

MINUTES OF A MEETING OF THE CRANBROOK & SISSINGHURST  
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP HELD ON 23<sup>rd</sup>  
JANUARY 2017.

PRESENT: Cllr. Nancy Warne (in the Chair), Cllr. Tim Kemp, Annie Hatcher, Lee Hatcher, Jeremy Boxall, Nem Goodman.

APOLOGIES: Cllrs. David Cook & John Smith, Tally Wade, Liz Daley.

1. Cllr. Warne welcomed the new member of the Steering Group, Nem Goodman.

2. Matters arising from Inception Meeting & Site Visits:

Cllr. Warne updated the Committee on the route and areas covered during the site visits, this gave the consultant an opportunity to take plenty of photos. The consultant had emailed templates to use for invitations to the Visioning Event and the subsequent Three-Day Design Forum. A full discussion followed regarding amendments to the template with several suggestions put forward. Annie Hatcher was delegated the responsibility for producing the letter of invitation which would be forwarded to the Clerks for adding to the Parish Council letterhead prior to printing.

3. Diary dates and venues:

Cllr Warne has booked the St. George's Institute for the Sissinghurst Visioning Event for Wednesday 22<sup>nd</sup> March 7.30-9.30pm and was hoping to secure Cranbrook School Sixth Form Centre for the Cranbrook Visioning Event on Thursday 23<sup>rd</sup> March 7.30-9.30pm. Residents should be encouraged to attend the event most relevant to their part of the parish, so that a qualitative picture can emerge of each.

It is also proving a challenge to find a venue in Cranbrook for the Three-Day Design Forum in May, Cllr. Warne has a meeting planned with Cranbrook School tomorrow to see if they could help.

It was agreed that Annie Hatcher would approach Louisa Crispin – Cranbrook Art Show organiser to ask if it were possible to borrow the display boards for the Three-Day Design Forum.

4. Engagement strategy:

The Deputy Clerk offered to assist Cllr. Warne in generating a list of community groups and key stakeholders to invite to the initial Visioning Event, it was suggested that Emma Wood and Kevin Warman were contacted for potential invitees from the business community. It was decided that each invitee would receive a letter in the post with the request of R.S.V.P. plus a follow up email. Letters should be sent out by mid-February to give invitees sufficient time to respond.

It was agreed that Lee Hatcher investigate registering a separate domain name and email for the NDP. Cllr. Warne asked if he could liaise with Tally Wade, who she has asked to quote for setting up a website. The website would have links to the PC website and a free Facebook page.

Annie Hatcher had agreed to design posters for the forthcoming events, The Clerks would forward her the Parish Council logo for inclusion on any publicity material.

It was agreed that investigations into costings for publicity materials and advertisements would be undertaken in readiness to be tabled at the next meeting. The Clerks confirmed that printing for a limited amount of posters could be delegated to the office to reduce costs. It was suggested that Page's Newsagents be approached for the cost of delivering promotional flyers. The Clerk agreed to speak to the Clerk at Hawkhurst with regard to their experience in advertising the events when they undertook this process.

#### 5. Project plan & Locality Grant Application.

Cllr. Warne informed the Group that no grant application would be submitted until after March as any monies awarded would have to be spent before the end of the financial year. Cllr. Warne informed everyone that a template for the project plan existed as part of the guidance notes in the Locality grant application.

Cllr. Kemp reiterated that design leadership on the delivery of this project should come from Feria as our appointed consultants and that our role was primarily as 'communicators' with the community.

#### 6. Procurement policy

Cllr. Warne suggested that due to the absence of the Treasurer and Cllr. Swann that this item be deferred. The Clerk advised that any policy should stipulate 'best value for money' is sought for all expenditure. Jeremy Boxall suggested that the purchase of a projector and screen would benefit this project and the Parish Council at the same time.

Date of next meeting: Monday 27<sup>th</sup> February 2017, 7pm