



PADDOCK WOOD NEIGHBOURHOOD PLAN STEERING GROUP
C/O The Podmore Building, St Andrews Road, Paddock Wood
Tonbridge, Kent, TN12 6HT
Telephone: 01892 837373
www.paddockwoodtc.kentparishes.gov.uk

**MINUTES OF A VIRTUAL MEETING HELD ON
WEDNESDAY 20th MAY 2020 at 7.00PM.
THIS MEETING WAS HELD VIA ZOOM**

As the main item on the agenda is confidential this meeting was not open to the public. (i.e. Agenda item 6)

PRESENT:

Meryl Flashman, (Chairman of Steering Group, Town Councillor, Heritage Group)
Carol Williams, (Steering Group Secretary, Town Councillor, and lead for Sports & Recreation Group)
Andrew Mackie, (Steering Group member & Community Centre Working Party representative)
Rebecca Roberts, (Steering Group and Green Infrastructure group) (arrived late)
Sarah Hamilton, (Steering Group member, Town Councillor & Lead for Heritage Group)
Jeremy Thompson (Steering Group Member, Resident)
Sue Lovell (Steering Group Member, Resident)
Mike Ridger (Steering Group Member, Sports & Recreation Group & Town Councillor)
Steve Barrett (Steering Group member, Town Councillor)
Richard Barsley (Steering Group member, Business Association)

APOLOGIES: Anne Newman, (Steering Group Member, Resident)

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Wednesday 19th February 2020, which have already been distributed, were APPROVED. Due to COVID 19 no meetings were held in March or April

2. Information items arising

- Churchill Homes – the 2nd application from Churchill homes to build on Commercial Road has been refused by TWBC. The appeal against refusal for the first application is still pending. There will now be a hearing, to determine the appeal.
- Strategic Sites Working Group – a Skype meeting was held on Wednesday 20th May – the minutes will be circulated to members as soon as possible. These minutes are confidential to Town Councillors and NP steering group members.
- Cllr Kent has advised that he would like to be a member of the steering group subject to Town Council approval.

3. Holding remote meetings

Paddock Wood Town Council has now resumed the holding of meetings. All meetings are being conducted via Zoom due to a temporary change in Government regulations which allows for decisions to be made remotely

4. The Future of Neighbourhood Planning

The Government has published updated Planning Practice Guidance for Neighbourhood Plans which includes new measures introduced in response to the COVID-19 pandemic. All Neighbourhood Planning referendums are cancelled until 6 May 2021. In the meantime, if a Plan has been through Examination and waiting for referendum, that Plan will be given considerable weight in the decision-making process. The update confirms that work on Neighbourhood Plans can continue, but that social distancing measures should be adhered to. So, for consultation purposes, this means making full use of social media and other online tools such as video conferences and electronic surveys. Examinations can also continue, advising that these will primarily take the form of written representations. The updated PPG is available via the MHCLG website at the following link:

<https://www.gov.uk/guidance/neighbourhood-planning--2>

5. Financial report

The Clerk advised that a total of £23,165 was still available for the project. The only goings at present are £50/month for media support.

6. Recruitment of new consultant to lead the Neighbourhood Plan

Three consultants had been contacted to quote for the work. One had retired and was not taking on any more work. The other two had met with the Clerk and Chairman. Following the meetings one consultant declined to quote as he did not have the capacity for the work but did recommend an alternative consultant. The third consultant quoted, but members felt that the offer was limited in its scope, and an alternative should be sought.

Members considered the attached document from the final consultant, who had met with the clerk and Chairman just before the Covid 19 lockdown.

The consultant had most recently worked with Hailsham, who had similar issues to Paddock Wood. The Chairman would speak to the Chairman of the Hailsham project.

The chairman talked through the proposal with members. The proposal detailed technical support packages which the group were not aware of previously. These could be completed by the group or the consultants for an additional fee. The proposal also discussed innovative engagement ideas, grant funding (a further £9,000 in grant funding was available), how they would meet regularly with the group and TWBC. The current draft plan would need to be re-visited, due to the proposed local plan. The timeline would need to be reviewed due to the Covid 19 situation.

Members discussed whether the T & C should be checked by the solicitor. It was agreed that this should be a town council decision, and funded by the town council

Feria would release any documentation that were required by the new consultants.

Members agreed they would like to meet with the consultant. The group were asked to submit questions in advance to be put to the consultant. Suitable dates were discussed and agreed.

It was also agreed that the town council should be asked for additional funding if required.

(Rebecca Roberts joined the meeting)

7.Governance Document

This needs to be presented to the Town Council once a new consultant has been appointed

8. Any Other Information

A number of residents had been joining the Facebook page.

The delays to the local plan would mean that the NP would probably move ahead of it.

9. Recruitment of new steering group members

There was a vacancy on the steering group for a local resident, following the resignation of John Flashman.

It was agreed that the group should advertise for new members. But the group would consider if there are any areas where they needed some expertise.

DATE OF NEXT STEERING GROUP MEETING:

The next scheduled meeting is on Wednesday 17 June.

Dates and times of future Steering Group meetings: 15 July, 19 August, 16 September, 21 October, 18 November, 16 December.

The meeting closed at 8.30 pm

CHAIRMAN