

A NEIGHBOURHOOD PLAN FOR EGERTON

WORKING GROUP

Minutes of a third meeting, Thursday 22nd February 2017 held in the Committee Room, Egerton Millennium Village Hall

Present: Peter Rawlinson (Egerton Parish Council Vice Chairman - Chair), Chris Burgess, Jane Carr (joint secretary), Elaine Graham, Graham Howland, Ian Mella, Ambrose Oliver (EPC), Mel Rawlinson, Lois Tilden, Graham Howland, John Smith.

Apologies: Richard King, Jennifer Buchanan

Peter Rawlinson (PR) opened the meeting by proposing that, in the absence of a formal agenda, the points raised under Item 3 of the Minutes of the meeting on 11th January should form the basis of discussion.

1. Point a) *EPC should be confident that villagers were happy to support the idea of a Plan.* It was agreed that the overwhelming response at the open meeting in November 2016 confirmed village support.
2. Point b) *It would make sense to adhere to the existing Parish boundary for the purposes of a Plan.* PR apologised for the poor quality of the parish map included in the February 2017 Egerton Update. He explained that it had proved difficult to obtain an up to date map from Ashford Borough Council (ABC). Lois Tilden (LT) offered her father's larger scale map as suitable for display at the Parish Assembly. Jane Carr (JC) asked whether ABC had been formally notified of the intention to publish a Neighbourhood Plan. PR undertook to write formally on the following day; and Chris Burgess (CB) reminded the meeting that notification of the parish boundary as the neighbourhood area would then be definitive. It was agreed that the letter to ABC should state the intention to produce a Neighbourhood Plan based on the current parish boundary and that, if ABC were unable to provide a definitive map within two weeks, the current Ordnance Survey map would be used as the basis for definition of the boundaries.
3. Point c) *Egerton PC would need to set up a compact working Group similar to Pluckley's model.* It was agreed that, based on Pluckley's experience, a small group would be more effective in completing the Plan in a timely manner. The solution would be a small core group, co-opting others with relevant experience as needed. John Smith (JS) commented that, the new Hall committee had started out with a largish group but effectively 3-4 people had undertaken most of the work. CB commented that this had been the experience with the Parish Plan. Ambrose Oliver (AO) warned that the down-side of a small group could be either that a crucial member was forced to drop out or that one member could become too dominant.

Mel Rawlinson (MR) suggested that it would be appropriate to define the skills required before finalising the membership of the core group. LT repeated the offer that she and JC could jointly take on minute-taking and drafting, and any other roles as needed. This was accepted. Graham Howland (GH) commented that, although the Pluckley group had included individuals with marketing and legal experience, the energy and drive of individuals was perhaps more important. LT suggested that some specific skills would be needed ie market research; and MR reminded the meeting that Pluckley had offered access to their research material, if required.

PR was concerned about pressure on time and therefore offered to be a member of the group as a representative of EPC. GH, Ian Mella (IM), Elaine Graham (EG) and CB also offered to join the

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group. PR suggested that both Claire Foinette and Jennifer Buchanan should be asked whether they wished to join the group.

In discussion about the importance of the Parish Assembly to begin the direct consultation process, it was agreed that:

- the vision, process and terms of reference should be available at the Parish Assembly and should be drafted by the core group
- display boards with both a map of the parish boundaries and explanatory text would be required
- comment sheets would be required to ensure that all comments are recorded
- but there should also be an explanatory leaflet on the lines of the Charing document tabled by LT, which could be completed at the Parish Assembly or deposited at the shop for those not able to attend. MR offered to produce a 4 page special edition of Egerton Update with space for comments and the opportunity to participate in the process, which could be delivered in advance of the Parish Assembly to promote attendance and participation. It was agreed that MR, JC and LT would draft the text as soon as possible.

4. Point d) Terms of Reference. LT undertook to obtain the Pluckley TOR to assist with drafting.

5. Points e) Template of competencies, f) volunteers, and g) representation of EPC on the core group were agreed to have been covered in discussion above.

6. Point h) It was agreed that a SMART timetable (Specific, Measurable, Achievable, Realistic, Timely) with milestones should be drawn up by the core group

7. PR noted that all other points had been covered in discussion and that the immediate priority was preparation of materials in advance of, and for, the Parish Assembly. It was agreed that the minutes would be circulated to the wider group and LT asked that comments should be returned promptly, and in advance of each meeting, to maintain momentum/ avoid re-visiting issues already discussed.

8. The dates of the next meetings were agreed as:

Monday 6th March, 7.30pm

Wednesday 27th March, 7.30pm

Action points

- a) PR to write formally to ABC as specified under Item 2 above
- b) PR to ask Jennifer Buchanan and Claire Foinette whether they wished to join the core group.
- c) Vision, process and terms of reference to be drafted by the core group
- d) MR, LT and JC to draft the text for the leaflet to be circulated prior to the Parish Assembly as soon as possible.

The meeting closed at 9.00pm.