5/6/17 | CB to organise keying of manual questionnaires | CB | Complete |
| 76 | 5/6/17 | JH to organise rota to support polling stations | JH | Complete |
| 77 | 5/6/17 | CB to arrange workshops in September and October and issue invite for training on the 1 st July | CB | Complete |
| 78 | 5/6/17 | JB to organise meeting with TWBC for July | JB | 1/8/17 |
| 79 | 5/6/17 | CW to contact working group leads on next steps | CW | Complete |
| 80 | 5/6/17 | JB to arrange support for July training day | JB | Complete |
| 81 | 5/6/17 | CW to approach volunteers to provide editorial control of the plan. | CW | Complete |
| 82 | 5/6/17 | CW/CB to determine the location(s) for the questionnaire exhibition. | CW | Complete |
| 83 | 3/7/17 | AH to resolve the issue of GPC representation on the NDP steering group. We only have two representatives identified at the moment | AH | 6/8/17 |
| 84 | 3/7/17 | CB to mobilise the Writers working group to begin the sustainability analysis documents. | CB | 10/7/17 |
| 85 | 3/7/17 | RH to organise the first meeting of a task and finish group looking at site selection criteria. | RH | 15/7/17 |
| 86 | 3/7/17 | CB to provide a broader Questionnaire report for publication. | CB | 1/8/17 |

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|----|--------|--|-------|---------|
| 87 | 3/7/17 | BS to check size of Friends of St Mary's boards for use in the exhibition | BS | 10/7/17 |
| 88 | 3/7/17 | JH to establish the availability of the school display boards for the questionnaire exhibition. | JH | 10/7/17 |
| 89 | 3/7/17 | CB to organise stickers advertising the Questionnaire exhibition to be affixed to the existing display boards. | CB | 10/7/17 |
| 90 | 3/7/17 | BS to approach Greg Clark to open the Questionnaire exhibition. | BS | 10/7/17 |
| 91 | 3/7/17 | CB to send invite to volunteers for exhibition launch. | CB | 10/7/17 |
| 92 | 3/7/17 | CW/CB to work with AVBF to build funding case. | CW/CB | 1/9/17 |
| 93 | 3/7/17 | CB to contact JL re next questionnaire group meeting. | CB | 4/7/17 |