



# Broadstairs & St Peter's Town Council

## NEIGHBOURHOOD PLAN SUB-COMMITTEE MINUTES

Tuesday 17<sup>th</sup> September 2024 at 11am

### Present:

Cllr K Bright, Cllr M Garner, Cllr C Kemp,  
Community Members: Sue Wall, Laura Scotney  
Deputy Town Clerk: Julie Belsey

### 45. ELECTION OF CHAIR AND VICE CHAIR FOR THE CIVIC YEAR 2024/25

Sue Wall proposed and Laura Scotney seconded Cllr Garner to be Chair - agreed  
Sue Wall proposed and Laura Scotney seconded Peter Lorenzo as Vice Chair – agreed

### 46. OPENNESS AND TRANSPARENCY

The Chairman reminded those present of the right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

Sue Wall informed the sub-committee that she would be recording.

### 47. APOLOGIES FOR ABSENCE

Apologies with reason were received from Peter Lorenzo and Councillor Joanne Bright.

### 48. DECLARATIONS OF INTEREST

None received.

### 49. TERMS OF REFERENCE

Discussion was held regarding the draft terms of reference.

Sue Wall and Peter Lorenzo (via email) queried the wording within the first two sentences under Membership.

These two items were changed to reflect the queries to:

- The Neighbourhood Plan Sub-Committee shall consist of a minimum of four Councillors and a **minimum** of three Community Members.
- All Neighbourhood Plan Sub Committee ~~Council~~ members shall have full voting rights on the sub-committee as this is an advisory committee.

The reason for reducing the community members to three was due to Robert Holden leaving the Committee last year leaving three community members, thus the change from four to three.

Discussion raised the matter that perhaps there should not actually be a minimum number of either Councillors or Community Members as the Neighbourhood Plan ethos was that it was a community led initiative

Further discussion took place and it was **recommended that the Terms of Reference would remain as a draft working document for the time being.** A future meeting will

take place with the sole focus being to discuss the future of the Neighbourhood Plan Sub-Committee and defining criteria for those that represent the community.

Items to be discussed should be:

- The objective of the sub-committee for the next edition of the Neighbourhood Plan due in 2028.
- Establish a timeline.
- What is the Neighbourhood Area, taking into account boundary changes.
- Maximum number on the sub-committee.
- What is the selection/recruitment process for sub-community members to ensure we have a cross section of the community including individuals.

The sub-committee should look at the Government guidelines which may contain help for this area and also speak to other Councils who have a Neighbourhood Plan.

**The proposal from this meeting along with the draft Terms of Reference will be taken to Planning and final approval at Council.**

## **50. MINUTES**

The minutes of the meeting held on 4<sup>th</sup> July 2023 were received and approved.

*Cllr C Kemp left the meeting at 11.42am*

## **51. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA**

Sue Wall raised an issue that had occurred after the meeting held on 4<sup>th</sup> July and therefore was not within the minutes. She felt that what had occurred regarding questioning whether the community members had a vote within the sub-committee had left them feeling disenfranchised.

Cllr Garner felt that now that this area had been resolved and all were in a place of agreement, the sub-committee should be looking forwards rather than backwards. The sub-committee was now in a good place, we should learn from what has happened.

The terms of reference are being looked at in a democratic manner and use this to move onwards.

## **52. 2<sup>ND</sup> EDITION FINAL DEBRIEF**

i) The 2<sup>nd</sup> Edition Neighbourhood Plan Process and final edition was discussed.

Sue Wall handed out a timeline showing the minutes from the Planning Meeting regarding the Neighbourhood Plan from July 2023 to September 2024. This will be attached to the minutes.

Discussion was held regarding the new website which is not displaying the correct information or updated information. The Deputy Town Clerk informed the Sub-Committee that the new website was a work in progress. Officers ensured that the information which the Town Council is required to display legally was up to date and displayed on the transfer from the previous provider and are slowly working their way through the other areas of the website. The Deputy Town Clerk acknowledged the help offered from the Community Members in showing where amendments were required, however the Officers

are still in the process of learning about the website but will definitely use the information provided when updating this area.

The Deputy Town Clerk will speak to the Town Clerk to perhaps arrange for a banner to be placed on the website stating that some areas are yet to be updated.

*Cllr K Bright left the meeting at 12.12pm*

Maps and map references were discussed. The maps on the website are those contained with the 'Made' version of the 2<sup>nd</sup> Edition of the Neighbourhood Plan, which was sent to the Committee to check prior to the referendum. As stated in the previous minutes, we should ensure that the maps and referencing are more accurate in the next edition.

The Deputy Town Clerk informed the Sub Committee that we will be putting out 'education' posts on social media to inform the Community of what policies etc are contained in the Neighbourhood Plan and also to keep the plan relevant.

ii) 3<sup>rd</sup> Edition Due 2028

Future meetings will be held with the Councillors and Community Members.

Councillors will need to be more proactive for the 3<sup>rd</sup> Edition.

A meeting will be set up to discuss the Sub-Committee and defining criteria for those that represent the community, along with the terms of reference for the sub-committee.

Meetings will also be set up quarterly in advance and if they are not required, they can be cancelled prior to the date.

Meeting closed: 12.17pm  
Deputy Town Clerk