



# Broadstairs & St Peter's Town Council

## NEIGHBOURHOOD PLAN SUB-COMMITTEE MINUTES Tuesday 10<sup>th</sup> March 2026 at 11.00am

### Present:

Cllr M Garner, Cllr S Roberts (Chair)  
Community Members: Peter Lorenzo, Sue Wall (Vice Chair)  
Deputy Town Clerk: Julie Belsey

### 61. ELECTION OF CHAIR AND VICE CHAIR FOR THE CIVIC YEAR 2025/2026

- i) It was resolved that Cllr Steve Roberts is to be appointed as Chair
- ii) It was resolved that Sue Wall is to be appointed as Vice Chair.

### 62. 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.

### 63. APOLOGIES FOR ABSENCE

Cllr P Jacobs and Cllr C Leys were not in attendance.

### 64. DECLARATIONS OF INTEREST

None received.

### 65. MINUTES

The minutes of the meeting held on 14<sup>th</sup> November 2024 were received and approved.

### 66. TERMS OF REFERENCE

The terms of reference were discussed, and it was agreed that these should remain as a draft and working document at this time.

### 67. EAST KENT DESIGN CODES COMMUNITY PANEL

Sue Wall gave an update from the 2 workshops that she had attended facilitated by Design South East and co-ordinated by Thanet District Council Planning. Sue's notes are attached.

### 68. 3<sup>RD</sup> EDITION NEXT STEPS

- a) The current Neighbourhood Plan is to be taken to the next Planning Committee meeting to be reviewed – is it still relevant? (The aim, was this achieved, value for money?) If it is agreed to proceed with the 3<sup>rd</sup> Edition, which is due in 2028, a budget will be required for 2027/28 and 2028/29.
- b) If the decision is to proceed to a 3<sup>rd</sup> Edition, all Town Council Councillors and current Community members will be asked to make informal enquiries within their networks for those who may be interested in becoming a Community member of the Neighbourhood Plan Sub-Committee.

Future Neighbourhood Plan Sub-Committee meetings will be publicised on social media platforms. This is due to the meetings happening ad hoc and are not published on the calendar of meetings.

c) Community members criteria will be clarified once the review of the Neighbourhood Plan taken place and it is agreed to proceed with the 3<sup>rd</sup> Edition.

### 69. DATE OF NEXT MEETING

To be confirmed.

Meeting closed: 11.45am  
Deputy Town Clerk

**BROADSTAIRS & ST PETER'S TOWN COUNCIL  
DRAFT TERMS OF REFERENCE FOR**

**THE NEIGHBOURHOOD PLAN SUB-COMMITTEE**

***MEMBERSHIP***

- 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 members shall have full voting rights on the sub-committee as this is an advisory committee.

***PROCEDURES***

- At the first meeting of the Neighbourhood Plan Sub-Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The quorum for the sub-committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The sub-committee will submit minutes of their meetings to the next meeting of the Planning Committee and seek approval for recommendations made.
- The annual budgeting process will allocate funds to the Neighbourhood Plan Sub-Committee to be spent on the implementation and updates of the Neighbourhood Plan.
- The Deputy Town Clerk or an appropriate officer shall provide administrative support for the Sub-committee.

***FREQUENCY OF MEETINGS***

- The sub-committee will normally meet as and when required. Notification of the meetings will be sent out by the Deputy Town Clerk.
- Meetings will take place at Pierremont Hall or other suitable venue and will be open to the public.

***COMMITTEE FUNCTIONS***

The sub-committee shall undertake the initial implementation and subsequent updates of the Broadstairs and St Peter's Neighbourhood Development Plan, including utilising data from background documents, evidence, and consultation. The Sub-Committee is an advisory Committee which reports to the Planning Committee

## Report of East Kent Design Codes Consultation

I attended two East Kent Design Codes Consultation workshops at The Yarrow on 14 September and 23 November 2025.

These were independently facilitated by Design South East, part of the consultant team working with five local authorities (Thanet, Canterbury, Folkestone & Hythe, Dover and Ashford) to develop a design code framework for East Kent.

The meetings were co-ordinated by TDC Planning Department and attended by Adrian Verrall. The volunteers were selected to represent a cross-section of Thanet communities.

During the first session, we were trained to evaluate building projects in accordance with the government's National Model Design Code:

<https://www.gov.uk/government/publications/national-model-design-code>

**Structure. Context. Identity. Built Form. Movement. Nature. Public Space. Use. Homes and Buildings. Resources. Lifespan.**

using case studies, mainly from Ashford District Council.

For the second session, we had to submit and present our own case studies for discussion. I assessed Lanthorne Place and Ruth Bailey assessed Kingsgate Place.

Although the volunteers were told when we applied that we had to commit to attending both sessions, there was a disappointing reduction in the number of attendees for the second session.

At the beginning of the first session, I asked how the East Kent Design Codes would relate to the design codes incorporated in the NDPs already existing in Thanet. I was assured that TDC had already sent these existing design codes to Design South East for consideration.

There was no explanation about how this project's definition of 'East Kent' related to the future LGR where East Kent might only incorporate three or four of the five districts currently taking part in this consultation.

Although further consultation sessions were discussed as a possibility in 2026, this depends on funding availability.

Sue Wall

10 March 2026