

MINUTES OF A MEETING OF THE CRANBROOK & SISSINGHURST
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP HELD ON 27th
FEBRUARY 2017.

PRESENT: Cllr. Warne (in the Chair), Cllr. Kemp, Annie Hatcher, Lee Hatcher, Jeremy Boxall, Nem Goodman, Liz Daley, Matthew Warne, Cllr. Hartley, Cllr. Veitch, Cllr. Smith, Tally Wade.

APOLOGIES: Cllr. Cook.

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.

Tally Wade declared a pecuniary interest on any item on the agenda pertaining to the procurement of website services.

1. Progress report:

Cllr. Warne reported to the Steering Group that 22 people have confirmed their attendance for the Cranbrook Visioning Event and 8 for the Sissinghurst event, both scheduled for March. Cllr. Warne wanted the group to look through the list to make sure they are reaching key people.

Cllr. Warne reported that Cranbrook School had confirmed the use of the Coach House for the 3 day event in May, for which there will be no charge. A letter of thanks would be sent to Karen Radford, the Bursar.

2. Visioning Events:

Members discussed various ways in which to promote the visioning events such as Facebook, Wealden Advertiser - Coffee Break, articles in local newspapers and leaflet distribution. Cllr. Warne has agreed to attend local schools to give talks to the staff and student councils on the NDP.

A discussion took place around who in the Steering Group would contact the outstanding groups & individuals from the community lists. It was decided that Tally Wade would send an email reminder to all the contacts that are yet to respond. The Deputy Clerk will provide the email addresses that had been collated for the groups. The domain email address will be used, which has been set up for the NDP group by Lee Hatcher.

It was agreed by the Steering Group that the invite will be sent out via 'Be in the Know'. The email will state that they must register their interest and who they are representing. This will help Cllr. Warne know which groups are being represented. Annie Hatcher is providing amended text from the posters for the follow up emails.

Cllr. Kemp volunteered to ring the contacts on the Community lists for Cranbrook and Sissinghurst to provide the personal approach and confirm RSVP.

3. Budget & Procurement:

Cllr. Warne referred to the budget that had been sent out with the agenda. There are three available options in regards to a website for the NDP.

Tally Wade's Coffee Shop Media - £500

Tim Green – Dewar Green - £1,250 + VAT

Add a NDP tab to the Parish Council Website – free of charge (within existing website contract)

A discussion was had on the necessity of a separate website for the NDP. Cllr. Veitch advised members that as Chairman of the Parish Council, she needs to oversee and approve the content of any media and marketing material.

In light of the Clerk's explanation regarding financial procedures, Cllr. Warne asked the Steering Group to consider possible expenditure for future events. It was re-iterated that all expenditure must be minuted and is ratified by the Parish Council when minutes are adopted.

Cllr. Warne proposed that up to £900 be spent on publicity including materials and up to £500 on the creation of an NDP website. This will be designed and set up by Tally Wade, with links to and from the Parish Council website. This was seconded by Lee Hatcher and agreed.

Any under-spend will be reported and carried forward to the first quarter of 2017-18.

It was discussed and confirmed that the budget needed to be more detailed with amendments suggested to current headings. It was agreed to approach Richard Eastman from Fera or other Parishes for advice on how to lay out the budget. As treasurer of the Steering Group, Matthew Warne would be looking into a more detailed budget for Cranbrook and Sissinghurst NDP.

4. Communication Strategy:

Cllr. Warne read out the Parish Council Communication Engagement Strategy, so everyone was aware of the procedure when it comes to promoting the NDP and there is no conflict.

It was agreed the Clerks would put the NDP meetings on the Parish Council website calendar to encourage members of the public to come to the meetings as the NDP is community led. A suggestion was made that the NDP meetings were also advertised on the NDP Facebook page, once again to raise awareness.

Cllr. Warne discussed the recent training 'Introduction to Neighbourhood Planning' she attended and tabled several slides that she thought would be beneficial to members. Cllr. Warne hoped that all members of the Steering Group would attend both Visioning events to help with welcoming, taking a register and refreshments.

Liz Daley mentioned the Cranbrook in Bloom event at the end of May and it could be beneficial for the Steering Group to attend and raise awareness of the NDP.

5. Project Plan:

The offer from Matthew Warne to compile a draft project plan after seeking advice from Richard Eastman, for discussion at the next NDP meeting was gratefully accepted. Jeremy Boxall will assist Matthew Warne with the drafting of a project plan, to be circulated to members ahead of the next meeting.

6. Grant Application:

Cllr. Warne has looked through the application with the Clerk and it was less onerous than first thought. More than one application form can be submitted, a total a four can be completed covering a total amount of £9,000. Any grants awarded have to be spent before the end of the financial year. It is not expected that any application will be submitted until April 2017 at the earliest.

7. Countryside application for 60 homes in Sissinghurst:

Jeremy Boxall reported that the planning application for 60 new homes in Sissinghurst had already been received by TWBC and questioned if any response was needed from the NDP.

The Clerk reported that Countryside Properties Ltd are presenting their proposal to the Parish Council immediately before the Full Council meeting in March. TWBC planning officers will also be in attendance. The need for a public display and consultation in Sissinghurst will be highlighted to the developers.

Cllr. Kemp raised a concern that Countryside Properties Ltd have missed out the consultation and engagement part of the process. It was suggested that advice from Richard Eastman be sought on how to respond. It was hoped that TWBC planning department would also be able to advise on this matter.

Cllr. Warne felt that any landowner or developer that has an option on any land in the Parish should be invited to this process.

Date of next meeting: Monday 27th March 2017.