**MINUTES OF WESTGATE-ON-SEA STEERING**

**COMMITTEE GROUP**

**MEETING OF 12th SEPTEMBER 2017**

**HELD AT THE BAKEHOUSE 7PM**

**Present:** Cllr Hannah Scott, Cllr Joanna Cornford, Cllr Pauline O Connor,

 Ray Taylor, Helen Johnson TDC, Rosalind Morton, Matt Scott,

 David Morrish, Katie & Max Tillings

**Apologies:** Emma Dawson, Martyn Pennington, Sally Whitworth, Clare Wheeler

 Peter Sexton, Helen Page

**1. Declaration of Interests:**

David Morrish presented a detailed declarations leaflet to the group, which was then discussed. Declarations of interests were then asked for from all group members. There were no declarations of interest.

The formal WoSTC declaration of interest form was presented to the group by Cllr O Connor.

**2. Accepting the minutes of 8th August and 29th August**

1. **Amendments to the Minutes of the 8th August: To Read from**

**List of Contents:**

**Built Environment:** Cllr Hannah Scott & Cllr Pauline O Connor

**Conservation Area:** CAAG

**CAAG:** represents (David Morrish, Clare Wheeler, Sally Whitworth)

1. **Amendments to the minutes of 29th August: To Read from**

**Summary of Actions**:

**Action:** Hannah Scott to Contact Neville Hudson from Birchington Parish Council with reference to their inclusion of an independent Village in their 1000 houses allocation.

**Action:** Cllr Hannah Scott to send Draft infrastructure Plan out to everyone.

**3. Overall plan for the next 3 Months:** Cllr Joanna Cornford it is important that the Autonomy of the elderly is retained and the inclusion of both Children and Pets are encouraged in the new build thinking.

**4. Survey Results:** Helen Johnson suggested that the draft infrastructure delivery plan would cover the whole district with plans to include a school within the development and doctors surgeries and health services are included as part of the ST1 and ST2 Plan.

**Minutes agreed with these amendments**

**3. Summary of Actions:**

**Action**: Pauline O Connor to contact the Grant Fund with Reference to the £100

 Over spend.

**Action:** David Morrish to read through Survey and Infrastructure Plan.

**Action:** Cllr Hannah Scott to invite Mr Neville Hudson to the next meeting.

**Action:** Katie to look into existing community villages else where in the country.

**Action:** David Morrish to define what consultancy service we will be asking

 Angela to provide for inclusions in the phase 3 Application.

**Action:** Rosalind Morton to summarise statistics for the Doctors surgery in

 Westgate.

**Action:** Pauline O Connor to put a spreadsheet together for Statistics.

**Action:** Cllr Joanna Cornford to contact Martyn Pennington with reference to the

 Victorian Canopy in the Town.

**Action:** Matt Scott to contact the local Nursery Schools in Westgate to get

 Statistics and ask if anyone would like to join the NP steering group to represent young families.

**Action**: Ray Taylor to contact the Westgate and Westbrook Residents Association to put Minutes up on site.

**Action:** Pauline O Connor to ask the Town Council to use the offices for our

 Meetings.

**4. Actions Arising from the Minutes:**

Many actions were in progress**.**

**5. Report from Steering Group Members:**

Helen Johnson suggested that somebody from the Group should attend The Neighbourhood plan meetings at Faversham and Faversham Creek.

Cllr Pauline O Connor put together a Spreadsheet for Statistics including Households/ Dwelling Types/ Housing/ Employment and Families.

It was suggested by the Group that Rosalind Morton looks into the stats at the Doctors Surgery to find out how many Elderly Single persons there are in Westgate.

The group discussed the matter of Schools, as there is a Primary school included in the Plan, but there was not a senior school as theses facilities are already full.

It was then suggested by Helen Johnson that the Group should contact Maria White from the Whitstable Schools provision Team.

Ray Taylor mentioned an American idea of defendable space, which describes something to define a space.

It was mentioned that in April 2018 the Consultation Strategy would take place,

It was decided that this should be an agenda item at one of the meetings.

It was also discussed that the field around the new housing area should include a planting scheme attached as a nature belt and that the area has had history of Flooding, which this nature belt could help prevent.

**6. NP Steering Group Status:**

Information from Locality was given to the group by Cllr Scott. It was clear that neighbourhood planning was under the umbrella of Town Councils and that Town Councils are responsible for Neighbourhood Planning.

**It was decided that**

the Group would remain as The Neighbourhood Plan Steering Group of the Westgate Town Council as it was not legal to form a separate group and that all members must declare their interests at any meeting.

**All Agreed.**

**It was discussed and decided that**:

The terms of reference of the NP steering should change to state that the Chairman and Vice Chair and treasurer of the group should be Town Councillors.

Cllr Hannah Scott would become the New Chair of the Group and Cllr Joanna Cornford would be Vice Chair with Cllr Pauline O Connor to continue on as Treasurer.

**This was put to the vote and all agreed, one abstained.**

Katie would continue to take the minutes and fill out a full declarations of interest form and the clerk would be invited to all the NP steering group meetings.

The group was reminded that the minutes of the meeting will be published by the clerk on the website and the agenda of the meetings are to be advertised to the public. The meetings are also open to the public.

**7. AOB:**

**8. Next Meeting:**

Tuesday 10th October 2017

7PM Bakehouse Westgate