

## Meeting Minutes

GOULDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP (NPG)

Steering Committee (SC) Meeting #04: 3<sup>rd</sup> January Jessel Room

The meeting began at 7:35

Present Anthony Harris(AH), John Leavens(JL), Peter Rolington (PR), Barbara Stafford (BS), Colin Willis (CW), Craig Broom (CB), Richard Hillier (RH), Susan Newsam (SN), Alan Foster (AF), Jim Boot (JB).

- 1 Apologies, Ed Bates, Linda Hall Victoria Aldwinkle, Jo Hinde.
- 2 The minutes of the previous meeting were agreed as a true reflection of our discussion. Two items in matters arising remain incomplete and carried over to the next meeting.

There was discussion around the provision of a Housing Needs survey (standard set of questions) which is commissioned with ACRK in conjunction with TWBC. GPC have initiated the request but it is unclear when it will be completed. It is important that any Housing Needs survey does not overlap with the NDP survey. CB to discuss with Anthony Farnfield to understand possible timings. Previous Housing Needs Surveys will be published on the NDP website (CB).

- 3 Progress Reports.  
All groups are still committed to providing questions for the prototype questionnaire by 31/1/17.

### 3.1 Questionnaire

The group has met and reviewed options for delivery. There will be two paper copies delivered to each household. To have these delivered by the Post Office would be between £600 and £900 so manual delivery by volunteers would seem the best option. It was agreed that the survey would ideally take 15 minutes to complete. An example Goudhurst questionnaire has been created to allow the group to workshop the overall process of creating and editing a questionnaire. The output from this activity will be distributed to the other groups. A separate housing needs survey means that these questions will not be required in the NDP questionnaire. These standard questions will be forwarded to the B&D group for discussion. The group is also working on an outline plan and this shows a significant amount of work in the coming three months if we are to deliver the questionnaire in the first half of 2016. AH noted that coordinating questionnaire distribution with key village events, for example the village fete, could be advantageous.

Response rates for other parishes varies between 30 and 75% and JB noted that achieving the latter figure was only completed with significant follow up following delivery.

The options for a business survey were discussed and the need for a separate survey will be reviewed once questions have been received. JB suggested that face-to-face meetings have yielded higher response rates in what is normally a difficult to reach groups. RH has

led this activity building contacts with local businesses and was agreed to personally deliver a questionnaire to each of the businesses in the parish.

### 3.2 Business & Development

B&D have had two meetings cancelled although the next meeting is scheduled for 10<sup>th</sup> January @ 7:30 which JB will attend. RH provided details of the activities for businesses but did not know the status for housing or other activities. Businesses are being added to community/21.

### 3.3 Traffic

PR provided an update for Traffic and Transport which are due o meeting on the 10<sup>th</sup> January. PR has received a report from Kent Police providing details of serious incidents where emergency services have been called. These will be discussed at the next meeting and will then be available on the Website (CB).

### 3.4 Social & Community

The S&C group have met and are working to develop questions and are engaging with different groups in the community. Key groups and facilities are being added to community/21.

### 3.5 Landscape Character Assessment

The Terms of Reference completed/submitted and are published on the website. The work has been divided into topics which are being worked by the group and a meeting/workflow schedule has been created which the group is following. There have been 4 meetings with the next on Jan 12<sup>th</sup>. All research images and descriptions (Green Spaces/Historic Landscapes) have been uploaded to the Google Drive platform so it can be shared with the broader team. EB and SN have attended a meeting with Goudhurst Historical Society.

Historic England (the public body that looks after England's historic environment) has a complete list of all historic listed buildings and sites and we know that these listings are considered in determining planning. There are 270+ sites listed in the Parish (Goudhurst;270/ Kilndown;13/ Curtisden Green; 2) and SN expressed concern that if we added all 270+ sites to the community 21 site, it could look cluttered or become too busy. It was agreed that adding all of these to Community/21 was not appropriate.

Listing 'Local Heritage Assets' (LHA's) could be another option. An LHA is a buildings/site that, although not considered for National protection, has importance to the community. TWBC unfortunately to not (to date) have a list of LHAs.

Options presented to the steering group by SN on behalf of EB:

1. Use exiting 270+ Historic England listings and lean the list down (e.g into Grade 1/ Grade 2\* categories)
2. Create a list of local LHAs from scratch

It was agreed that Option 1 would be the preferable and the LCAG would continue to collate all relevant evidence and meanwhile SN would make contact with Historic England and the Goudhurst Historical Society for advice.

JB also flagged the importance of 'Community Assets' which are different from LHAs. These are assets that are valued by the community and, unlike listed buildings, are not considered within planning unless they are specifically identified as of local importance with our planning process. Our local plan will need to cover both heritage and local assets and JB will provide an example from Bridge.

### 3.6 Publicity

The TOR for the Publicity group have been published. The first meeting of the publicity will follow the Questionnaire group meeting on the 5<sup>th</sup> January. AH asked if there would be follow up communications with the volunteers and supporters. BS will provide a plan for the next steering meeting.

### 4 Liaison with other neighbouring parishes

BS proposed a single meeting with our neighbouring parishes to ensure they are aware of our NDP activities. AH noted that of our neighbouring parishes (Lamberhurst, Horsmonden, Marden, Staplehurst, Cranbrook, Hawkhurst, Ticehurst) only Horsmonden have not begun a process to create a Neighbourhood Plan.

AH suggested that KALC (Kent Association of Local Councils) might be a better forum. AH will investigate the possibility using KALC to update the other parishes and we will await AH's response before taking any further action.

### 5 Photographic Competition

CW was actioned in the December meeting to contact Sarah Clarke who has developed an outline plan for the competition and this will be refined with CW over the coming month.

### 6 Logo

The output from the review of candidate logos was discussed and options #1 had the most support and was adopted. CB to provide BS with the base logo and the Adobe files to support large format printing.

### 7 Community Land Trusts (CLT)

Community Land Trusts were discussed as an option to develop housing that is affordable in the local community. This is a complex subject and provides many options. It will be explored further and the options for Goudhurst examined. CLT's would not be included as NDP planning policies but could be proposed as a potential community project within the plan.

### 8 Local Heritage and Local Assets

This was discussed in the report from the LCA Group report. See 3.5.

### 9 AOB

9.1 John Fermor has investigated the local sewerage and water provision in Goudhurst. He has produced a good initial report and findings. The next step is to provide a more detailed analysis around capacities. This requirement for more technical detail is likely to be a recurring question and detailed analysis can only come from

service providers or other bodies. The groups were urged to identify areas where specific expertise is required so we can identify experts within our community to support more detailed analysis. John will be put in touch with a local expert.

- 9.2 February meeting will be in the Quarry Centre
- 9.3 May Meeting falls on a Bank Holiday and will take place on Tuesday the 2<sup>nd</sup>.
- 9.4 RH raised the question of funding and Grants for the NDP activity. AH reported that Anthony Farnfield was working on this (Locality) for GPC and he would ask him to provide RH with an update.
- 9.5 AH asked when other volunteers would be engaged (writers for example) in the overall process. CW noted that we do not have a formal plan at this stage but this would be driven by the Questionnaire timescales and more would be known at the next meeting.
- 9.6 JL highlighted the information held within the 70 page Rural Place Profile for Goudhurst which collates information from a number of sources to provide a valuable insight into our community and recommended that all should read the document. CB to send a copy to all working group members.
- 9.7 (SN) asked when the steering group would be recruiting writers and JB commented that it may be of value having someone attend the steering group meetings so they could get a good sense of what's required of them and the amount of evidence that's being collated.

Meeting closed at 9:43

Meeting #5 will be Monday 6<sup>th</sup> February 2017 @ 7:30 **Quarry Centre Kildown**. Steering meetings for 2017 will be booked in the Jessel room on the first Monday of the month excepting May when the meeting is on the 2<sup>nd</sup> May.

Open/New Actions.

#	Date Raised	Description	Owner(s)	Target Date
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.  Not all members provided the information and a reminder email will be sent by CB to ensure completion by the next meeting.	Steering Members	Not received from all 3/1/17
29	5/12/16	Draft questions to be provided by end January	LH, VA, EB, PR	31/1/17
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.  Question asked and awaiting response from TWBC.	LH	3/1/17

35	3/1/17	Understand the timings of the requested housing needs survey and if we can influence those timings.	CB	6/2/17
36	3/1/17	JB to provide an example for managing LHA from bridge	JB	6/2/17
37	3/1/17	AH will investigate the possibility using KALC to update the other parishes	AH	6/2/17
38	3/1/17	BS to provide a plan for publicity to next steering	BS	6/2/17
39	3/1/17	CB to provide BS with logo Files	CB	6/2/17
40	3/1/17	AH to request update from AF around the provision of grants for the NDP activity	AH	6/2/17
41	3/1/17	A copy of the Rural Place Profile to be sent to all working group members	CB	6/1/17

### 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
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	Complete 3/1/17
25	5/12/16	Contact RHk about the time conflict of steering. Roger cannot make these meetings and will not take any further part in steering. Discuss option for Kilndown engagement when the meeting is in Kilndown next month	CW	Complete 3/1/17

26	5/12/16	CB to update Governance model to reflect discussions	CB	Complete 15/12/16
28	5/12/16	Census analysis to be purchased from ACRE	CB	Completed 6/12/17
30	5/12/16	LH to provide the details of water and sewerage to CB for publication.	LH, CB	Complete 3/1/17
31	5/12/16	EB to contact Hastoe to explore housing needs. This was completed and Hastoe can support the creation but cannot provide services to create a housing needs survey.	EB	Complete 3/1/17
32	5/12/16	Jim Boot to contact ACRK to understand what they might provide in terms of housing needs. Local housing needs survey to be commissioned by GPC.	Jim Boot	Complete 3/1/17
34	5/12/16	CW to contact Sarah Clarke about the photographic competition.	CW	Complete 3/1/17