

MINUTES OF A MEETING OF THE CRANBROOK & SISSINGHURST
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP HELD ON 18th
DECEMBER 2017.

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

Attendees: Gordon Gove, June Bell & Marion Cranmer.

APOLOGIES: Cllrs. Hartley (M.H) & Smith (J.S), Jeremy Boxall (J.B) & Annie Hatcher (A.HA).

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. Veitch on behalf of the Parish Council declared an interest under the site assessments agenda item with regards to site 325.

Cllr. Warne declared an interest under the site assessments agenda item with regards to site 122.

1. Budget 2018/19:

N.W reported to the Steering Group that the budget has been set and ratified at the last Full Council meeting.

2. Public Exhibition:

L.D reported she had been through the postcards of comments received by parishioners from the exhibition and library display. L.D had tabled the comments and how many parishioners had expressed support for the different policy chapters. Further work is required to collate the detailed comments under each chapter heading and these would be fed back to each task group to review and consider. L.D to undertake with the help of Marion Cranmer (M.C) and Garry Pethurst, who had offered his assistance with this task. B.V mentioned that lack of postcard comments, will not necessarily mean lack of support on a particular policy heading. All the detailed draft policies will be consulted upon through a parish-wide questionnaire during Regulation 14 Consultation.

N.W asked all the task group leaders to set up meetings with their group, ideally before 17th January, to consider the postcard responses and review their policies as necessary in light of this evidence.

N.W expressed concerns over the map exercise left at the library for two weeks. As the NDP is required to do its best to identify suitable sites for development the disproportionate number of negative results did not help inform us where people would be less opposed to it. It was felt that this exercise was more useful when supervised, although it was perhaps a flawed exercise as it was open to abuse. A discussion was had around should the map exercise be publicised and how would this be done. It was agreed that the maps would help illustrate parishioners opinions, however this can only be an indication and not a statistical reference. It was decided the totals would be published in a bar graph. The maps would be publicised on the NDP website from the exhibition and from the library to show the difference and to be heavily caveated.

B.V highlighted that there had been a second letter received from a resident of Sissinghurst, expressing their unhappiness around lack of contact and would like the matter resolved. B.V

advised the Steering Group this complaint will be addressed in accordance with the Parish Council complaints procedure and a meeting will be arranged. N.W pointed out that this resident has now been invited to two steering group meetings, but has not attended.

It was suggested for task groups to display dates of meetings on the NDP website. This could help with volunteers who want to be part of the various groups on when and where to attend. It was also agreed that notes from the task groups be forwarded to N.W and Deputy Clerk to be kept as evidence.

3. Engagement with Key Stakeholders:

N.W & T.K met with Archie Cowan from Gen2 who is commissioned by KCC to dispose of assets. He discussed with N.W and T.K certain areas of land around Cranbrook and the options being considered.

N.W has written to Cranbrook School to arrange a meeting with their agents, headmaster, bursar and chair of governors. B.V has attempted to contact HWA with no success, N.W will attempt contact again and invite B.V to this meeting. Gordon Gove (G.G) said he would like to be involved with any meetings with HWA, as he is now a governor.

A discussion was had around Colliers Green Primary both B.V and K.F had met with the head teacher. It was suggested by T.W to arrange meeting with the chair of governors for the school as he had provided T.W with some more information around future development. T.W will look into this further and report back.

L.H suggested contact with local Doctor Surgeries. K.F will approach the Doctor surgeries to gain further information on future plans.

B.V emphasised how important any formal notes of any meetings with outside agencies should be held with the clerk as evidence. It was decided that all meetings held, as with all the task groups need to send notes over to both N.W and Deputy Clerk to keep as a record.

4. Policy Development:

The Council Chamber has been booked for Wednesday 17th and Saturday 20th January for 2pm – 5pm. It is hoped the Steering Group can attend these and look over each of the policies and decide what are policies or projects, then to prioritise the policies for each policy chapter.

N.W had found a document that will assist the task groups with the policy writing. K.F encouraged the Steering Group to use this document, as he felt it was clear guide on what format to use. It was suggested that two more dates are arranged for policy writing workshops. These dates were passed to the Deputy Clerk to check availability.

5. Vision & Objectives:

N.W reported she had received vision and objectives from the following L.D, K.F, B.V, L.H, A.H and June Bell. L.H suggested using a free website Trello, which can display the visions and objectives in a post it note fashion and be ranked in order of importance. L.H offered to input these on Trello and this can then be made available to the Steering Group.

B.V suggested it would be better to work on the vision and objectives first getting these right, then to concentrate on the policies. It was agreed the planned meeting of Wednesday 17th January would be focussed on vision and objectives.

6. AECOM Technical Support:

Site Assessments – N.W reported Jessie Honey (J.H) attended the parish on Monday 11th December to complete the site assessments. It was requested a formal letter of thanks to be sent to Tony Bailey, Site Manager at Cranbrook School for driving the mini bus to various sites. J.H had emailed the draft report to N.W today and this was circulated to the Steering Group to read through and make comments on it by the end of January 2018. Table 3 listed the initial assessment of suitability of sites at Cranbrook and Sissinghurst based on TWBC planning policy, these have been completed by TWBC. Table 5 was AECOM findings.

Comments raised on this topic were –

- Were any sites discounted in the report?
- Further clarification had to be given on the settlement boundary for Sissinghurst.
- Will AECOM be guided by the NDP with sites they agree or disagree with?
- Will TWBC accept a site from the NDP, which was not approved by AECOM?
- Will the NDP get through the inspectorate if the NDP do not accept TWBC/AECOM recommendations?
- Could sites being seriously considered, be put forward to the community to see who is for or against them?
- If other criteria is added to the report are all these considered?
- The report is only looking at housing not businesses.

N.W to feedback questions to J.H for advice.

A discussion was had over the recommendations AECOM had made and if the Steering Group have to accept their responses. N.W highlighted that the Steering Group don't have to accept this, they are not obliged to. AECOM offered their support to C&S as they were deemed a complex parish. It was suggested that certain sites can be mitigated and negotiated on. There are still further levels and factors of assessment e.g. highways, environmental and infrastructure. This report was just a starting point.

T.K reported he had recently met with The NPS Group, Norwich who offer a key service in community housing and they are happy to meet with the NDP and TWBC to discuss how they can deliver housing in the area. There is a critical criteria that any housing must be within a 10 minute walk of a town. T.K added that additional sites can be added to the AECOM report and the NDP can write a report for these sites. The NDP are invited to add any additional criteria, this was advised by J.H if the NDP feel there are is a certain sustainability to a site.

N.W asked the Steering Group to read through the report so a unified response can be formulated and returned to J.H by the end of January. B.V highlighted in the description of the report the responses are a Parish Council response, this will need to go through Full Council to be approved. B.V will discuss with N.W and Clerk to consider the report being discussed at the Planning Committee.

Housing Needs Analysis – AECOM were offering to complete a parish wide HNA. This is currently on hold due to the recent HNA completed by TWBC and the results from this are known. T.K and K.F have agreed to try arrange a meeting with Tessa O'Sullivan to discuss the options on a parish HNA.

Further support – N.W reported that AECOM have offered master planning, mainly focusing on Cranbrook School, HWA, Turnden and a couple of sites in Sissinghurst.

7. TWBC Liaison:

N.W reported that she along with T.K and J.S attended a meeting with Kelvin Hinton (K.H) to discuss the site assessments. There will need to be further meetings with K.H to meet his successor and to review the draft policies and HNA. K.F emphasised affordable housing and business needs to be included.

8. Timeline 2018:

N.W had tabled a timeline schedule for 2018. The first 3 – 4 months will be looking at the vision and objectives and policy writing. There will be extra meetings and workshops to support the work being completed. The next key stage will be Regulation 14 Consultation Draft – a six week period of consultation on the first full and proper draft of the neighbourhood plan.

Next meeting: Monday 22nd January, 7pm