

MINUTES OF A MEETING OF THE CRANBROOK & SISSINGHURST  
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP HELD ON 23<sup>rd</sup>  
APRIL 2018.

PRESENT: Cllr. Warne (N.W - in the Chair), Cllrs. Cook (D.C) Smith (J.S) & Veitch (B.V), Lee Hatcher (L.H), Liz Daley (L.D) in part, Jeremy Boxall (J.B) & Nem Goodman (N.G)

Attendees: June Bell (J.BE) & Marion Cranmer (M.C)

APOLOGIES: Annie Hopper (A.H), Annie Hatcher (A.HA) & Matt Warne (M.W)

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 declared a personal interest under the site assessments agenda item with regards to site 122 and a personal interest on behalf of the CVLT sites 133, 92, 430, 325 & 385.

**1. TWBC liaison:**

Site Assessments/Allocations – N.W reported that TWBC have agreed to work collaboratively on the site allocations process. TWBC have agreed to provide workshops on site allocations on Thursday 24<sup>th</sup> May 9am – 5pm – Council Chamber, Cranbrook to discuss Cranbrook sites & Friday 25<sup>th</sup> May 9am – 5pm – Tunbridge Wells Town Hall to discuss Sissinghurst sites. N.W welcomed up to 4 volunteers from the Steering Group including herself should be sufficient to attend these. Both J.B & B.V volunteered to attend. N.W will aim to find out from TWBC on what information they are willing to share and their thoughts on sites.

N.W circulated J.S draft copy of notes from the Sissinghurst meeting on 29<sup>th</sup> March. The Sissinghurst sites were discussed and what Parishioners felt would be acceptable and how sites could be developed. J.S explained that they reviewed the available reports AECOM and interim SHEELA to see if they align and how certain sites could be utilised. This information will be reported back to TWBC before they proceed on sites, especially on sites that the NDP feel are not suitable.

N.W suggested a meeting on Monday 14<sup>th</sup> May to discuss the Cranbrook sites and produce a similar format to the Sissinghurst notes. This can then help with the negotiating process with TWBC at the workshops providing community acceptability on the sites listed within the Parish. It is hoped the June Exhibition will provide opportunity to get public reaction to the proposed sites.

A discussion was had around the involvement of master planning and how members of the NDP Steering Group felt. It was felt it would be good to have a clear idea of layout designs for sites as reference. There were concerns with the NDP taking on the master planning before the May workshops. N.W had hoped to approach AECOM as master planning is a further package they offer. J.S felt we need to give a clear indication in reasonable detail on density, type & housing numbers. N.W clarified that it can highlight how much of land is developed, orientation, vernacular & the vehicle & footpath access. The master plan can make a site deliverable and meet the needs of the community and have an impact.

Housing Needs Analysis – This is yet to be publicised on the TWBC website. The NDP were advised the HNA would be available over Easter Weekend, due to this not taking place, this will be addressed. It is hoped the Local Plan will be shared with the public by the end of June.

Housing Numbers – Until the Housing Needs Analysis are publicised, which is hoped in May then the housing numbers will be released after once it has been approved by the TWBC committees. There is work still being completed on the housing numbers by TWBC going through the various sites. N.W is liaising with TWBC to share information and to work in conformity with each other.

Evening with David Scully, TWBC Landscape & Biodiversity Officer Tuesday 1<sup>st</sup> May, 7.30pm – N.W reported that David Scully has kindly offered to present the Landscape & Biodiversity policies on Tuesday 1<sup>st</sup> May at 7.30pm, Council Chamber, Cranbrook.

## **2. Public Engagement:**

Farmstead Owners Meeting – A number of farmers and landowners had appreciated the meeting that took place in March. The concern would be should owners put sites forwards, they would be in addition to the sites already listed. J.B felt the sites needed to follow the due process on site allocations/site assessments and that the NDP should be identifying other potential & better sites to put forward. TWBC review the call for sites at five year intervals so other sites could be considered then. J.S felt the NDP were encouraged to put other sites in before the deadline.

CGNIM – N.W & L.D had met and discussed the best approach to this event. It was decided to promote the June Exhibition. It was agreed to approach Tally Wade to assist in producing the A5 leaflet and the Deputy Clerk to print the leaflets from the office. N.W invited volunteers to support sorting out the leaflets before the event.

June Exhibition – N.W reiterated the dates for the June Exhibition Thursday 28<sup>th</sup> – will be held at a venue at Sissinghurst. Friday 29<sup>th</sup> June 3pm – 9pm & Saturday 30<sup>th</sup> June 9am – 3pm at Vestry Hall, Cranbrook. It is hoped Richard Eastham (R.E) will be present on Thursday & Friday and assist in providing the material. The feedback from the Landscape Character Assessment on Green Spaces will be displayed. L.D suggested that the Parishioners feedback postcards are exhibited identifying the policies they relate to within the NDP. A discussion was had on how and what could be the appropriate way to be display L.D agreed to look into this. N.W advised the draft NDP plan may not be ready to view or comment on by June, J.B felt a summarised version of the policies should be displayed. A visual presentation of site allocations looking at design code, master planning and designs of future developments will be exhibited. The outcome for this event will be to give a clearer picture on the progress of the NDP. A discussion on how the event will be evidenced the options considered were maps demonstrating the sites and what the NDP felt could be situated there. The possibilities of comment slips, signing in book & short questions to invite responses. D.C highlighted when the NDP approach the referendum this is a way to make sure the parishioners are informed and happy with the direction the NDP are taking. J.B suggested R.E should advise what his expectations of the exhibition are.

Photo Competition – N.W had been contemplating design code & elements of design, looking at what is characteristic within Cranbrook and Sissinghurst. A discussion was had around a possibility of a photo or drawing competition encouraging parishioners to send in their ideas of future building designs. L.D agreed to approach schools being mindful of schools approaching exams. N.G agreed to approach the Cranbrook Art Show in November to see if there is anyone willing to take part or already had illustrations of buildings or landscape within the Parish. N.G will devise some wording to advertise through NDP website, facebook page, community pages in the newspapers and any other avenues inviting individuals to take part. Hard copies to be brought into the Parish Office. It

was agreed to change the phraseology from competition to something else as they are not looking to issue prizes. The deadline for photos & drawing will be Friday 1<sup>st</sup> June.

#### **4. Grant Applications:**

N.W advised the report of how the grant money had been allocated had been completed, sent and accepted. Further grants could be available and will be looked into.

#### **5. Vision & Objectives/ Policy Development:**

N.W reported that the Landscape policy is near to completion, Community & Culture workshop had taken place and is hoped that it will be written in due course. Access & Movement is work in progress between J.BE & J.B.

The Design Code is still outstanding. N.W suggested forming a task group to work on this. Suggestions to approach Mark Wade, Cllrs. Kemp & Bunyan to assist with this.

M.C reported to the Steering Group about the process behind dark skies monitoring and audit. Meters are sent out to the NDP to then visit locations highlighted by the NDP to collate readings, ideally obtaining readings every kilometre throughout the Parish. It is aimed to get 10 readings at 3 minute intervals. The details recorded are date, time, location, weather and cloud cover. Once they have the information they can then gauge if the Parish can be part of the lower light level and to identify the current situation and how this can be improved. M.C invited any volunteers to take part B.V agreed to help.

#### **6. Parish Cake:**

It is not yet confirmed the space that has been allocated for the NDP within the Parish Cake. Members of the Steering Group has already sent wording over to Cllr. Clifford for inclusion. It was unclear if all reports will be included in the next edition. D.C will look into this.

#### **7. Engagement with Key Stakeholders:**

Brick Kiln Farm – N.W reported that both she and L.D had attended the recent planning committee relating to the outline application at TWBC the informative given to the developers was to change the road layout before development starts and to engage with the NDP, C&SPC and the AONB officers. L.D has suggested starting up a formal task group. There was a discussion on the formal process around the task group and it was agreed a terms of reference, agendas, minutes and inviting Parish Cllrs. to attend these regular meetings. This then allows clarity and process in a formal manner and the minutes can reflect what is being discussed with the developer and that the message is unified. The task group can then report back to the relevant Parish Council Committee.

Other Developers – N.W reported that she had been approached by many developers aiming to put forward applications before the sites had been allocated. They have been advised that no meetings will be arranged whilst the site allocations process is currently taking place.

Next meeting: Monday 21<sup>st</sup> May 7pm