



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

## **NEIGHBOURHOOD PLAN SUB-COMMITTEE MINUTES**

**Thursday 17<sup>th</sup> September 2020**

Present: Cllrs, B Bayford, J Bayford, R. Binks, D. Saunders, community members, Peter Lorenzo, Sue Wall and Laura Scotney.

Town Clerk: Danielle Dunn

### **151. TO ELECT A CHAIR AND VICE CHAIR**

RESOLVED to elect Cllr B Bayford as Chair, proposed Cllr R Binks, seconded Peter Lorenzo.

RESOLVED to elect Peter Lorenzo at the Deputy Chair, proposed Cllr Bayford, seconded Cllr Saunders.

### **152. APOLOGIES FOR ABSENCE**

Cllr Dexter and Cllr Moore

### **153. DECLARATIONS OF INTEREST**

None to Receive.

### **154. MINUTES**

RESOLVED to RECEIVE and APPROVE by signing the minutes of the meeting of the 31<sup>st</sup> January 2019. Proposed Cllr R Binks, seconded Cllr J Bayford, agreed

### **155. SUB-COMMITTEE VACANCY**

Ref Min: 136 Following delegated powers from the Council to discuss filling the vacancy that is currently on the sub-committee.

DISCUSSED that it had been agreed by Council (Ref Min 136 2020-21 Civic year) that the sub-committee should co-opt another member on the sub-committee, this vacancy had been caused by the Mayor also being the Vice Chair of the Planning Committee. No Councillors had come forward since the Council meeting as wanting to sit on the NP sub-committee.

AGREED to co-opt a community member onto the sub-committee.

The current tree warden (TW) and Robert Holden (RH) the planning

representative for the Broadstairs Society were put forward by the Committee as potential candidate. A vote was undertaken as to who should be invited to join the sub-committee: RH 4 votes, TW 3 votes.

RESOLVED to ask RH if he would be interested to sit on the sub-committee.

ACTION PL to contact RH in the first instance and invite him to attend the next meeting.

#### **156. NP FUNDING OPPORTUNITIES**

DISCUSSED that the Government has just released a new round of funding to help communities complete and produce Neighbourhood Plans, this was being administered by Locality. As BSPTC had produced a NP already and was progressing with a review/2<sup>nd</sup> edition NP, they would be eligible to apply for the full £10,000 available..

RESOLVED that the Town Clerk apply for funding to cover costs associated with consultation, project management and evidence base requirements- as set out under minutes 157 and 158.

#### **157. PROJECT PLAN**

DISCUSSED that the project plan to review the NP should loosely take the following form:

1. Community consultation work- to be undertaken by a community engagement consultant- (hopefully funded through a Locality grant).
2. Review of policies
3. Review of evidence base and background documents- Consultant advice used where required.
4. Write-up new plan, including more robust policies.

DISCUSSED a full detailed project plan could be produced by consultants and paid for by the Locality Grant.

DISCUSSED that following discussion with the newly appointed Town Clerk the potential of the current Town Clerk, a professional planning officer, returning after her departure to help with the progression of the NP.

AGREED that the policies contained in the current NP to be reviewed one by one at the next meeting of the sub-committee. This to strengthen them and ensure they are robust.

#### **158. EVIDENCE BASE**

DISCUSSED the current evidence base, as set out on the website, was discussed item by item- initial thoughts attached at the end of these minutes.

DISCUSSED Consultation work- this should not 're-invent the wheel' and should be a focussed consultation looking at the current NP and asking questions of the community about how it could be improved and if anything is missing.

ACTION Town Clerk to discuss with Community Engagement Consultants regarding this work and report back to the sub-committee.

DISCUSSED that additional work would definitely be needed to help support the 'design' policies in the area and to be more in line with the Planning White paper which was currently being consulted on. This would include Design Statement, High Townscape Value and Locally Listed Buildings- (CPRE Historic Buildings Committee could feed into this work).

ACTION SW to help PL with the locally listed building work, as this work had now been returned from Ian Minter the previous consultant who had worked on it. This would support the work that had already been undertaken by SW on the mapping the postcodes of the locally listed buildings.

ACTION The Town Clerk to look at GIS Consultants who could map the postcodes- Again this could be paid for by the Locality grant.

**159. AOB**

UPDATE PL was continuing to work with Robert Lloyd-Sweet regarding the assessment of the areas of High Townscape Values and it had been successful. PL will update on this work when required.

**160. DATE OF NEXT MEETING**

22<sup>nd</sup> October 2020, 10am.

Meeting closed: 10:47am

## **Sub-Committee Review of Evidence Base**

1. 2011 Census Data for the Parish of Broadstairs & St. Peter's  
*- A new census would be undertaken in 2021. It is hoped that some of this new data will be available to inform the emerging review of the NP.*
2. Stage 1- Survey Establishing the boundary and key themes  
*-No longer required as this was agreed for the previous NP.*
3. Stage 2- Housing Needs Survey  
*-No longer required as the NP for Broadstairs does not allocate housing, it was agreed that this was better dealt with at the district level.*
4. Stage 3a- Issues and Options Survey  
*-It is unlikely that this will be needed as the initial consultation work will ask questions regarding the existing NP and where this can be improved or if there is anything missing.*
5. Stage 3a- Issues and Options Survey Results  
*-As above*
6. Stage 3b- Short survey for 'hard-to-reach' groups  
*-This will form part of the survey work proposed to be undertaken by a consultant.*
7. 2011 Design Statement  
*-This was updated in 2018, but it was decided to publish the original as background evidence. The 2018 version will need updating. Potential of a consultant looking at this work.*
8. Significant Routes and Views  
*-Work will need to be undertaken to see if we are missing any views. Consultation and work of Committee.*
9. Strategic Environmental Assessment and Habitats Regulation Assessment:  
*-This will be undertaken by TDC when the plan is submitted.*
10. Local Green Spaces in Broadstairs & St. Peter's  
*-Work will need to be undertaken to see if we are missing any Local Green Spaces. Consultation and work of Committee.*
11. Housing Data  
*-Not required as we will not be allocating housing in the NP*
12. Regulation 15 Consultation Statement  
*-This will be drafted by the consultant undertaking the consultation work.*
13. Town Council Planning Committee- reasons for planning application refusal  
*-This will be an internal piece of work that can be updated to include how many times*

*the NP policies have been used for decision making. However, need to be mindful that the policies have only just started being used.*

14. An Economic Plan for Broadstairs 2016

*-Will not need updating- but this will need to be reconsidered following the consultation work.*

15. Broadstairs & St. Peter's Neighbourhood Development Plan 2018-2031 pre-submission version (Regulation 14)

*-This will be the new Neighbourhood Plan*

16. Response to comments on the Regulation 14 Neighbourhood Development Plan

*-See above*

17. Basic Condition Statement

*-Will be reviewed on the submission of the Neighbourhood Plan*