



PADDOCK WOOD NEIGHBOURHOOD PLAN STEERING GROUP  
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**MINUTES OF A VIRTUAL MEETING HELD ON  
WEDNESDAY 15<sup>th</sup> July 2020 at 7.00PM.**

**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)  
Mike Ridger ( Steering Group member and Town Councillor and Lead for Sports Group)  
Sarah Hamilton, (Steering Group member, Town Councillor & Lead for Heritage Group)  
Jeremy Thompson (Steering Group Member, Resident)  
Sue Lovell (Steering Group Member, Resident and Green Infrastructure group)  
Rodney Atkins(resident)  
Richard Barsley (Steering Group member, Business Association)  
Ann Newman (Steering Group and Green Infrastructure group)

**APOLOGIES:**John Hall , Steve Barratt

**1. MINUTES OF THE PREVIOUS MEETING**

To approve the minutes of the 17th Of June as circulated. These were approved.

**2. Information items arising**

- Governance document-clarification. After the meeting last month Cllr Hamilton argued that there was no justification for excluding members of the public when financially sensitive information was being discussed without referring to the law regarding Public Bodies. The Chairman has checked with the Clerk who advised that the NP group is not covered by this legislation as it is a voluntary organisation.
- Churchill Homes-No further update, appeal hearing still not scheduled. PWTC have had contact from Icefox Developments further to his previous contact with the NPSG and PWTC and has sent his revised plan for his site. This does not include retail. This plan is revised from their original plan for car parking and the redevelopment of the two derelict properties. He has been contacted and asked to liaise with the Strategic Sites Group at TWBC. Jon Herbert has advised he feels it would be worthwhile for the NPSG to meet with Icefox to see if their plans are in line with what the NP have in mind. Chairman asked if group wanted to meet him as a whole or just part of the group. It was agreed that they should be invited to a NPSG meeting.

- 3. Actions already undertaken by Jon Herbert, Troy Planning.

The Chairman read out the report. (attached) and expanded on the items mentioned. Jon Herbert is now familiarising himself with the detail which has been provided to him and has started to send over advice and comments on policies where they require updating. Specifically he has asked for anything that has been prepared on local green spaces designation. PWTC. P and E consulted on the TWBC Policy on this and Cllr Williams will find the comments and forward them to the Chairman along with the TWBC relevant document. (Cllr Hamilton advised that this may now be subject to revision by TWBC)

Chairman asked for suggestions for relaunch in view of Covid. members agreed that this needed to be undertaken soon.

#### 4. Future Neighbourhood Plan activities

The group went through the Paddock Wood text as provided which will be re-edited to be more accessible. It was agreed that there was an opportunity to look forward. Jeremy Thomson felt that some projects required revision in view of Covid.

Cllr Williams suggested that a zoom meeting with a large number of people is feasible if clear rules are implemented and there is also the scope to break a group into chat rooms so that they can look at specific issues and come back to the main meeting with suggestions. Concerns were expressed that members of the public might not find the tech easy to engage with. Members felt that the surveys were too long and should be more focused and succinct if necessary with follow up surveys to look at specifics. Also an outline of the actual practical scope of a NP to influencing development in order to manage people's expectations. It was agreed that the response from surveys would be better if people received feedback and links permitting further engagement with the process. A range of methods to engage with the public was thought to be desirable. The Chairman said that all these issues should be raised at the first meeting with Troy Planning and it was agreed that this should happen as soon as possible.

There was discussion re electronic noticeboards which in the past have been found to be prohibitively expensive and is not budgeted for this year. Jeremy Thomson offered to investigate costings.

#### 5. Communications Officer

There was discussion about the possible role of a Communications Officer. The needs of this role were explored and Sue Lovell suggested she might have the capacity to undertake this role and has relevant experience.

It was suggested that Sue Lovell could be employed 10 hours/month at £10/hour using funds from Cllr Hamilton's County allowance. Cllr Hamilton agreed to send the application form to Meryl Flashman as Chairman of the Steering Group.

Issues around employment law were raised and it was agreed that Sue Lovell would invoice the Council for her hours if this application were successful. The hours would

be kept under review and monitored. The matter should be discussed with the Town Council Clerk.

Cllr Hamilton asked that the KCC logo should appear on all publicity to acknowledge the grant.

#### 6. Review of list of facilities/services in Paddock Wood

Chair advised that she had agreed with Clerk to update the list of businesses and facilities in PW. Asked if anyone has time to do this. Sue Lovell and Jeremy Thomson agreed they would have a look at this if the pages were sent over.

#### 7. Financial report

The Clerk has advised that a total of £23,065 is still available for the project. A grant of £10,000 has been applied for. The only out going this month has been £50 for media support.

#### 8. Facebook report

See attached. Settings have been adjusted so that all posts have to be approved by admin as there were some inappropriate comments.

#### 9. Recruitment of new steering group members

This has already been advertised on Facebook and will also be in the August Town Crier. A member of the public had intended to attend - it was not clear why she was not here but she would be contacted in case it was a technical problem. Discussion re where else to advertise. Anyone else still interested should contact the Group.

#### 10. Any Other Information

- Bill Hills has resigned from Paddock Wood Town Council and therefore is no longer a member of this Steering Group. This was noted.
- Rodney Atkins asked in what capacity he and Sarah Hamilton are attending as he had received email to his TWBC address. SH attends as a member of the steering group. RA was told he could attend as a Town Councillor (not on steering group) if he wanted to but otherwise would attend as resident and should provide his personal email address.
- SH requested an email to her County address to request a grant.
- Jeremy Thomson and others wanted to expedite a meeting with Jon from Troy Planning, the Chairman would try to arrange this with a preference for Tuesday or Wednesday evenings.

Meeting closed 8.50 pm

**DATE OF NEXT STEERING GROUP MEETING:** The next scheduled meeting is on Wednesday 19th August.