



PADDOCK WOOD NEIGHBOURHOOD PLAN STEERING GROUP
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**VIRTUAL MEETING OF THE NEIGHBOURHOOD PLAN
STEERING GROUP TO BE HELD ON
WEDNESDAY 17th June 2020 at 7.00PM.
THIS MEETING WILL BE HELD VIA ZOOM**

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)
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, Town Centre Group, PWBA)

IN ATTENDANCE: Cllr R Atkins, Mrs N Reay (Town Clerk)

APOLOGIES: Ann Newman

1. Minutes of the previous meeting

- The minutes of the meetings held on Wednesday 20th May and Thursday 4th June 2020 were APPROVED.

2. Information items arising

- Strategic Sites Working Group – the next Skype meeting is due to be held on Wednesday 1st July. The minutes of some of these meetings have been circulated to Steering Group members by the Town Clerk but will remain confidential apart from the statement at the end of each document.

3. Update on recruitment of new consultant to lead the Neighbourhood Plan

- a. The Town Council had approved the appointment of Troy Consulting as the consultants to carry the Neighbourhood Plan Forward.

- b. The first steps for them will be to carry out a review of all the existing documentation. Fera would be contacted for the documents to be released.
- c. An application would also be completed to for the additional £10k which was available from Locality for the project. SH would look to see if she had a copy of the completed evaluation form for the previous grants.

4. Governance Document

Prior to lockdown the amendments to the document were virtually complete. The document needs to be checked for further alterations and presented to PWTC hopefully in July or August 2020. The original document and the amended documents were attached.

The following amendments were agreed:

4.1 Clerk's limit is £1,000 and this should be amended to reflect that this will be over and above the consultant's fees. The Consultant's fees have already approved by the town council.

Grants are also being sought.

Page7 the group was asked if anyone was willing to take on the role of communication officer. SH said she would look at her county members grant to see if a grant could be made to pay for a communication officer. SL might be interested.

Page 9 Appendix A – amend to show 2033

Page 10 Roles
 To elect a chairperson, secretary, and communication officer annually.
 The Town Clerk is responsible for tracking expenditure

 Meeting
 All meetings should be open to the public, unless commercially sensitive matters are to be discussed.
 Meetings advertised in local publications

 The consultants would be asked to review the governance document along with the other documents before it was submitted to the town council for approval.

5. Any Other Information

The borough local plan deadline had slipped by six months from the previously announced dates. The consultation dates should now be

March/April 2021. With adoption planned for June 2022. The plan period is until 2037.

Regular articles are still being published in the Town crier.

The second Churchill application had been refused by the Borough Council and was going to appeal.

6. Recruitment of new steering group members

Cllr Hills would be asked if he wished to continue on the steering group. There was also a vacancy for a member of the public. The skills & demographic required should be considered and an advert placed for volunteers. Adverts should be placed to allow for applications by mid-August.

It was agreed that if a member did not attend, without good reason, for three months they should be removed from the group.

DATE OF NEXT STEERING GROUP MEETING:

The next scheduled meeting is on Wednesday 15 July. Dates and times of future Steering Group meetings: 19 August, 16 September, 21 October, 18 November, 16 December.

CHAIRMAN