NEIGHBOURHOOD PLAN SUB-COMMITTEE MEETING

MINUTES

THURSDAY 28th SEPTEMBER 2017

Present: Cllr Bayford (chair), Cllr Binks, Cllr Dexter, P. Lorenzo, L. Scotney, S. Wall

Town Clerk, Danielle Dunn.

**187 APOLOGIES FOR ABSENCE**

Cllr D. Saunders and Moore

**188 DECLARATIONS OF INTEREST**

None declared.

**189 MINUTES**

RESOLVED to APPROVE and chairman to sign the minutes of the Neighbourhood Plan sub-committee held on the 13th July 2017

**190 NEWS ITEMS RELATING TO NEIGHBOURHOOD PLAN**

DISCUSSED The Town Clerk set before the committee that a new Apprentice Abigail Barton (AB) had been recruited by the Town Council and that her main remit was to work on the website and social media, but also to provide the administrative support needed for the Neighbourhood Plan production, the Town Council looks forward to welcoming AB to the team when she starts on the 2nd October and she will be introduced to the committee members at the next meeting.

**191 ISSUES AND OPTIONS CONSULTATION**

DISCUSSED The Town Clerk updated the committee with the responses received on the Neighbourhood Plan and the attendance rate at the formal consultation events:

Consultation Form:

Long survey form: Online 35, Hard copy 8

Short surveys (from Watergala and about the ‘about town’ day)- 83

Comments not on a form: 3

Event attendance:   
31st July- 3  
7th September-10

11th September- 17 (although there were more, but had not signed the sheet)

DISCUSSED the Town Clerk explained that none of the response had been read at this stage and that the findings would be reported back to the next meeting. The committee AGREED the findings of the surveys would need to be considered carefully, as the number of surveys was very small and the result could be skewed. It was DISCUSSED that selection of the projects to be undertaken would need to be considered in consultation with the full Council.

DISCUSSED the poor response rate, including apathy to the survey, consultation fatigue and the summer holiday timings of the survey, and how this could be improved in the future. It was considered that a direct mailing to all residents of the town was needed in the future to ensure that everyone received it and this would potentially help to increase responses to the plan. The Town Clerk explained that there was some budget for this, as this year’s budget hadn’t been spent due to the Locality Grant that had been received.

AGREED that the Town Clerk would write down the groups that didn’t consult on the Issues and Options consultation in case comments were received in the future that people didn’t have the opportunity to respond.

AGREED Feedback on the online survey established that the form was too long and daunting and may have put people off. The ability to save the form half way through was also needed so that people could complete it and come back to it later if needed. This would need to rectified for next stage of plan development.

RESOLVED that due to the poor response rate, that schools would not be consulted as this could potentially skew the result.

**192 REGULATION 14 PLAN**

The Town Clerk explained the Regulations that needed to be adhered to in the creation of the plan and stated that we are now in a position to start drafting the plan.

RESOLVED Town Clerk to work up a list of proposed policies and circulate with the committee for their comment, acknowledged that this list wasn’t exhaustive and could be added to or polices removed at any stage. Once the list had been established then the Town Clerk would draft and bring individual policies to Planning Committee for comment and agreement, these would need to be starred items that would later have to be ratified by full Council. AGREED that the Town Clerk would look into an infill policy.

RESOLVED that any future project suggestions would need to be taken for consideration to F&GP committee and starred for final approval at full Council. Initial discussions on how we decide on project and projects would not take place until the next meeting.

**193 BACKGROUND DOCUMENT WORK**

The Town Clerk identified that the following backgrounds documents would be needed to be submitted with the Neighbourhood Development Plan to Thanet District Council:

Strategic Environmental Assessment- TDC have produced this and they are currently consulting on it with Natural England, Historic England, Environment Agency, the deadline for that is the 29th September.

Basic Condition Statement- Danielle will produce this in the weeks prior to the plan submission as it is a short statement setting out how produced the plan in accordance with the Regulations.

Consultation Statement- This will set out what consultation has been undertaken, dates, photograph. Danielle will talk to AB to produce this.

Sustainability Appraisal or alternative- Town Clerk to look into alternatives and whether it can be done in house or whether a consultant should be procured for this work.

Town Design Statement- Cllr Dexter stated that the text for this was nearing completion and that he would get AB to help put it together into a draft document format, with new photographs. The draft would be brought back the NP committee for comment and consideration.

Document to show the walking routes and views (could be in the appendix of the plan). Further discussion needed at a future meeting.

Progress and updates on all background documents will be needed at each NP committee meeting.

**194 AOB**

None

**195 DATE OF FUTURE MEETING**

Wednesday 1st November 9:30am

Town Clerk

Meeting ended at 10.36am