

Minutes – Wye with Hinxhill Parish Plan Steering Group Meeting – Dec 3rd 2007

Present:

Ian Coulson	Mary Braithwaite	Richard Bartley
Ernest Jacobs	Nigel Ings	<i>Errol Roberts</i>
Liz Lovatt	Peter Sutherland	<i>Don Thake</i>
Jenny Oram	Eaen Templeton	

Apologies:

Francis Huntington
Jonathon Spencer

1. Confirmation of Minutes Oct 8th Meeting

The minutes of the Oct 8th meeting were **approved** as a correct record of the meeting.

2. Matters Arising

All matters arising were dealt with as main items of the meeting.

3. Final analysis of survey results and production of report

a. Report

A first, trial draft of the short report had been circulated prior to the meeting. The previous agreement on reporting was noted: i) a short report presenting the main survey results; and ii) a full report comprising an annotated version of the short report, plus (in annexes) a description of the process, the people involved, the questionnaires, and the full survey results. It was also agreed to produce a one page synthesis of the community's principles for any development in the parish.

Concerning the short report it was suggested to aim for an 8 page A4 format (or perhaps equivalent in A5), for distribution around the parish. However, it was felt that the length should not be prescribed. Patchworkers would receive a longer version. Concerning presentation of the responses to the open questions, further consolidation of the responses is needed, to avoid repetition of the same points and achieve consistency across the questions. It is important to extract and present those views with the clearest consensus / majority support. Quotations from individual questionnaires to illustrate these views should be included.

b. Finalisation of the analysis

NI thanked everyone who analysed the open questions. The analyses are now contained in one excel document. Just one question remains to be completed, as well as calculating the numbers of responses by question and sub-category. This will be completed by Wednesday evening (Dec 5), and sent to everyone by email. As previously agreed, a small group should now look at the categories and themes emerging across the open questions, and draw out the main groupings and results. It was agreed that NI, MB, EJ and IC will undertake this together on Thursday evening (Dec 6).

NI

NI, MB,
IC, EJ

4. Validation event

The issue of linking the validation event to the ABC workshop was discussed. It was agreed not to consider ABC's plans in deciding on the validation event, particularly given the many shifts already in ABC's schedule. It was felt important to go ahead with the Parish Plan process, drawing Phase 1 to a close and launching Phase 2, as previously agreed.

It was agreed to hold the validation event on Saturday January 26th starting at around 10 am. Patchworkers – as the eyes and ears in their area – are vital for validating the report, so their participation is essential. However, the event should be open to everyone. Patchworkers can also play an important role in encouraging people to participate.

The event should be “short and sharp”, to attract the maximum number of people, and there should be displays of the findings and other relevant information, in the Church and in other places around the village. There should be maps of the parish; it was suggested that Peter Vujakovic could be asked to assist. Computer presentations were felt not to be

appropriate.

Venues were discussed, and the Church was proposed, to enable people to have access to the displays following the event. RB agreed to check availability of the Church.

RB

Before the validation event, a Patchworkers buffet will be organised, to thank them for their help and to explain the importance of the validation event. The proposed date is Tuesday January 15th at Ian Coulson's home (date to be verified). It was agreed to send a Christmas card and invitation to all Patchworkers.

IC

5. Distributing and publicising the survey results

It was agreed to put an article in the January issue of the Parish mag, explaining what is planned, particularly the validation event. The analysis working group will agree the text on Thursday evening. The same information should be inserted in the parish news section of the Kentish Express and put on Wyeweb.

NI, MB,
IC, EJ

The period between the Patchworkers buffet and the validation event will be used to raise awareness about the event, through posters, etc.

Following the validation event, briefings on the survey results and on Phase 2 can be organised for various groups and associations in the parish.

6. ABC consultation

a. Current situation

JO reported that the current position concerning ABC's consultation is explained in the recent PC update circulated to everyone in the parish. Workshops are being organised in 13 parishes; some have already taken place, others are planned for January and February. Concerns were expressed about why ABC is pushing ahead with the workshops when the status of the Core Strategy remains unclear (the Inspector's report on the Core Strategy should be available only at the end of January / early February) and about the lack of information from ABC about the proposed sites. Once again, concerns were also expressed about the closed nature of the workshops and questions raised about the scope to influence the process and agenda. JO responded that ABC is open to proposals about the agenda and process.

b. Response of PC to ABC's proposals

The PC has accepted the offer of a workshop, and that February 2 or 9 have been discussed as possible dates. IC has been proposed as co-facilitator. The Parish Councillors present emphasised their intention to exert the maximum influence on the agenda and process of the workshop on the basis of the Parish Plan survey results, and to organise a community event in advance of the workshop to provide information on the development proposals and give everyone in the parish an opportunity to express their views. This community event could be combined with the PP validation event.

c. Selection of participants

It was agreed that the process of selecting participants must be "best practice", ensuring the highest level of accountability and representation of the community's views. MB noted that there are accepted ways of selecting representatives; first by identifying the issues / views to be represented, then identifying the groups that can represent these fairly, and finally by identifying representative individuals. If participants can be elected or nominated by relevant community groups / associations, this can increase community ownership and the accountability of the participants. The planned community event can be used to select / validate participants. The analysis working group will discuss this further on Thursday evening, with the aim of advising the PC on a good practice process.

NI, MB,
IC, EJ

d. Date of workshop

Concerning the date of ABC's workshop, it was felt important that it take place when people in Wye had been able to study the development proposals and express their views.

It was agreed that February 23rd should be proposed as the date. This will allow sufficient time for the community to be informed and consulted about the proposals, and for all workshop participants to be properly briefed about the survey results.

e. Informing people about the sites

JO reported that she had read the proposals in ABC and taken notes. The PC already has copies of the proposals for sites 01 and 03, sent by the developers/landowners. The proposals for sites 05, 06 and 07 were in the form of letters. The proposal for 10 is for housing and amenity land, while substantial housing is proposed for 09. 08 (ICL) is for mixed used, employment and housing, with a detailed proposed submitted by Savills. It was agreed that details of the proposals should be obtained, and a 1 page summary produced by JO and IC, for printing on the back of the map. This should be distributed as soon as possible to everyone in the parish. It was proposed that the PC meeting should agree to send a letter to ABC asking for the proposals to be made publicly available.

JO, IC

f. Next steps

The Parish Councillors present noted that the PC meets next on Dec 20th, when it should agree on the process and steps for informing and consulting the community, and preparing for ABC's workshop. It was also proposed that the meeting should agree to write to ABC to ask for the site proposals to be made public. Following the meeting, the PC will also approach ABC for a discussion about the workshop agenda.

It was further agreed that IC and JO will meet soon to clarify what is happening vis à vis the ABC consultation.

IC, JO

7. AOB

In view of the long period during which they have not been active or attended meetings, IC proposed to contact FH and JS to ask about their commitment to the PP SG.

IC

8. Dates of next meeting and other events

- Next SG meeting: Tuesday 18th December
- Patchworkers buffet: January 15th 2008 (to be verified)
- Validation event: January 26th 2008