

Minutes

GOUDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP

Steering Committee (SC) Meeting # 05

Monday Feb 6, 2017 7.30 pm, Kilndown Quarry Centre

Anthony Harris(AH), John Leavens(JL), Barbara Stafford (BS), Victoria Aldwinkle (VA), Colin Willis (CW), Craig Broom (CB), Richard Hillier (RH), Susan Newsam (SN), Alan Foster (AF), Jo Hinde (JH).

1. Apologies Ed Bates (EB), Peter Rolington (PR), Victoria Aldwinkle (VA), , Linda Hall (LH), Jim Boot (JB).
2. Minutes of Meeting # 04 (03/01/17)– The minutes were agreed.
3. Matters arising. All actions were completed.

Action 37. The next meeting of KALC will be on the 22nd February in Rusthall and AH, BS and CW will attend.

4. Feedback on Meeting with TWBC 23/01/2017. CW outlined the overall timeline that TWBC provided for their local plan. The dates are in-line with the overall NDP plan and we will work to ensure draft plans are shared in the development stage. The call for sites issued in 2016 is closed and sites will be evaluated by mid-summer. An additional call for sites is to be issued in May/June for assessment by year-end and this will be published on the TWBC website. RH asked if this was going to be publicised and CW confirmed that notice would be issued on the TWBC website. The question of Traveller sites was raised with TWBC and they confirmed that the needs of Gipsies and Travellers are assessed at Borough and KCC and we are not required to include this in either the Housing Needs Survey being conducted by the Parish or the NDP questionnaire.

The supplementary planning document produced by TWBC in 2006 was discussed. This is on the TWBC website. CB to provide the link to the group.

http://ndp.goudhurst.co.uk/wp-content/uploads/2017/02/CAA_Goudhurst_Kilndown.pdf

5. Questionnaire. A meeting of the questionnaire group took place on the 2nd February and a consolidated housing questionnaire was reviewed. There was some level of duplication across teams and there are some questions framed around estimated numbers. All groups are to be congratulated on providing their questions in what was a tight timeframe. The number and format of questions is good and so we have what looks like a good basis for broader review. The group will get together again in February and the prototype questionnaire will be distributed to all parties later in the month. The questions and feedback will be discussed with each of the working groups.
6. Publicity had their first meeting on 6th February. Group discussed the questionnaire logistics and distribution. The need for clear wording on the envelope along with the logo was needed to ensure the questionnaire is identified on delivery. The questionnaire group had resolved to number the paper questionnaires but this was questioned. It was agreed that this would be taken back to the questionnaire group for further discussion. Posters will be distributed to some 50 sites in the parish as well as email. Local newspapers and the press will also be contacted and all communications will be included in the parish magazine.

The potential for an essay competition for the primary school was outlined and it was suggested that Bethany school should also be contacted as there was an opportunity for much broader engagement. There were suggestions that other projects should be considered with the schools to engage in a broader discussion of the future of the community. SN commented that video projects would be good to link any projects to the broader community. BS to consider option.

AH noted that there were a number of regular meetings in the community for example U3A, Men's Breakfast etc. and we are not taking the opportunity to spread the message in the community. BS to create a list of meetings and events in the parish and schedule steering members to talk to these groups for regular updates.

CW discussed his NDP primer which CB will distribute to all steering members.

The Photographic Competition will be led by Sarah Clarke and will begin on 1st March running for 12 months. The theme is Goudhurst through the year and there will be five categories covering landscape, buildings, places special to you, unique things in the parish and community. There will be an open competition and a separate competition for under 16's. This will be included in a note to supporters (BS) and on the website (CB).

7. The working groups were established at the public meeting on October 6th meeting in the church. The focus of the groups has been to establish a base of evidence and to develop questions for the questionnaire to address the needs of the community. As

the questions are complete steering discussed the next phase of the project which was to establish the evidence base to support workshops developing the policies for the final plan and identifying projects and activities. The groups are of different sizes and we need to plan out the next phase of work creating task/finish groups that will build the evidence base which along with the questionnaire results will form the basis of workshops that will develop policies and identify projects for inclusion in the final plan. Options will be reviewed at the next meeting.

At the next meeting we will review structure of the groups and review how these are resourced.

8. AOB

BS has requested a stall at the village Fete. Advertising in the programmes is £120 per page and it was felt that a page advert was required. PR to review against budget.

RH noted he was happy to pilot the business questions with businesses in the parish once it was agreed.

Other villages have developed a village design statement and it was felt this was a good idea and could support the overall NDP process. This has been completed by other villages in the past. (see

<https://www.southdowns.gov.uk/planning/community-planning/village-design-statements/> https://www.sevenoaks.gov.uk/_data/assets/pdf_file/0005/83336/Seal-Village-Design-Statement-adopted-2012.pdf,

<http://www.staplehurstvillage.org.uk/uploads/staplehurst/documents/35/468.pdf>

<http://www.leedskent.org.uk/uploads/leedsvillage/VDS%20Leeds%202011%20a.docx?to=1>

for examples). The development and design statement will require specialist resources and will be discussed as part of the restructure of the working groups.

The next meeting will be held in the Jessel Room on the 6th March starting at 7:45 p.m.

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	Completed 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	Pending 3/3/17
35	3/1/17	Understand the timings of the requested housing needs survey and if we can influence those timings.	CB	Completed and issued 6/2/17
36	3/1/17	JB to provide an example for managing LHA from bridge	JB	Completed 6/2/17
37	3/1/17	AH will investigate the possibility using KALC to update the other parishes. Scheduled for 22/2 in Rusthall.	AH	Completed 6/2/17\M
38	3/1/17	BS to provide a plan for publicity to next steering	BS	Completed 6/2/17
39	3/1/17	CB to provide BS with logo Files	CB	Complete 6/2/17
40	3/1/17	AH to request update from AF around the provision of grants for the NDP activity	AH	Pending 6/2/17
41	3/1/17	A copy of the Rural Place Profile to be sent to all working group members	CB	Complete 6/1/17
42	6/2/17	BS to consider options for engaging schools in publicity for NDP	BS	6/3/17
43	6/2/17	CB to distribute the supplementary planning document for the G&K conservation area	CB	6/3/17
44	6/2/17	BS to create a list of meetings and events in the parish and schedule steering members to talk to these groups for regular updates	BS	6/3/17

45	6/2/17	Photo competition to be included in message to the NDP supporters	BS	6/3/17
f46	6/2/17	CB to include photographic competition on website	CB	6/3/17
47	6/2/17	PR to review budget for cost of fete stall and advertising.	PR	6/3/17