

# MINUTES 5

Thursday 20<sup>th</sup> October 2016 7pm  
Charing Parish Hall

1.	<p><b>Apologies on the evening:</b> Chris Prinn Gill Gibb Sarah Jenner Bill Lash Simon Lanning and Sandy Johnson</p> <p><b>In attendance:</b> Cllrs H Billot, J Leyland, A Gudge and N Blunt, Jim Boot and Jane Emblem (“the Admin”)</p>
2.	<p><b>HB welcomed everyone to the meeting and thanked them for attending.</b></p> <p>Thanks to Pamela Gillard Trevor Muller and Casey Collyer for helping to set up the meeting and with refreshments</p>
3.	<p><b>The purpose of the meeting</b> tonight is to form a committee to steer the Neighbourhood Plan (“NP”). There was a massive turnout of over 300 residents to the public meetings and over 70 people have volunteered to assist. The job of the Steering Committee (“SC”) is to engage the community and obtain evidence which will support NP and to include in the plan actions which will improve the social, economic and environmental wellbeing of the parish. The SC members will be the ambassadors of the plan</p>
4.	<p><b>All attending introduced themselves and explained how long resident</b></p> <p>Nick Blunt – 3 years          Alan Witt – 28 years          David Bennett (CH) – 14 years          Alison Rogers – 15 years          David and Marianne Mortlock – 4 years          Doug Gibb – 15 years          Andy Sheppard – 10 years          Charles Low – 25 years          Toni Dowsey – 16 years          Richard Carrison – 22 years          Simon Lake – since February 2016          Anita Gudge – 20 years          Jill Leyland – 6 years          Hugh Billot – 36 years          Jane Emblem – 15 years</p>
5.	<p><b>Administrative Matters:</b> Everyone had received a copy of the Terms of Reference. There will be no volunteer co-ordinator as this has effectively been done by the Admin. The name of the Publicity Officer will be changed to the Communications Officer. No other amendments were proposed and the Terms of Reference were passed unanimously. TOR will be re-issued, as amended. Jim Boot noted that the SC will be a separate group to the PC and the PC must pass a resolution to accept the NP before it can be adopted</p>
6.	<p><b>Appointment of Officers:</b> JL proposed that appointments are for an initial term of 6 months. Passed unanimously</p> <p><b>Chair:</b> HB was nominated by JL and seconded by Andy Sheppard. Passed unanimously</p> <p><b>Secretary:</b> HB explained that JE had been appointed admin to the PC sub committee and already had knowledge of the NP and was an ideal candidate for this position. No other nominations were made. Passed unanimously</p> <p><b>Treasurer:</b> PC will be the banker but the actions of the SC will require it to look at its budget and what funds are needed. The Treasurer will work with the PC</p>

Finance Officer, produce accounts, raise money by way of grants and report back to the SC. An important task. Doug Gibb volunteered, no other nominations. Passed Unanimously

David Mortlock asked what the typical cost of NP plan is. HB said we should save money by being able to piggy back on work done by other Neighbourhood Plans and hence contain costs which are estimated at 15-16k

**Communications Officer:** Anita Gudge is the press officer for PC and has relationships with the organisations in the village and volunteered (provided she received information from the Secretary). There were no other nominations. Passed unanimously

7. **Review of Views Expressed at Launch:** Richard Carrison requested that word documents be sent in future as PDFs
- Good:** Attractive environment, community spirit, facilities and services
- Pants:** Traffic and Speeding, loss of public parking, loss of retail and the pub
- Dreams:** Retain character of village, improve retail and re-open the pub
- [Andy Sheppard asked if development can include retail and business. JB – yes as long as it does not require change of use. Planning Policy could enhance the level of employment in the village or we might specify a new site for the pub, for example. Projects can be included within NP
- HB said we should be doing something to promote small business development and JB confirmed this is fine as long as it is in conformity with National Planning Policy
- Comment by Simon Lake – so in principle, if we don't ask we don't get
- JL suggested we don't know a lot about people working from home and it may be that we need serviced offices for example]
- Dreams (cont'd):** Affordable Housing for FTB and downsizers, improving traffic management (note views must be supported by tangible evidence or it will be challenged/rejected – it's important that the workshops look at options with integrity and are not conducted with minds already made up).
- [NB asked what constitutes evidence, for example are the answers on the questionnaire sufficient? JB said not necessarily. Wye did a joint study plan with ABC and that's why community engagement is so important]

8. **The Plan over the next few months:** A planning document produced by Hugh, dated 16-10-16 was discussed and this will become a rolling document as the SC moves forward. The next important event will be the Community Engagement Workshop on 31<sup>st</sup> October at the Pavilion. All SC and all volunteers are needed to attend so everyone gets a good understanding of how to get data to form the questionnaire. We will look at timelines for the next 6 months and get extra volunteers where we need them and help will be needed at the workshops.
- Workshops:** Posters and flyers are out in businesses and will be distributed house to house over the coming days. The estate agents' boards will be going up again publicising the dates
- We have AO size maps of Charing and Charing Heath. The plan is to mount these on board and cover with acetate. People can indicate where they think development should be/should not be with different colour dots. This means we will end up with four plans from the four workshops

JL asked how many dots should people have – as many as they like  
JB indicated it would be sensible to trial run this on 31<sup>st</sup> and expressed concern about the status of the poll – it is not evidence  
Andy Sheppard felt people may use this tactically  
HB confirmed we won't have the results to the questionnaire until February/March. Concerns have already been expressed about timing so we have to try and capture peoples' thoughts now. It will give us ammunition for the planners at ABC

Andy Sheppard wondered how we would draw out from this exercise how many units are appropriate

HB That is the purpose of the workshops. We will be looking at issues which have come to the surface so far and then drill down on those and what the questionnaire will comprise. ABC will tell us how many units we need but we get to tell them where and what type

Richard Carrison stated it is important that the questionnaire asks where and what type of units are wanted rather than a blanket question on whether development is wanted

Simon Lake agreed it is important to engage people from the start and keep them engaged

David Mortlock pointed out that there is going to be conflict, for example more residents will maintain business but it will exacerbate the parking issues

JB We will carry out SWOT analysis and training on promotion of sustainable development and how to balance the socio-economic impact

HB said it is important to seek feedback from village businesses of all sizes  
We will also talk to the school and scouts

We are going to collect a massive amount of data from which themed workshops will be developed and ultimately the questionnaire, hopefully onto 4-6 sides of paper.

**Table Facilitators:** Groups of 10 will sit around a themed table including 2 volunteers, one is a scribe and one is the facilitator. The volunteers remain at the table whilst the other 8 participants will rotate tables

One volunteer keeps the group on task and on time and makes sure everyone contributes. The other ensures that all points are recorded. At the end the views are fed back. Most influential points will be marked by ticks against the point to determine whether consensus strengths, weaknesses, opportunities and threats arise.

When the next group arrive at the table, the previous group's feedback is made available for comment by the new group and they have the opportunity to add anything further

**There will be 7 tables:**

Housing

Traffic and Transport

Landscape Views and Green Spaces

Orbit

Community Facilities

Sustaining Successful Business and Bringing in New Business

Maintaining and Improving Village Character

A register will be kept of attendees

Andy Sheppard asked if 280 people was enough? HB- This is only building up to design the questionnaire which is sent to the whole community. The results from the questionnaire are discussed at further workshops  
General concern that we may need more workshops. HB- If we have an uncomfortable number we will just work with it  
Andy Sheppard suggested a graffiti board for additional ideas that might not be covered on the table topics – all agreed  
Initial volunteers to act as facilitators  
Simon Lake – Business  
Andrew Sheppard – no preference  
Nick Blunt – Housing  
David Bennett – No preference

9.

**Task Groups:**

1. **Questionnaire** - to be finalised early January
2. **Housing** – group to consider what has been built over the last 25 years and type. ABC should be able to provide a monitoring report for each year. HB will ask Dan Carter how we can obtain this. David Bennett will collect this from ABC if necessary
3. **Patch Workers** – probably not needed as we have a volunteer database. JB advised paper surveys which are delivered and collected will get the best results. JL said she would prefer an online survey. We don't have to decide today
4. **Village Confine** – (new name for Village Envelope). Charing did produce a village envelope in 2004 which could be useful

10.

**AOB:**

Andy Sheppard asked who we should engage with and what are the village parameters. HB will email the original map and letter to ABC to JE who will circulate to SC

At the training session on 31<sup>st</sup> October we will decide upon the members of each task force. Could all members of the SC please consider joining task groups and email JE. We also need analysts for the 28 SWOT analysis and site assessments from the workshops. These need to be condensed down to 7 and then from these 7 to build key points.

Richard Carrison provided details of the original questionnaire and analysis from 2000/2001 and questioned the legal status of the NP. JB confirmed under the Localism Act 2011 NP has same status as Ashford Local Plan

JE to check venue for the next committee meeting on 23<sup>rd</sup> November 2016