

MINUTES OF A MEETING OF THE CRANBROOK & SISSINGHURST  
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP HELD ON 24<sup>th</sup>  
JUNE 2019

PRESENT: Cllr. Warne (in the Chair) and Cllrs. Fletcher, Hatcher, Kings, Pethurst, Smith and Veitch. Annie Hopper, June Bell, Jeremy Boxall, Matt Warne, Marion Cranmer and Liz Daley (in part).

APOLOGIES: Marcus Boret, Tally Wade, Rebecca Cassidy, Laura Rowland

Cllr. Warne 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 an interest under the site assessments regarding site 122 which had been put forward by a relative.

Annie Hopper, Lee Hatcher, and June Bell all declared a personal interest as members of the CVLT (Crane Valley Land Trust). Matthew Warne declared an interest as a board member of the CVLT. Annie Hopper and Liz Daley declared an interest as members of the Brick Kiln Advisory Group.

Cllrs Fletcher and Pethurst declared that they had been lobbied by a land owner and intended to make a site visit in the future.

**1. TWBC/KCC Liaison:**

The Chairman pointed out that she would go straight to Item 2 on the agenda.

**2. Site Assessments & Allocations:**

Cllr. Warne reported that she was very happy to report good news received from Cheryl Beattie (AECOM) resulting from a discussion with Stephen Baughen, Head of Planning Tunbridge Wells Borough Council during a phone call. Cllr. Warne explained that TWBC had a housing target number of 13,500 to 2033, as set by central government. They looked at the whole of the Borough and had relied on identifying the supply side options to meet that need through land put forward in the 'Call for Sites'. Cranbrook and Sissinghurst Neighbourhood Plan have their parish specific evidence for demand for housing between 2017-2033 as being 610, which is establish in the AECOM Housing Needs Assessment document (July 2018).

This means that all the development approved since 2017 can be taken off the housing needs figure. This includes sites given planning permission but not yet developed and sites which have been allocated, e.g. Brick Kiln Farm. Cheryl Beattie had stated that Stephen Baughen has agreed to this approach.

As the number of dwellings required for the NDP to allocate had now been reduced the draft plan will seek to deliver them through a strategy of smaller sites. Jeremy Boxall commented that developers needed to deliver affordable homes rather than 4/5 bed properties which was evidenced in the AECOM Housing Needs Assessment.

Cllr. Warne stated that 25 Sites had now been drawn up and sent to AECOM this had included the sites TWBC had put forward in the Local Plan. Cllr. Fletcher asked if any of the sites had been removed from the list and after short discussion it was agreed to circulate to the Steering Group the list of sites put forward.

Cllr. Veitch enquired if the timeline was still achievable and Cllr. Pethurst replied that he had included some flexibility in the timetable.

Cllr. Warne thanked all members of the Site Assessment & Allocation Group and Cheryl Beattie for all their hard work.

### **3. Policy Development:**

Cllr. Warne was happy to report that out of 7 Policy Chapters only one was outstanding, which would be completed in the next week. The Draft Policy documents had been forwarded to Richard Eastham Fera Urbanism who will check for cross referencing duplication and policy wording.

Cllr. Pethurst reported that the SAAG were now in the process of writing Site Specific Policies and he displayed an example template which had been received back from Fera Urbanism. The format would be an A4 sheet giving site plan, number of dwellings, potential other uses etc. There may be sites which can be clustered together, however these had yet to be decided.

In answer to a question put forward by Cllr. Hatcher it was confirmed that 18 Sites Specific Policies would need to be undertaken. This may slightly change when the SEA's have been completed.

### **4. Revised Project Timetable:**

Cllr. Pethurst commented that as long as AECOM finished SEAs by 12<sup>th</sup> July the timetable should still be on track. Cllr. Pethurst stated that it was better to get things right, rather than quick the dates could be moved along.

Annie Hopper pointed out that this was a draft document and everyone has the opportunity to comment during the Regulation 14 Consultation period. These comments will be collated and a document of responses logged. This would then form part of the Public Consultation statement which is submitted with the final draft plan for inspection.

Cllr. Pethurst had produced a Pre-Regulation 14 Checklist as detailed below and members of the Steering Group were asked to volunteer and take responsibility for specific tasks.

### Pre-Regulation 14 Checklist

<b>Task:</b>	<b>Assigned To:</b>	<b>Target Completion Date:</b>
Site Specific Policies	SAAG	
Policy Chapters	SAAG	
Glossary	Cllr. Hatcher – Read and pick out word definitions look at other NDPs	5 <sup>th</sup> July
Questionnaire	Matthew Warne – just before draft plan published goes with full draft plan. Every response needs to be recorded. Template Hawkhurst PC. Survey Monkey/Mail Chimp	31 <sup>st</sup> July
Statutory Consultees	Cllr. Warne, Deputy Clerk – Letter giving notice of Draft Plan out for Public Consultation (Env Agency, Coal Agency)	31 <sup>st</sup> July
Stakeholders	Liz Daley – invites to original events (Community Groups, Drs, Scouts, neighbouring Parish Councils etc). Deputy Clerk to assist where possible – address labels	31 <sup>st</sup> July
Communication	Comms Group – Cllr. Hatcher/Tally Wade web site up dated, twitter etc	ongoing
Advertising Material	Comms Group – 2 page editorial in Parish Cake. Quotes for Wealden Ad box ad and lineage	ongoing
Distribution of promotional material	Comms Group – Posters various locations	ongoing
Exhibition Sites to be booked two weeks after consultation starts	Cllr. Pethurst – Event Coordinator Sissinghurst Village Hall, Colliers Green, Hartley, Cranbrook	tbc
Arranging Sites for hard copies to be held	Cllrs. Fletcher, Smith and Matthew Warne Schools, Library, Hairdressers, Pubs etc (liaison with Comms Group)	Week/2 weeks before consultation
Collating Responses	To be arranged	
Formulating Responses	To be arranged	
Prepare basic conditions & consultation statement	To be arranged	
Liaising with Local Planning Authority	Cllrs. Warne, Smith and Pethurst	
Amending Plan where necessary	To be arranged	
Contact landowners and/or agents	Cllr. Warne/ SAAG – Confirm to Landowners NDP action	
Identify Local Green Space Designations and advise to landowners	Cllr. Warne/SAAG	
Archiving	To be arranged	
Collating evidence	Liz Daley, Annie Hopper, Marion Cranmer 3-6 months allowed. Formulate responses/Policy Changes	
Evidence Review	To be arranged	

Cllr. Warne proposed that the advertising budget previously agreed at £600 be increased to £1,000, seconded by Cllr. Hatcher and agreed. Some of the advertising may be reclaimed as part of a grant application and quotes needed to be obtained in order to do this. Cllr. Warne will apply for a grant from Locality to cover these costs.

Cllr. Hatcher asked if the questionnaire needed to be anonymous, perhaps we could ask for a postcode. Richard Eastham to be contacted to clarify this point.

A member of the public asked how the NDP were including all demographics of the local community. Matthew Warne replied that we were working extremely hard to contact all in the community by advertising, posters, leaflet drops, twitter and facebook. Also at the Final Referendum all electorates will be contacted and encouraged to vote on the Neighbourhood Plan.

Cllr. Warne thanked everyone for volunteering to undertake the above task which was much appreciated.

#### **5. Communications:**

Liz Daley reported that posters had been erected and items put on facebook and twitter.

#### **6. Public Engagement:**

Nothing to report.

#### **7. Stakeholder Engagement:**

Marden Road Cranbrook – Details had been forwarded by Mr Briley for information, on possible light industrial and office units. Cllr. Warne thanked Mr Briley for providing the information however the NDP Steering Group were not involved in allocating land for business/industrial use.

Brick Kiln Farm – Liz Daley reported that a hard copy of the site plan and housing design was due to be received in the near future. It was noted that the plans were approved without hard crossing points which in her view was very dangerous. However, it may help if a 30mph speed limit is imposed.

DHA – Cllr. Kings agreed to liaise with the Cllr. Bunyan, Chairman of the Parish Council Planning & Preservation Committee. NDP views also to be forwarded.

#### **8. Consultation on ‘Building for the High Weald’:**

It was agreed that Cllr. Warne would respond direct at the end of July including any comments received by the Steering Group.

#### **9. Items for Information:**

Next Meeting – **Monday 29<sup>th</sup> July 7pm** (note this is week later than date given at meeting).