

MINUTES

GOUDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP

Steering Committee (SC) Meeting #07

Monday April 3, 2017 - 7.30 pm, Jessel Room

Present: John Leavens(JL), Barbara Stafford (BS), Colin Willis (CW), Craig Broom (CB), Richard Hillier (RH), Susan Newsam (SN), Alan Foster (AF), Jo Hinde (JH), Peter Rolington (PR).

1 Apologies

Ed Bates (EB), Linda Hall (LH), Victoria Aldwinkle (VA), Anthony Harris (AH)

2 Minutes of Meeting/Matters Arising #06 (06/03/17).

The minutes of the previous meeting were approved.

The question surrounding grants and options for grants was reviewed. CB to request a statement from AVBF Anthony Farnfield). JB commented that Locality grants are distributed annually. However, if funds are not spent within the year any balance will be available in subsequent years although a new application is required. Government funding is available for the next two years.

3 Other planning initiatives

CW outlined the status of NDP planning in neighbouring parishes. All are active with Lamberhurst and Horsmonden now considering the development of a Neighbourhood Plan. The outcome of the Headcorn rejection and Hawkhurst inspection comments were discussed and it was agreed that the Questionnaire group would take responsibility for Risk planning (once the questionnaire is launched) to ensure that difficulties experienced by other parishes are documented and incorporated as 'lessons learned' in our future planning.

The TWBC Local Plan 'Issues & Options' Consultation paper was briefly discussed. AH, BS, CW & CB will attend the initial public presentation on Wednesday 26th April.

Cranbrook have started their NDP process and BS attended the initial meetings in Sissinghurst and CB attended in Cranbrook. Cranbrook have appointed Feria Urbanism to develop their plan. These were initial meetings and the first major public engagement in the planning process which followed a very similar iapproach to the Goudhurst Meeting in September 2016.

4 Questionnaire

CB reported that the questionnaire is now at a stage where it can be tested in a pilot. Meetings with the Community and L&CD group will be arranged to discuss final changes and discuss next steps.

Business Survey is complete and will be published online although a paper copy will be available from the website if required. CB noted the online questionnaire for both the Business and Residents questionnaire will need testing and a test plan will be developed.

CB will move both questionnaires to Survey Monkey once the licence is in place.

Although the business questionnaire can be released earlier than the resident questionnaire their end-dates will be co-terminus as the resident's questionnaire references the business questionnaire

The residents questionnaire will be released in late May and run to the end of June.

Cover letters have been produced by BS but require some refinement and these will be discussed in the next Questionnaire meeting on the 6/4.

There has already been a survey of estate agents and RH will provide CB with a copy of the output.

4.1 Pilot Participants

Pilot participants will be identified by SN, CW, BS, AF, JH who will each identify 4 people across the defined demographics (age and gender). JH will provide the names to Roger and SN will provide her names to Chris Smith and AF will provide names to Paul Griffin.

4.2 Housing Needs Survey

There were some concerns about the content and complexity of the recent HNS and JB will feed these back to ACRE.

The options for Rural Exception Sites (RES) was discussed. BS noted that with the previous Housing Needs Survey (HNS) no suitable sites could be found. Options for RES or CLT's (Community Land Trusts) will be discussed once the outcome of the current HNS was available.

CW outlined the proposal to create site selection criteria and to review historic development proposals and review rejected planning proposals. TWBC will be issuing another call for sites on 2nd June. This will be released on the TWBC website.

5 Events and Activities

21 entries in the Photographic competition have been received and Sarah Clarke will select March Winners. BS noted one picture was taken before January 2016.

The Essay Competition was discussed with other options identified by JB. JH has forwarded these to Peter Gordon, Year 6 teacher at Goudhurst CP. JB noted that the children's vision for Goudhurst could be very powerful and JH will now run with this.

Discussions around adding value to the overall process to coincide with the questionnaire and the subsequent exhibition.

5.1 Village Fete

Arrangements for Village Fete on June 10 will be led by SN, JH and RH. This group will take ownership for organising the NDP contribution to the village fete and organising the gazebo, display information and staffing rota. BS noted the deadline for the programme was the 1st May.

5.2 Parish Meetings

It was agreed that CB will present to the Open Parish Meetings April 18 & 20th.

5.3 News reach

The need for broader engagement in the community was discussed following feedback that many people are unaware of the NDP activity. It was agreed that an interim meeting would be scheduled for mid-May (target 17/18th) SN, JH and RH will work to organise the meeting which will provide an update for the community. It will be held in the Village Hall in the evening. BS will arrange for public notices to be distributed. A flyer will be delivered to each house in the parish to advertise this and a leaflet drop will need to be completed by 3rd May. BS to organise patch workers.

6 Next Steps for the Working Groups:

Restructure into Task & Finish Teams. Meetings with the Traffic/Transport and the Business/Housing teams have been given their next set of objectives. Meetings with LC&D and Community groups to be arranged and SN will provide CB with options to bring the two groups together.

6.1 Feedback on NP Design Surgery 23/3/17

Two guest speakers with encyclopaedic knowledge of planning and NDP in particular (Tony Burton (TB), Consultant, Free Range community planning and environment and Liz Wrigley (LW), Design Advisor, Design South East). CB to distribute slides. There were three parishes presenting – Ash, Wye and Hawkhurst.

The key message was that good **design** should come from an initial set of clear **objectives**, and a **vision**. The Oxfordshire NDP planning toolkit (<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/environmentalndplanning/planning/planningpolicy/neighbourhoodplanning/NeighbourhoodPlanningToolkit.pdf>) was highly recommended.

7 AOB

1. BS to contact each of the working group Chairs to understand if there is anything that is required of publicity. (RH, VA, EB, JL, Shiona Gardner)
2. RH suggested we will need to form a response to the TWBC 'Issues and Options' paper. The sites proposed around Goudhurst (and any other sites identified in the new Call for Sites) will need to be reviewed. There is the potential to bring our Sustainability training forward to allow us an informed view of sites previously

identified and sites identified in future call for sites. JB noted that we need to make the most of our meetings with TWBC as in his experience borough engagement has had a strong and positive impact in the NDP process. We will work to stay close to TWBC during their Local Plan development activities.

3. Paper copies of CPRE documents covering NDP and Planning guides. CB to organise.
4. JB noted that a scrapbook has proved useful tool in other NDP plans. CW to purchase and manage the scrapbook.

Next Meeting May 2nd 7:30 Jessel Room.

Meeting closed at 10:00.

Outstanding Actions

#	Date Raised	Description	Owner(s)	Target Date
40	3/1/17	AH to request update from AF around the provision of grants for the NDP activity	AH	Pending 6/2/17
47	6/2/17	PR to review budget for cost of fete stall and advertising.	PR	Pending 6/3/17
48	6/3/17	RH to provide a list of email addresses for Business Survey distribution	RH	6/4/17
49	6/3/17	RH to attend questionnaire group to review business survey	RH	Completed 9/3/17
50	6/3/17	CB to understand the cost of Survey Monkey and organise the licence	CB	Completed 3/4/17
51	6/3/17	BS to produce a flyer for distribution at open meetings	BS	3/4/17
52	6/3/17	CB to discuss with AF the options for development maps for the parish	RH	Complete 3/4/17
53	6/3/17	BS to book accommodation for questionnaire drop-in sessions	BS	3/4/17
54	6/3/17	CB to investigate problems with submitting photos for the competition	CB	Complete 7/4/17
55	6/3/17	CB to discuss with the working groups the changed proposed the structure	CW/CB	Complete 7/4/17

56	6/3/17	CW/AF to attend the Men's Breakfast	CW/AF	Complete 10/3/17
57	3/4/17	The TWBC Local Plan 'Issues & Options' Consultation – attend the initial public presentation on Wednesday 26 th April.	AH, BS, CW & CB	26/4/17
58	3/4/17	Load surveys in to Survey Monkey for testing	CB	22/4/17
59	3/4/17	Estate agents survey – Copy of out put to CB	RH	2/5/17
60	3/4/17	JH to take lead in liaison with primary school activities	JH	2/5/17
61	3/4/17	Ownership of village fete activity	SN, JH, RH	2/5/17
62	3/4/17	Plan community engagement activity for the (proposed 17/18 th May)	SN, JH, RH	2/5/17
63	3/4/17	Presentation at the open Parish meetings 18 th /20 th May	CB	18/4/17
64	3/4/17	Arrange meetings with LC&D and Community groups to discuss questionnaire changes and next steps	CB	2/5/17
65	3/4/17	BS to contact working group leads	BS	2//5/17
66	3/4/17	Produce paper copies of NALC documents	CB	2/5/17
67	3/4/17	Purchase and maintain scrapbook	CW	2/5/17
68	3/4/17	Organise patch workers for leaflet drop	BS	2/5/17
69	3/4/17	CB to request a grant statement from ABVF	CB	2/5/17