



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 Tuesday 11 July 2023 at 6.30pm

Attendees Cllrs: Hugh Patterson (HP), Maggie Fenton (MF), Charles Mackonochie (CM), Trevor Sawyer (TS)
Hilary Andrews (HA), Peter Derbyshire (PD), Lynne Assirati (LA), Robert Assirati (RA), Alison Eardley (AE).
Stewart Gledhill (SG), David Parrish (DP).

Chair Hugh Patterson (HP)

Minutes Louise Goldsmith (Clerk)

Minutes:

	Agenda Item	Action by
1	Apologies for absence: None received.	
2	Approval of Minutes: The minutes of meeting held on the 14 June 2023 were approved and signed as a true and accurate record.	HP
3	Matters Arising: None to consider.	
4.	Local Plan Examination - to receive an update HP, AE and the Clerk had attended a virtual meeting that afternoon with Ellen Gilbert, Planning Policy Manager at TWBC, and Deborah Dixon, Principal Planning Officer at TWBC and reported that the consultants working for TWBC have not yet completed their research so a report to Cabinet has been postponed to late August/early September 2023. It is expected that the Local Plan will now cover a shorter time period and that there is likely to be an early review of this modified version. The consultation on the revised Local Plan will then follow the committee cycle. SG agreed that this was his thinking following his attendance at a recent meeting of Cabinet. SG suggested that the emerging Town Centre Plan will also deliver some housing which will hopefully help TWBC with attaining the targets set by Government.	
5.	Regulation 14 Consultation AE is in the process of collating all the amendments to the Capel Neighbourhood Plan and the document summarising the comments received at Regulation 14. AE agreed to circulate the tracked change versions of both documents to the working party and TWBC for comment. AE has a virtual meeting with AECOM tomorrow to discuss comments raised by TWBC about the accessibility of the Design Code report. It was agreed that members should send any comments on the tracked change documents to the Clerk or AE by the 21 July 2023.	ALL



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6.	<p>Submission to TWBC Next Steps:</p> <p>Jim Boot has started writing the Consultation Statement which explains how the working group has consulted with residents throughout the process. AE agreed to write the Basic Conditions Statement which sets out how the policies in the Capel Neighbourhood Plan conform with national policies, how they synchronise with the emerging Local Plan and what changes have been made following the Regulation 14 consultation. The tables of comments from the Regulation 14 consultation form the appendix.</p> <p>AE explained that the TWBC officers had suggested at the virtual meeting held today that the working group wait for the revised Local Plan to be issued in the Autumn before proceeding to Regulation 15 and 16. It was suggested that revisions may be needed to the Capel Neighbourhood Plan depending on the content of the revised Local Plan. However, the working group were in agreement that throughout the process they have been working with a degree of uncertainty and that the Capel Neighbourhood Plan has been written with provision for any eventuality. It was also suggested and agreed that it would be better to get the Capel Neighbourhood Plan adopted before the Local Elections next year and then carry out an early review if needed rather than delay the process. It was therefore resolved to proceed to the next stage and work towards a Referendum taking place in June 2024.</p> <p>AE will collate all the comments on the documents which will be circulated to the working group and TWBC tomorrow with the aim of submitting the final documents for Regulation 15 to TWBC by the 31 July 2023.</p>	AE
7.	<p>AOB</p> <p>AE advised that the application process for Locality Grants remains closed until the DLUHC have confirmed continuation of financial support for a further year. The grants are normally given for the period of the 1 April to the 31 March. In previous years there has been a delay in the opening of the process but not as long as this year which is concerning. It was suggested and agreed that HP writes a letter on behalf of the working group to Greg Clark, who was the Minister that introduced Neighbourhood Planning, expressing the concerns of the working group about the funding not opening and the impact this will have on Capel and other parishes developing Neighbourhood Plans.</p> <p>AE agreed to draft a response, as requested by the solicitor acting for the owners of Tudeley Brook Farm, who sent in a response to the Regulation 14 consultation.</p>	HP AE
8.	<p>Next Meeting to be held virtually:</p> <p>Tuesday 5 September 2023 6.30pm</p>	

Minutes Approved

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