

# Broadstairs and St Peter's Neighbourhood Plan Steering Group

## Minutes

Tuesday 7<sup>th</sup> July 2015

Apologies: Ros Binks, Ian Dale, Charlie Leys, Ian Lodge Jason Savage, Lorraine Williams

### Present:

Peter Topley  
Sarah Pengelly (chair)  
Paul Machin  
Peter Lorenzo  
Gordon Edwards  
Roy Dexter  
Bob Bayford  
Linda Baynes (start of the meeting only)

### Preliminaries

- introductions – Linda Baynes attending for the first time and brings valuable experience and insight, welcome
- minutes of the meeting of 2.6.2015 were accepted
- no declarations of interest

### Open Discussion:

Survey analysis from the mini magazine, "Broadstairs we need a Plan"	<p>Linda explained her background in the civil service: a huge part of her work is statistics. She has devised and interpreted surveys.</p> <p>Linda had briefly analysed an initial batch of 23 responses: very little housing need, but note the respondents were self-selecting.</p> <p>Linda needs to know what the group wants from the analysis. Agreed initially we want:</p> <p>To know the response rate To analyse respondents by demographics: check whether data is robust To identify if there is housing need: yes / no and if yes, what To list the qualitative data, and advise on possible further work so it can inform the Neighbourhood Plan and find out what people care about (can be combined with data from previous consultation work e.g. workshops)</p> <p>Although it is hoped that Linda can take ownership of the analysis, we should arrange for her substantial support with the data entry e.g. from CCCU or EKC students.</p>	SP/LB
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	<p>SP to make a spreadsheet for LB and facilitate with computer time etc.</p> <p>SP to ask LW to ask her CCCU contact to help to find CCCU students to assist LB with data entry</p>	SP/LW
Boundary of the Neighbourhood Plan Area	TDC's decision 18.6.2015: our Neighbourhood Plan can make policies for all the parish of Broadstairs and St Peter's, even that part of Westwood which is within BSP boundary.	COMPLETE
Guidelines for the Group	<p>The Guidelines were adopted, subject to:</p> <p>Chair to be decided / continue with rotating the role</p> <p>More work is needed on the Mission Statement, and this needs to stay on the agenda for the next meeting.</p> <p>All to please consider content / direction of Mission Statement.</p>	All
Review of the Town Design Statement with a view to consider whether all or some of its content should be included in the Neighbourhood Plan	<p>Postponed to next meeting, in Lorraine's unavoidable absence.</p> <p>At the last meeting:</p> <p>We agreed the Town Design Statement has some excellent content that should be used in the Neighbourhood Plan and that we would take relevant sections for inclusion.</p> <p>We agreed not to duplicate content in the NPD that appears in the Local Plan and as some Design Statement content is general rather than Broadstairs specific we will not need to include those bits.</p> <p>We agreed that the new Neighbourhood Plan needs to say more than the Design Statement about protecting the character of areas that may not be designated as conservation or of high townscape value areas yet are visually important. Broadstairs Conservation Advisory Group are currently compiling a list of local buildings of interest which we agreed should be incorporated into the plan.</p> <p>LW circulated her notes on the Design Statement content and at the next meeting all to confirm which aspects of the Design Statement will be helpful to include in the Neighbourhood Plan draft - by marking up soft copies of the pdf - and comment back on LW's notes regarding possible further work needed. We agreed to communicate via email with the aim of reaching a consensus before we next see each other.</p>	All
Working together	Here is the link to the shared Dropbox folder. Please let Sarah know if you cannot access it, so	SP

	<p>she can help you</p> <p><a href="#">Click here to view Neighbourhood Plan steering committee shared folder</a></p>	
Forward Agenda items	<p>Review Design Statement and Notes</p> <p>Survey analysis update</p> <p>Mission Statement guidelines to be agreed</p> <p>Chairmanship to be agreed</p> <p>Outline timeline for N Plan to be considered</p> <p>Consider topics (as before + clean environment)</p> <p>The way forward</p>	

Next meeting Tuesday **1st September** 7pm council chamber (no August meeting).

The first Tuesday of each month at 7 p.m. has been reserved in the Council Chamber throughout 2015.

Sarah will not be able to attend many meetings: the caretaker David Hackney will open and close for the meeting.

If you arrive late and the front door is closed and David has left, please feel free to come around to the back of the building and knock on the window so we know to let you in!

David Hackney's contact numbers: 075 393 77938 or 07583015395.

Please let the Council know if the room is not needed for the meeting: via Marian in the office (9 am – 2pm 01843 868 718 or [mayor@broadstairs.gov.uk](mailto:mayor@broadstairs.gov.uk)). If the meeting is cancelled and it is too late in the day to contact Marian, please contact David directly to let him know he does not need to open and close the Council Chamber for the meeting.