



Neighbourhood Plan Working Party Meeting

Held virtually via Zoom on Tuesday 8 February 2022 at 6.30pm

Attendees Cllrs: Maggie Fenton (MF), Hugh Patterson (HP), Trevor Sawyer (TS),
Peter Derbyshire (PD), Dave Parrish (DP), Robert Assirati (RA), Lynn Assirati (LA), James Boot (JB)
Chair Hugh Patterson (HP)
Minutes Louise Goldsmith (Clerk)

Minutes:

	Agenda Item	Action by
1	Apologies for absence: Hilary Andrews (HA), Peter Derbyshire (PD), Charles Mackonochie (CM)	
2	Approval of Minutes: The minutes of meeting held on the 25 January 2022 were approved and signed as an accurate record.	HP
3	Matters Arising: <u>To receive an update on meetings with TWBC</u> HP, MF and the Clerk attended a virtual catch-up meeting with Hannah Young and Stephen Baughen on Tuesday 1 February 2022. The dates of the Public Inquiry were discussed. Hannah Young would like to set up a joint meeting with TWBC, Capel and Paddock Wood and agreed to circulate some dates. It was suggested that the Parish Council investigates nominating The Queen's Head and King's Head to be Community Assets of Value. This will be discussed at the next Planning Committee meeting. <u>To receive a report on the PWNP</u> AECOM has completed the work on the Design Codes and the final version of the report has been circulated to the working group. A virtual meeting with PWNP has now been confirmed for Tuesday 22 February 2022 at 7pm. JB was asked if to find out if Capel NPWP can have an input into the agenda to ensure that Paddock Wood NPWP plans for East Capel are discussed along with the proposed sports hub.	Clerk JB
4.	Local Plan Examination Dates – to discuss the approach to the Public Inquiry CPC has advised the Programme Officer that the Parish Council would like to participate in the Stage 1 hearing. It was noted that there has been a few administrative issues which included CGPS not being placed on the list of organisations that the Programme Officer should contact. HP and MF will prepare a statement in response to the Inspector's published Matters, Issues and Questions for Council on a failure of duty to co-operate which needs to be submitted to the Programme Officer by the 15 February 2022. It was noted that Save Capel will be covering Sustainability. It was also noted that at the Parish Council meeting held on the 31 January 2022 Members resolved that the Parish Council should seek to attend Stage 2 of the inquiry relating to Tudeley and Capel on 31st March 2022, and East Capel 1st April 2022 and will employ the legal counsel engaged by Save Capel (paying for those days and for any preparation necessary)	MF/HP



CAPEL PARISH COUNCIL

Clerk
Capel Parish Council Office
Capel Village Hall
Five Oak Green
Kent TN12 6RD

Tel: (01892) 837524

5	<p>To receive an update on the development of Design Codes</p> <p>Sheina Rijanto and Mark Hughes from AECOM were due to undertake their walkabout of Capel on Friday 28 January 2022 which will inform the draft Design Codes. JB has not received an update, his understanding is that the department has been badly hit with Covid. Concern was expressed whether the draft Design Codes would be ready to present at the Public Meeting. JB agreed to follow up on this</p>	JB
6	<p>To discuss the development of policies to be included in the Neighbourhood Plan</p> <p>A copy of the draft policy on Community Facilities prepared by HP had been circulated prior to the meeting. It was agreed that any additional comments should be sent to HP directly and it was noted that housing needs will be addressed in this policy. It was also agreed that all draft policies need to be ready for circulation for comment by the end of February 2022. LA raised some queries on the policy to do with environment and JB offered to send some information to assist.</p>	All/JB
7	<p>To discuss the format of the Visioning and Design Codes workshop due to be held on the 12 March 2022</p> <p>The final version of the flyer on the workshop has been placed on the website, noticeboards and Facebook. The Clerk has not received any responses yet. It was suggested and agreed that the Clerk emails the flyer to all the local organisations and resident associations in the village inviting them to send a representative along. The following points were discussed:</p> <p>Presentations – the author of each policy will present the key features for approximately 5 minutes</p> <p>Powerpoint – to be investigated, Clerk to consider logistics.</p> <p>Visuals – agreed it would be helpful to have local maps as displays with copies on each table. JB suggested that AECOM may be able to provide a map with all the features and will also find out if TWBC can assist. JB also suggested that the Clerk should register for the Ordnance Survey Public Sector Geospatial Agreement (PSGA) which will give access to mapping tools. JB agreed to assist with producing maps with different levels of detail for the public meeting.</p> <p>Refreshments – the Clerk to arrange.</p> <p>Materials for the day – JB to provide a list.</p>	JB/Clerk
8	AOB: Nothing additional.	
9	Next Meeting: Tuesday 1 March 2021 at 6.30pm	

Minutes Approved

..... Name (Print)
..... Signature
..... Position
..... Date

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.