

AGENDA

GOUDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP (NPG)

Steering Committee (SC) Meeting: 2016/02

Monday Nov 7 2016 8 pm, Jessel Room

The meeting began at 8:05

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)

1. Apologies Richard Heaton (RHk). Helen Robertson (HR) who will no longer attend the group.
2. The minutes of the previous meeting were agreed as a true reflection of our discussion. Matters arising items 1,2,4,6&7 were completed. Other items were updated as detailed below.
3. Jim Boot's proposal to support the development of our NDP was discussed and agreed. His proposal supports our bottom-up approach and these costs will be included in our budget.
4. Community/21 training was discussed. CW will book a date. The proposed date was 24th November. There were volunteers for the training at the meeting and working group leads will propose additional attendees as required. (BS, VA, EB, LH, Shiona Gardiner)
5. The budget for submission to GPC to support the development of our plan was reviewed. Some additional sums for publicity, additional consultancy in review of our plan and secretary expenses were added taking the total budgetary estimate to £17,500. This will now be proposed to GPC for review and inclusion in their 2017/8 budget. PR to update and forward to GPC
6. Terms of reference as published were discussed as the framework for the working groups to create their own TOR. All group leads agreed they will have a terms of reference completed for December steering. The working group focal points were urged to refer any problems/requests for help to CW, LH and CB soonest so that any necessary assistance could be quickly sought from Jim Boot or TWBC or other expert sources.
 - a. **Social and Community** have had one meeting and the group is beginning their work and creating a Terms of Reference (TOR). The group feel that the history and heritage elements of their remit are potentially best served by the Landscape, Character and Development team. EB agreed this would form part of the LC&D brief. VA highlighted the need for greater inclusion and is working to address this by expanding the group.
 - b. **Business and Development** have had two meetings with a third planned for 16th. The group have allocated areas of their TOR to team members. PR will

provide RH with a list of businesses in the area created for the broadband project. RH mentioned initiatives by the Country Landowners Association that could have relevance to our process. TWBC's housing allocation process was discussed. The document which details the Sevenoaks and TWBC Strategic Housing Market Assessment will be circulated to steering members and published on our Website (CB). AH noted that the allocation for Goudhurst will be published by TWBC early in the new year (2017). TWBC have in the past carried out a Housing Survey for Goudhurst and AH will determine if a new survey is to be commissioned in the near future.

- c. **Traffic and Transport.** This group have had one meeting but a follow-up meeting has not yet been planned. CW to contact Shiona Gardner to discuss next steps.
 - d. **Publicity** have not yet met and the scope of their work has not been documented. CB to provide BS with examples of communications strategies from other NDP groups. BS commented on the web site (ndp.goudhurst.co.uk) noting an inconsistency in defining our activities as either Neighbourhood Plan or Neighbourhood Development Plan (NDP). For consistency we will adopt Neighbourhood Development Plan or NDP. CB to address. Two mail addresses enquires@ndp.goudhurst.co.uk and Info@ndp.goudhurst.co.uk have been created. The first deals with general queries, the second will add/remove the correspondent from information mailing lists.
 - e. The **LC&D** group have had two meetings the last with David Scully. EB noted the need for a Heritage Asset list some of which is available for Historic England (270 items in Goudhurst). The need to potentially list other assets in the community (the trough and the war memorial were examples) was discussed and any un-listed assets that are identified will be documented nominated to GPC. It was noted that the CPRE have their AGM this month with a discussion on Affordable Housing. EB/CW to attend.
 - f. The **Questionnaire** team have not yet met. JL is proposing 24th November as the first meeting.
7. The model for the questionnaire group has yet to be documented and agreed but it was noted that this group will need to work closely with all other groups to refine the questionnaire set and ensure that the objectives of the other working groups are met.
 8. A number of logos were reviewed and discussed. There was a clear favourite in the group but there were some questions and comments that need to be addressed. It was agreed that VA and SN would refine the preferred logo providing a number of alternatives and these would be distributed for agreement via email.
 9. The proposed Photographic Competition was discussed. This will potentially provide a source of images for our plan but more importantly it will provide a point of engagement as we move towards greater public engagement in our process in the new year. It was agreed the Publicity Team would manage the competition although prizes and categories will need to be agreed. AH reported he had discussed the Photo

Competition with Michael Bennett who had offer to run it. BS to contact. RH recalled that David Boniface held a photo competition and exhibition for the Jubilee celebrations. RH will contact him to see if still has copies on file. EB noted that a Photographic competition is being run by TWBC as a part of their Landscape Character activities and this along with the History society could be a good source of images when we begin writing the plan.

10. Item 10, Governance, will be deferred until the next meeting

AOB

1. BS proposed that hard copies of meeting papers to be provided for meetings. It was agreed that paper was not required by all participants and that where needed members could expense printer materials to the GPC. It was noted that the GPC will be considering the purchase of a projector at their next meeting and this could be used by this group so that all documents could be projected during the meeting.
2. JH commented that if there were problems in booking meeting rooms for the groups the school and its facilities could be used.

Meeting closed at 10:15

Next Meeting 5th December 7:30 Quarry Centre. Steering meetings for 2017 will be booked and potential alternative venues (e.g. School) will be considered.

Open/New Actions.

#	Date Raised	Description	Owner(s)	Target Date
3	13/10/16	Provide workgroup specific TOR documents and discuss these with the workgroup leads	CB	To be complete by 5 th December
5	13/10/16	Attend working group meeting to discuss the development of their TOR	CB	B&D Complete other group to be scheduled
8	13/10/16	Discuss insurance and high-viz jackets for patch workers with Anthony Farnfield.	CB	High-viz confirmed and awaiting confirmation from GPC insurance
9	7/11/16	Provide a guide to the use of the shared information resource.	CB	14/11/16
10	7/11/16	Community 21. Arrange meeting with presenter and communicate dates to attendees	CW	14/11/16
11	7/11/16	Confirm attendees to Community 21 training	VA, JL, BS, LH, EB	14/11/16

12	7/11/16	Update budget proposal and forward to GPC	PR	Completed 8/11/16
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	5/12/16
14	7/11/16	EB to include heritage and historic elements in LC&D scope	EB	5/12/16
15	7/11/16	PR to provide RH with a list of businesses in the parish	PR	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	3/1/17
18	7/11/16	Questionnaire group meeting	JL	24/11/16
19	7/11/16	Proposed logo to be revised as discussed and distributed for agreement	VA, SN	5/12/16
20	7/11/16	BS to contact Michael Bennett re: running the photo competition.		
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	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	15/11/16

Completed Items

#	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