**NEIGHBOURHOOD PLAN SUB-COMMITTEE**

**Minutes for the Meeting of 9th February 2017**

Present: Cllr Bayford (Chair), and D. Saunders, Cllr Dexter

Community Members: Sue Wall and Laura Scotney

**Quorum: Any three members, whether Councillor or member of the community.**

**302 APOLOGIES FOR ABSENCE**

Cllr Binks; Cllr Moore

*Identified after the meeting that Peter Lorenzo (Vice-Chair) and Paul Machin had been excluded from the original meeting summons.*

**303 DECLARATIONS OF INTEREST**

 None.

**304 MINUTES**

RESOLVED to APPROVE and SIGN the minutes of the meetings of 3rd November 2016.

**305 TOWN CLERK INTRODUCTION**

The Town Clerk set out her planning background and what skills she could bring to the production of the Neighbourhood Plan. The example of the Pluckley Neighbourhood Plan was shown as a good example of dividing a plan into policies and projects. It was agreed that a weblink to this plan be shared so that people could look into it further.

**306 NEIGHBOURHOOD PLAN – NEXT STEPS**

RESOLVED for the Town Clerk and Cllr Bayford to produce a draft project plan Gantt chart, which would be agreed by the sub-committee at the next meeting.

RESOLVED The next stage in plan production should be the production of an Issues and Options report, which would include themes and ideas that the public could respond to. It was identified that the questionnaire was getting a little out-dated and this extra stage in plan production would help to provide an updated position. DEFERRED Headings/themes for IO report.

DEFERRED it was identified that a vision for the NP and supporting objectives had not been finalised. It was agreed that this task would be undertaken at the next meeting of the sub-committee.

 DEFERRED The Town Clerk discussed the ability to allocate sites in the NP. It was explained by the Clerk that a decision needed to be made as to whether the NP should be allocating development sites and whether a ‘call for sites’ should be undertaken. The decision was deferred to the next meeting of the sub-committee.

DISCUSSED The ‘Protected Views’ project was identified as nearing completion and Cllr Dexter was tasked with completing an assessment of the final view. The amalgamation of the assessed views into a final background document was to be discussed at a future meeting.

OTHER ACTIONS

Cllr Dexter agreed to share his initial work on plan structure and policies with the Town Clerk

Laura Scotney agreed to share the work already undertaken on the Housing Needs Survey work and the vision with the Town Clerk. Cllr Saunders identified that some of the housing survey work should be available from TDC

**307 FORWARD AGENDA ITEMS and ANY OTHER BUSINESS**

Date of the next meeting to be 9th March 2017 – It was agreed to meet the 2nd Thursday of the month at 2:30pm.

 Meeting Closed 3:36pm

 Danielle Dunn
Town Clerk