

**Lamberhurst Parish Neighbourhood Planning Steering Group**  
**Monday 26 March 2018**  
**The Chequers tearoom**

**Attendees:**

Lyn Mercer  
David Little  
Andy Cotterill  
Cllr David Hurst-Brown  
Jim Boot  
Graham White  
Samantha Nicholas  
David Ward  
Mike Osborne

**Apologises:**

Robin Musgrove-Wethey  
David Sharp  
James Mackrill  
Cllr Clive Stott

1. Setting up group structure

- a) Discussion took place on workload surrounding the Neighbourhood Planning Process and whether we can use consultants to do majority of work or for writing the final plan. It was agreed that once we were further through the process we could make that decision and that the majority of the evidence gathering could be conducted through the sub-groups. It was confirmed that the Steering Group would be acting as a working group on behalf of the Parish Council who are required legally to ratify the Neighbourhood Plan.
- b) Graham White offered to be Chairman. This was agreed upon by the Group.
- c) Samantha Nicholas will investigate whether the current Parish minute taker John Mottershead would be interested in acting as Secretary.

2. Terms of reference for steering group

The terms of reference were agreed in principle with some minor amendments which are would need to be ratified at the Parish Council in May 2018. It was agreed that a maximum of 3 Parish councillor members would be required to be on the Group. The Parish Council would also confirm that amount of money that can be spent by the Steering Group without the Council's consent.

3. Draft timetable and action/work plan and grant 2018/19

- a) The Group has up to £8,000 to the group for work in 2018/19. £1000 has already been spent in January to March 2018 period. However, the Parish Council does have additional funding to support the group if the costs were more than these depending on whether we choose to use consultants to complete specific work.

- b) It was agreed that Samantha Nicholas and Graham White would have a work plan meeting to discuss in detail the potential event calendar for 2018/19. This would utilise the event information produced through the workshop on 24 February 2018. The grant application for 2018/19 would be based on this event calendar. Report to be attached.
- c) Samantha Nicholas requested that as part of the grant £400 towards having an up to date aerial shots of the village which can be blown up and used as media platform to inform the village of call for sites, developments, Views the community most value and would be used to take round at all events. This was agreed by the Group.
- d) Samantha Nicholas also requested that the Parish might want to have a Photographic competition of the most valuable views across the Parish to engage with as many Parishioners as possible. It was agreed that this would be useful way of engaging with a wider audience.
- e) Jim Boot offered to produce an action plan for each sub- group which he developed for Benenden Parish. It was agreed that this would be useful. Jim will send these to the group members on the current lists. The next step would be for each of these groups to meet separately to start gathering evidence.

#### 4. Annual Parish Meeting - 17 April 8.30pm Village Hall -Neighbourhood Presentation

It was agreed that Jim Boot would attend to support 'good, bad, dreams style exercise'. There will be a short presentation on the Neighbourhood Planning progress to date; invitation to join sub-groups or attend future events and a short exercise to engage with the audience.

This has been advertised in the April edition of the Parish Magazine and we also advertise on facebook. David Little informed the Group of the Hook Green facebook page and Annabel Letham who runs can place us on it to advertise events.

#### 5. Website and future communications.

<http://www.lamberhurstvillage.co.uk/Pages/Community-Neighbourhood%20Plan>

A page has been set up on the Parish website although it is quite limited due to its set up. A discussion took place on whether we should have a separate website. The communication team will look into this further. Potential survey monkey links could also be used.

It was agreed that a media scatter gun approach would be best and we would ask the village if there are any interested parties in helping with this once we have the core messages established.

#### 6. Future meeting dates

Monday 23 April 8pm the Chequers tearoom  
 Tuesday 22 May 8pm the Chequers tearoom  
 Tuesday 19 June 8pm the Chequers tearoom  
 Tuesday 17 July 8pm the Chequers tearoom

7. AOB

- a) It was confirmed that Lindsay Frost is a Chartered planner and managed Lewes Council Planning team. Lindsay has the technical skills to either write the plan for us or helps us write the plan.
- b) Lyn Mercer requested whether he was able to liaise with Jim Boot and Lindsay Frost to find out more information on the Neighbourhood Planning Process. Jim confirmed that any of the members could contact him with questions.
- c) Graham White and David Hurst-Brown will set up a meeting the Goudhurst Neighbourhood Planning Chairman to discuss best way forward for Lamberhurst.