

MINUTES OF A MEETING OF THE CRANBROOK & SISSINGHURST
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP HELD ON 24th JULY
2017.

PRESENT: Cllr. Warne (N.W - in the Chair), Cllrs. Cook (D.C), Fletcher (K.F), Hartley (M.H) & Veitch (B.V), Lee Hatcher (L.H), Liz Daley (L.D), Annie Hopper (A.H), Matthew Warne (M.W) & Tally Wade (T.W).

APOLOGIES: Cllr. Smith (J.S), Jeremy Boxall (J.B) and Annie Hatcher.

The Chairman read out the following statement:

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

Cllr. Warne requested that the Minutes from last month be amended to show the correct spelling of an attendee's name.

Cllrs. Fletcher & Hartley & Liz Daley all declared a personal interest on items on the agenda. Cllr. Fletcher in owning a business premises in the Town, Cllr. Hartley as owner of the Providence Chapel and Liz Daley as a member of the Brick Kiln Action Group.

1. Feria Urbanism Tasks 7 – 16:

Cllr. Warne reported that the Parish Council had approved the Committee's recommendation to appoint Feria Urbanism as consultants for the remainder of the NDP (Tasks 7 – 16). The Clerk would write confirming their appointment.

2. Grant Application:

N.W and M.W to prepare a draft application for the Clerk to complete and submit.

3. Interim Report:

Action Plan & Framework

Members discussed the Action Plan Framework wallchart and the accompanying user manual. It lists the policy headings and the threads that run through them and has been generated from all the information gathered so far.

4. Public Meeting Feedback:

There was a meeting held on 19th July in Cranbrook at which Richard Eastman (R.E) presented the findings of the Interim Report and the wall chart featuring the policy themes to gather feedback and garner support from volunteers for the next part of the process. R.E had advised that the community had the option of reducing the policy themes if it were felt there were too many or if it were necessary to add any that were missing. It had been highlighted that Faith Centres had not been included. A video of his presentation was played at the Sissinghurst event on Saturday 22nd July. Both events were well attended with approximately 62 attendees at Cranbrook and 45 at Sissinghurst.

N.W reported that although he wished to remain a Member of the Committee but due to other commitments, Cllr. Smith had resigned as Vice Chair. Cllr. Clifford had indicated that he would like to join the Committee, the Clerk advised that if he wished to be appointed as a Vice Chair representing Sissinghurst that it would need to be on the agenda for the next meeting.

Policy Themes:

Of the policies generated to date, eleven were specific to Sissinghurst with thirteen for Cranbrook, and a further twenty three for the parish as a whole. Members wanted to reiterate that although the two settlements required a different approach in some cases, we needed to all work together for a cohesive result. There was some debate over what each policy theme included, B.V had created a spreadsheet which could be circulated to all members and cross-references task group threads within each theme. BV to transfer the comments made on the Policy Theme sheets at the events onto a spreadsheet.

Task Groups:

N.W to create a spreadsheet with all the names of those that had volunteered and with which tasks they would like to assist with. The eleven Task Groups were allocated Task Leaders from members of the Steering Group as listed below:

Task Group C – Consultation and Engagement – N.W, L.D & T.W.

Task Group D – Design & Architecture – Tim Kemp (T.K) and M.H

Task Group D*- Cranbrook Town Centre – L.H & K.F

Task Group E – Education & Employment – D.C & K.F

Task Group F – Infrastructure – J.B, M.W & D.C

Task Group F – Public WCs – D.C & B.V

Task Group H – Heritage – Annie Hatcher & A.H (CCAAC were setting up a group to work with the Committee).

Task Group H* - Providence Chapel – As above.

Task Group L – Landscape – M.H & N.W

Task Group M – Access & Movement – J.B & A.H

Task Group S – Sissinghurst – Brian Clifford (B.C) J.B, J.S.

N.W would provide details of all those that had expressed an interest in becoming involved. It would be the responsibility of the task leaders to organise meetings of the different task groups and to discuss the scope of their work and their terms of reference. They would report back to the next meeting of the Steering Group scheduled for 21st August, a week earlier than usual, because of the Bank Holiday. The Clerk would be happy to confirm if the Council Chamber or Addison Room were available upon request for the task group meetings.

5. Public Engagement:

Questionnaire:

There was a full discussion on the questionnaire and how it could be simplified. The current format requires the participant to read several documents prior to completing the questionnaire. Some members of the group raised concerns that this could prevent those members of the community that had yet to engage in the process. It was agreed that L.D & T.W would work on a revised document as part of their engagement task, which could then be sent around via 'Be in the Know'. L.D informed the Group that there was a meeting set up with Orchard End Surgery for Monday 25th September at 1.30pm if any of the group would like to take the opportunity to attend.

Parish Cake:

N.W advised that she would be writing an update for the next edition of Parish Cake due out in September.

Website:

N.W asked T.W to ensure the questionnaire was available on the website.

Publicity:

It was agreed that it was not necessary to use any of the budget this month for publicity. The community columns in the local papers could be utilised.

6. TWBC:

Liaison:

Richard Eastman, N.W and T.K had attended a meeting with Kelvin Hinton, Deborah Dixon and Mark Stephenson, TWBC were happy with progress to date and that the NDP was on the right course.

Housing Targets:

The choice of which option of the five presented in the most recent Local Plan Consultation has yet to be decided, it may well become a mix of the options. TWBC are not able to confirm how many dwellings we will be required to take.

Site Allocations:

There had been a further call for sites that has yet to be publicised. Should we decide to undertake site allocation assessments ourselves, as is our prerogative as part of the NDP, TWBC have said that they would support us in that.

There was a positive response to the query regarding us creating our own Master Plan in draft form for the area. TWBC expressed an interest on working with us on it. K.F supported the idea but voiced caution that any plan should be achievable and deliverable. NW assured him that this was also a major of concern of TWBC.

It is understood that TWBC will undertake a housing needs survey.

Next meeting Monday 21st August, 7pm.