



# CAPEL PARISH COUNCIL

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

Tel: (01892) 837524

## Neighbourhood Plan Working Party Meeting

Held virtually via Zoom on Thursday 16 March 2023 at 6.30pm

Attendees	Cllrs: Hugh Patterson (HP), Trevor Sawyer (TS) Hilary Andrews (HA), Peter Derbyshire (PD), Stewart Gledhill (SG), David Parrish (DP) Alison Eardley (AE).
Chair	Hugh Patterson (HP)
Minutes	Louise Goldsmith (Clerk)

### Minutes:

	Agenda Item	Action by
1	<b>Apologies for absence:</b> An apology for absence was received from Jim Boot (JB), Robert Assirati (RA), Lynne Assirati (LA) Charles Mackonochie (CM) and Maggie Fenton (MF) and their reasons for absence were accepted.	
2	<b>Approval of Minutes:</b> The minutes of meeting held on the 22 February 2023 were approved and signed as a true and accurate record subject to the addition of '19' after the word Regulation in minute 4.	HP
3	<b>Matters Arising:</b> None to consider.	
4.	<b>Local Plan Examination - to receive an update</b> HP advised that the three options TWBC are working up for a Cabinet decision in June 2023 are a) delete Tudeley and reduce the size of East Capel/Paddock Wood; b) delete Tudeley and keep Paddock Wood/East Capel the same size; c) come up with the evidence the Inspector requires to support the continuation of Tudeley within the plan plus option 2 on East Capel/Paddock Wood. HP also advised that TWBC has had the 'no' reiterated from Network Rail as far as the station goes. It was noted that the Parish Council's Planning Committee will be considering the planning proposals for East of Paddock Wood recently submitted to TWBC at the next Committee meeting due to be held on the 27 March 2023. It was also noted that Carlos Hone, Head of Planning at TWBC, has agreed to attend the Annual Parish Meeting due to be held on the 3 April 2023 to give an update on the progress with the Local Plan.	
5.	<b>Draft Neighbourhood Plan</b> <b>a) To receive the comments from TWBC on the Plan</b> Comments received from TWBC on the 14 March 2023 had been circulated prior to the meeting. AE and HP had gone through the comments and shared their comments with the group including additional photographs for Appendix D, locally significant views. HP and AE agreed to run through the photographs together the next day. AE will then make the necessary amendments to the Plan.	AE



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	<p><b>b) Regulation 14 Consultation</b> It was agreed that AE should thank TWBC for their comments on the Plan and that AE would make the amendments and place a copy of the revised Plan in the dropbox. It was agreed that Full Council should be asked to approve the Draft Plan as it stands on the 27 March and use the Annual Parish Meeting to launch the minimum 6 week Regulation 14 Pre-Submission Plan Consultation. The following next steps were discussed:</p> <ul style="list-style-type: none"> <li>• Hard copies of the plan to be printed and placed in locations around the parish.</li> <li>• Publicity for the Regulation 14 consultation – the Clerk to discuss promotional material with AE to include posters, social media and press releases, sending out updates via local groups and organisations.</li> <li>• Consider producing a summary of all the policies.</li> <li>• Website update - place all the documents on the website and issue a feedback survey to enable people to send in their views. People should have the option of emailing / writing in too. AE to provide a template questionnaire and wording for the website. The Clerk to upload all relevant documents to the website.</li> <li>• As well as the APM consider holding another Regulation 14 Pre-Submission Plan consultation to talk about the plan.</li> <li>• The Clerk to write to consultees on the TWBC list which includes the statutory consultees. Neighbouring parish councils etc. Green spaces landowners. AE to provide a copy of the list and a template letter.</li> </ul>	<p>AE/Clerk</p> <p>Clerk</p> <p>AE/Clerk</p> <p>AE</p> <p>AE/Clerk</p> <p>AE/Clerk</p>
6.	<b>Next Steps:</b> As above.	
7.	<b>Any Other Business:</b> None.	
8.	<p><b>Next Meeting to be held virtually:</b></p> <p>Tuesday 11 April 2023 at 6.30pm</p>	

Minutes Approved

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