

A NEIGHBOURHOOD PLAN FOR EGERTON

WORKING GROUP

Minutes of a fourth meeting, Monday 6th March 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, Mel Rawlinson, Lois Tilden.

Apologies: Richard King, Ambrose Oliver

1. The **minutes** of the meeting on 23rd February were approved without amendment, and any **matters arising** were considered to be covered by the agenda.

2. Action Points from the 27th February meeting:

a) Peter Rawlinson (PR) explained that he had not sent the **formal letter to Ashford Borough Council** as he wanted the approval of a full meeting of Egerton Parish Council (EPC). He undertook to send the letter immediately after the EPC meeting on 7 March.

b) PR will approach Jennifer Buchanan and Claire Foinette as soon as possible re their membership of the Steering Group.

c) Vision, Terms of Reference and Process/Timetable. Jane Carr (J) explained that she had consulted a number of different sources when drawing up the draft circulated prior to the meeting, including Pluckley, Bethersden, Shadwell and Boughton Aluph documents, and Ashford Borough Council and Cornwall Council advisory documents. Corrections were discussed and agreed as per the attached Draft 2.

Chris Burgess (CB) noted that there would need to be flexibility in the timescale as initially drafted. Whilst this was accepted, it was generally agreed that a target date was necessary. It was also agreed that the period for consultation with the village needs to be clearly defined and explained, with a firm cut-off date.

The end of 2018 was agreed as the target date for completion of the process, including the Referendum.

In terms of communication with, and input from, EPC, and to ensure timely decision-making, Lois Tilden (LT) noted that EPC members need to be informed well in advance of open EPC meetings to ensure members have an opportunity to comment prior to formal ratification. She also explained that the EPC could call extraordinary open meetings if decisions are needed between monthly meetings to maintain momentum.

Ian Mella (IM) proposed that funds for the Neighbourhood Plan held by EPC should be held separately, and should be reviewed monthly both by the steering Group and the EPC.

It was agreed that a simplified timetable would be prepared for display on a board at the Parish Assembly. Both Mel Rawlinson (MR) and LT emphasized the importance of encouraging participation in the workshops by those attending the Parish Assembly

3. **Newsletter**. MR reported that, with suggestions from LT and JC, she had drafted and designed a special edition of Egerton Update which could be named Newsletter No.1 for the Neighbourhood Plan. Printing costs would be £189 and Adrian Arthur could distribute to every household in the

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village for a fee of £100. This expenditure would need to be ratified by EPC. As a single copy only was available to the meeting, she read out the proposed text. CB suggested that the overwhelmingly positive response from the November meeting should be emphasized.

There was considerable discussion about the questions and how best to encourage responses. It was agreed that the questions need to be open but should not avoid the more difficult planning issues that the Neighbourhood Plan would need to address. Questions such as 'How do you think future development could improve the village?' and 'What kind of development would you consider appropriate for Egerton' were thought to be on the right lines. It was agreed that MR would circulate a revised draft before Thursday 9th March, based on the suggestions made at the meeting, to give steering group members a chance to comment before sending to the printer on Monday 13th March.

4. **Map.** LT tabled her father's map of the parish and undertook to strengthen the marking of the parish boundaries and to obtain 2 copies from Staples for use by the steering group and for display at the Parish Assembly, to be charged to EPC.

5. **Parish Assembly.** Members of the steering group would need to be at the Hall in good time to set up - at about 6.45pm. All members of the group should be present to answer questions about the process and timetable and to encourage input/involvement. The map and outline timetable should be displayed; and the Newsletter, the Parish Design Statement, the Parish Plan and relevant back issues of Egerton Update should be available.

6. The date of the next meeting is:

Wednesday 27th March, 7.30pm

The meeting closed at 9.00pm.

Action points

- a) PR to write formally to ABC immediately after the EPC meeting on 7 March
- b) PR to ask Jennifer Buchanan and Claire Foinette as soon as possible whether they wished to join the core group.
- c) JC to re-draft Vision, TOR and Process/timetable and circulate
- d) JC to prepare simplified timetable for display at the Parish Assembly
- d) MR to circulate a revised draft of the newsletter by 9th March at latest for comment by all steering group and approval by 13th March.
- e) LT to obtain two copies of the map of the parish boundaries, one to be laminated. Receipted costs should be reimbursed by EPC.
- f) MR to set up a gmail account for the group.

The meeting closed at 9.00pm.