

MINUTES

GOUDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP

Steering Committee (SC) Meeting # 08

Tuesday May 2 , 2017 7.30 pm, Jessel Room

Present: John Leavens(JL), Barbara Stafford (BS), Colin Willis (CW), Craig Broom (CB), Susan Newsam (SN), Alan Foster (AF), Jo Hinde (JH), Ed Bates (EB), Linda Hall (LH), Antony Harris (AH).

1 Apologies

Richard Hillyer (RH), Peter Rolington (PR), Victoria Aldwinkle (VA), Jim Boot (JB).

2 Minutes of Meeting/Matters Arising #07 (03/04/17).

The minutes of the previous meeting were approved.

3 TWBC Local Plan 'Issues & Options' Consultation.

AH provided an overall summary of the consultation document. One of the key elements of the document is the housing target of 13,000 houses for TWBC. This is the Strategic Market Housing Assessment that was commissioned jointly with Sevenoaks. Sevenoaks had been allocated a similar number. Sevenoaks however have not accepted their assessed need. The KALC chairman's meeting is organising a response to challenge the allocation and the impact on the villages. TWBC completed a call for sites. 260 were identified but this is not enough to meet the potential target.

It was agreed that a formal response would be prepared from the NDP team although individual responses would be encouraged.

4 Questionnaire

CB commented that the questionnaire will be updated in light of the feedback from the pilots that have been completed. These will be concluded in the Questionnaire group meeting on the 6th May. A review meeting with the Social and Community group has been organised for the 9th May.

BS updated the team that the questionnaire will be distributed and managed from a secure room in the Social Club (BS). The boxes are in place for collection at Bethany, Burgess Stores and the Quarry Centre. There is a team that will complete the re-keying into Survey Monkey. A phone is available to support residents who have queries or questions.

Drop in sessions will be organised for Goudhurst, Curtisden Green and Kilndown.

AH commented that a question around the employment status of residents would prove useful and this will be reviewed on the 6th May.

JH commented on the age ranges and felt that the upper limits of age were not granular enough. This will also be reviewed on the 6th May.

5 Update Evening

SN provided an update to the group on the progress of the Parish Update Meeting organised for the 24th May. There will be a wine and food provided. The invite will be a postcard and the design was reviewed. It was agreed that the post cards will be posted rather than hand delivered and stamps will be provided by AVBF. There will be an awareness campaign of posters and Estate Agents boards placed around the parish and a flyer will be available in local shops. AH will ask Hugh Nelson if we can have some time during the Sunday service prior to the meeting. The option of a beer mat was discussed and SN will provide costings. CB to ask Kelvin Hinton if he would be prepared to attend to present the Issues and Options consultation paper.

JH will publish the overall agenda and key messages by 17th but it was agreed that the working group leads would outline their remit. Key is to motivate people to complete the questionnaire.

6 Other Events

Arrangements for the fete and the Questionnaire Results Exhibition will be finalised once the update evening is complete. Workshops are set for September and October:

- Vision and Objectives – 9th September
- Housing and Design – 23rd September
- Traffic and Economy - 7th October
- Landscape and Community – 21st October

7 AOB

CB to obtain a copy of the Estate Agent survey from the housing group.

The Housing Needs Survey results are available and details the overall need of up to 18 affordable homes in the parish. It will be used in the development of the NDP. CB to publish on the website.

A map of the built environment is needed for the update evening and for the questionnaire. EB will approach TWBC for a map that can be used for display (update evening and fete) and the questionnaire.

Meeting closed at 21:50.

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	Complete
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	Complete
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	Complete
58	3/4/17	Load surveys in to Survey Monkey for testing	CB	Complete
59	3/4/17	Estate agents survey – Copy of out put to CB	RH	Complete
60	3/4/17	JH to take lead in liaison with primary school activities	JH	Complete
61	3/4/17	Ownership of village fete activity	SN, JH, RH	Complete
62	3/4/17	Plan community engagement activity for the (proposed 17/18 th May)	SN, JH, RH	Complete (24 th May)
63	3/4/17	Presentation at the open Parish meetings 18 th /20 th May	JH	Complete (24 th May)
64	3/4/17	Arrange meetings with LC&D and Community groups to discuss questionnaire changes and next steps	CB	Complete
65	3/4/17	BS to contact working group leads	BS	Complete
66	3/4/17	Produce paper copies of NALC documents	CB	Completed
67	3/4/17	Purchase and maintain scrapbook	CW	2/5/17
68	3/4/17	Organise patch workers for leaflet drop	BS	Not required
69	3/4/17	CW to request a grant statement from ABVF	CW	2/5/17
70	2/5/17	CB to ask Kelvin Hinton to attend the 24 th May open meeting	CB	3/5/17

71	2/5/17	JH to publish agenda and running order for the 24 th open meeting	JH	17/5/17
72	2/5/17	CB to request Estate agents survey from the Housing Group	CB	30/5/17
73	2/5/17	CB to publish HNS on website	CB	Complete
74	2/5/17	EB will approach TWBC for a map of LBD	EB	17/5/17