



Hythe and Dibden Neighbourhood Planning Group

"Our neighbourhood, our future"

The next meeting of the Hythe and Dibden Neighbourhood Planning Group will be held on Friday 20th October, 2017 at 10.30am at the Community Centre, Brinton Lane, Hythe.

ATTENDEES

Cllr, Chris Harrison, Cllr Alex Wade, Cllr Graham Parkes, Cllr Jo Fowler, Cllr Trevor Johnson, Cllr Dan Poole, John Currin, Jean Adams/Peter Nutbeem, Nathan Ibbotson

AGENDA

1.0 APOLOGIES

2.0 NOTES OF LAST MEETING

To consider the notes of the meeting held on Friday 22 September, 2017. See page 2

3.0 STRATEGIC ENVIRONMENTAL ASSESSMENT

Chairman/Clerk to report on current situation

4.0 NEIGHBOURHOOD PLAN STRUCTURE

- a) Group to consider any proposed changes to the proposed structure. See pages 3 - 6
- b) Group to review the proposed photos to be included

5.0 HYTHE PIER APPROACH & TRAFFIC IN HYTHE CENTRE

- a) Group to discuss any effects that the fire in Hythe Garage might have on the potential policy for the area
- b) Group to consider the suggested policy for the Marsh and Pylewell Road

6.0 IMPORTANT BUILDINGS AND INFRASTRUCTURE

Chairman to report on initial appraisal of potential buildings and structures to be considered for inclusion.

7.0 TIMELINE

Chairman/Clerk to report See pages 7 - 10

8.0 DATE OF NEXT MEETING

To be agreed at the meeting

Notes of the meeting of the Hythe and Dibden Neighbourhood Planning Group held on Friday 22nd September, 2017 at 10.30am at the Community Centre, Brinton Lane, Hythe.

ATTENDEES

Cllr, Chris Harrison, Cllr Graham Parkes, Cllr Jo Fowler, , Cllr Dan Poole, Peter Nutbeem, Helen Bradley Owers

AGENDA

3.0 APOLOGIES

Stephanie Bennett

4.0 NOTES OF LAST MEETING

The notes of the meeting held on the Wednesday 5th July, 2017 were agreed

5.0 STRATEGIC ENVIRONMENTAL ASSESSMENT

Chairman reported assessment is underway through appropriate authorities. It was requested that clear maps showing environmental areas be printed off for group.

6.0 NEIGHBOURHOOD PLAN STRUCTURE

A) Group to consider the proposed structure

Group looked at the proposed structure and agreed it.

B) Group to consider the photos to be included

Group agreed to look out for suitable photographs and forward them to HBO.

HBO will take any remaining ones required and if there are flooding events this autumn will endeavour to get photos.

5.0 IMPORTANT BUILDINGS AND INFRASTRUCTURE

The Chairman explained the importance of registering Buildings of Interest; he is currently working on a list of important buildings. It was established that the registering of a property as a Building of Interest would have very little planning impact on the property, however a letter should be sent to the owners of all properties before the list is completed explaining what a Building of Interest is and what impact, if any, it will have on them giving them an opportunity to refuse.

6.0 DATE OF NEXT MEETING

10.30 AM 20TH October 2017 Community Centre Brinton Lane.

Section	What should be included	Notes	Who to lead?
Front cover	<ul style="list-style-type: none"> Name of plan Plan period (legal requirement to state) Version/status (eg pre-submission draft) Name of qualifying body (ie H&DPC) Attractive photo 		Steph
Foreword	<ul style="list-style-type: none"> Normally signed by the chair of the parish council Brief explanation of the purpose of the Plan (ie why it has been produced) and what it contains Thank the community for their participation and involvement 	<ul style="list-style-type: none"> Recommend no more than one page Good to include one or two photos (eg of chair) to enliven it, but don't include mugshots of the entire steering group as some have done! 	Steph
Contents	<ul style="list-style-type: none"> Simple and clear, with page numbers 		Neil
Introduction	<ul style="list-style-type: none"> Explain what a neighbourhood plan is and what it does (and what it does not do) Reasons for producing the Plan Clear map of the Plan area, details of date and designation Who the relevant local authorities (ie NFDC, NFNPA, HCC) are and what they do Briefly explain the process by which the Plan was prepared The Plan period and why it has been chosen The stage the Plan has reached and the purpose of this particular document 	<ul style="list-style-type: none"> The detailed explanation of how the Plan was prepared will be covered in a supporting document (the Consultation Statement) 	Steph + Neil

Local context	<ul style="list-style-type: none"> • Brief factual description of the Plan area and its characteristics • Population, housing, employment, community facilities, heritage • Paint a picture so others can appreciate what makes the area unique • Particular challenges, headline key issues 	<ul style="list-style-type: none"> • Include dates for any statistics referred to. Only a summary is needed here (more detail could be provided in a supporting document if need be but this is not essential) 	Steph
Vision and Objectives	<ul style="list-style-type: none"> • Amplify key issues to be addressed (current and over the Plan period) and the evidence for this • How the Plan addresses these issues, or if they cannot be addressed by the Plan what other mechanisms are available • What do we want the neighbourhood area to look like at the end of the Plan period. 	<ul style="list-style-type: none"> • Needs to be clear about 'scope', ie what the Plan can do and what it cannot. 	Neil initially Joint input later
Planning Policies	<ul style="list-style-type: none"> • Normally grouped by objectives • Can be presented in different ways, but needs to be clear what each policy is seeking to achieve (ie the reason for its inclusion), and what is the evidence that justifies it 	<ul style="list-style-type: none"> • Neil to recommend structure/ presentation format for approval of NP Group as first step 	Neil in early stages Joint input later
Delivery	<ul style="list-style-type: none"> • How will the intended outputs be delivered? • What needs to happen next? • How does it link to other parish initiatives? • How will progress be monitored? 	<ul style="list-style-type: none"> • This section typically called "The Way Ahead" or "The Way Forward" or "Into the Future" etc. • In part may be covered in earlier sections, but good to tie things together here • Can be very brief for the initial consultation draft (less than one page?), perhaps 1-2 pages in the final 'made' version of the Plan 	Steph

Glossary	<ul style="list-style-type: none"> Key definitions, technical terms, acronyms, abbreviations. 	<ul style="list-style-type: none"> Don't skimp on this – some examples run to 3 pages, can be very useful indeed 	Neil
Acknowledgements	<ul style="list-style-type: none"> Contributions from elected councillors, assistance from other agencies and bodies (if deserved!) photo credits, volunteer and paid contributions, etc 	<ul style="list-style-type: none"> Best kept as separate section – too cumbersome to try to include in the Foreword. Need to make clear whether contributions have been commercial or pro bono. 	Steph
Back cover		<ul style="list-style-type: none"> Some online versions have no back cover but better to have one – more professional and enables decent hard copies to be printed when required 	Steph

Photos	Throughout the Plan document	<ul style="list-style-type: none"> Neil to suggest where needed H&DPC to provide 	Steph
Maps	In Plan document and probably in some of the supporting documents	<ul style="list-style-type: none"> Neil to suggest where needed H&DPC to provide 	Steph

Supporting documents (provisional list). Detailed technical info, similar function to Appendices, but written as separate stand-alone documents to sit alongside the main Plan document.

Draft Neighbourhood Plan Examiner's Report	Won't appear on the initial consultation draft but will appear alongside the final 'made' Plan	Planning Examiner
Map of the designated neighbourhood area		Steph
'Basic Conditions' Statement	Alton's document is nearly 50pp long	Neil

Consultation Statement	Includes details of exactly how the plan was prepared and how the local community was involved	Steph
SEA (Strategic Environmental Assessment)	For Plan as a whole and for individual sites	Aecom
HRA ('Appropriate Assessment' under Habitat Regs)	For Plan as a whole and for individual sites	Aecom
Legal correspondence from LPA(s)	(If any)	NFDC/NPA
Objectives of the Neighbourhood Plan	Neil to check – appears on Alton's list but not sure why	?
Evidence base – Housing	Check if SHLAA assessment needed	Note 1
Evidence base – Environment and Recreation		Note 1
Evidence base – Pollution and Congestion		Note 1
Evidence base – Transportation		Note 1
Evidence base – Community services and assets		Note 1
Evidence base – Flooding	Being undertaken by NFDC/NPA who have indicated it will be available "summer 2017"	NFDC/NPA
Evidence base – Crime and anti-social behaviour		Steph
Evidence base – Employment		Note 1
Additional sources of evidence (if any)	Include any sources not already covered in the main topic based evidence documents (just a reference list, would be very brief)	Neil
List of technical assessments undertaken	Very brief – simply a list	Neil

NEIGHBOURHOOD PLAN PROJECT PLANNER

PROJECT/EVENT | HYTHE AND DIBDEN
 ORGANISER | HYTHE AND DIBDEN NEIGHBOURHOOD PLANNING GROUP



PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
GETTING STARTED					
Clarify why a plan is needed					Complete
Publicise the intention to produce a plan					Complete
Identify and contact key local partners					Complete
Speak to the Local Planning Authority					Complete
NEIGHBOURHOOD AREA					
Consult on and determine Neighbourhood Area					Complete
Submit Neighbourhood Area application					Complete
Consultation on Neighbourhood Area					Complete
Decision on Neighbourhood Area					Complete
NEIGHBOURHOOD PLANNING GROUP					

Agreement of Terms of Reference by Parish Council for group operating as a sub committee					Complete
Formation of Neighbourhood Planning Group and appointment of Chairman					Complete
Publicity undertaken to promote the group and encourage people to become involved	[Select Date]	[Select Date]	02/05/2016	ongoing	
COMMUNITY ENGAGEMENT AND INVOLVEMENT					
Website page developed and operational			02/05/2016	Updated regularly	
Initial survey questions developed and agreed by group					complete
Survey prepared for print in the Herald, printed copies to pick up in community and Google Survey					Complete
Collate responses to survey					Complete
Analyse responses to survey					Complete
Group to identify key priorities for Neighbourhood Plan					Complete
Iterative Interaction with members of the community through exhibition of currently suggested ideas with the opportunity to gain additional support for and enhancement/revision of existing ideas etc in 3 or 4 local venues.					Complete
Business survey undertaken					Complete

Planning Consultant appointed and commences work with Neighbourhood Planning group			March 2017	ongoing	
Key aims and objectives developed following consultation results					Complete
Strategic Environmental Assessment and Habitat Regs Assessment scoping decision sought				24 July 2017	Complete assessments are required. Funding application to make
Local SEAs of housing and land allocations to be undertaken when funding approved			June 2017		Ongoing
Skeleton of Neighbourhood Plan scoped				20 September 2017	Complete
Neighbourhood Planning writing commenced			July 2017		
Pre-submission consultation	01/03/2018	31/03/2018			
INDEPENDENT EXAMINATION					
Local planning Authority appoints examiner	01/04/2017	30/04/2017			
Examination	01/05/2018	31/08/2018			
Examiners report published	01/09/2018	30/09/2018			
REFERENDUM					
Publication of pre-Referendum information and documents	01/02/2019	01/02/2019			

Referendum	02/05/2019	02/05/2019			
Publication of Referendum decision	[Select Date]	[Select Date]			
Neighbourhood plan is 'made'	[Select Date]	[Select Date]			