

NDP Steering Group
Date: 2nd November 2016
Location: PC Chambers

Attendees	Role	Attendees	Role
Matthew Warne (MW)		Liz Daley (LD)	
Nancy Warne (NW)	Chair – Parish Cllr	Emma Wood (EW)	
Annie Hatcher (AH)		Alison Bunyan (AB)	Parish Cllr
Lee Hatcher (LH)		Tally Wade (TW)	
Tim Kemp (TK)	Vice Chair - Parish Cllr	John Wotton (JW)	
Robin Thompson (RT)		John Smith (JS)	Vice Chair - Parish Cllr
David Cook (DC)	Parish Cllr	Matt Hartley (MH)	(Apologies)
Sally Marsh (SM)			

Minutes

Discussion Point	Related Action
<p>Review of Draft Terms of Reference (TOR)</p> <ul style="list-style-type: none"> • Reviewed the terms and statements <ul style="list-style-type: none"> ○ Para. 6 (f): Changed to 4 committee members necessary for a Quorum ○ Para. 6 (e): Agenda to be released 3 days before the meeting. 7 days' notice required of a meeting. ○ Para 3 2nd bullet: Addition of "...and appoint a suitable consultant." 	<p>Proposed TK 2nd DC Unanimously carried 001</p>
<p>Governance</p> <ul style="list-style-type: none"> • All members to abide by the Parish Council Code of Conduct to include a statement of any interests that may possibly create an apparent conflict of interest. • That the committee acts as a proxy for the Parish Council to create the NDP • That, given the size and complexity of the undertaking, that Clerking or Secretarial services are required to ensure the momentum and governance of the project • That the NDP Committee make every effort to bring in people from under-represented groups. One position in the committee to be held open at this stage. • The Committee to be made up of the following people, <ul style="list-style-type: none"> ○ Nancy Warne (NW) Chair ○ Tim Kemp (TK) - Vice Chair for Cranbrook ○ John Smith (JS) – Vice Chair for Sissinghurst ○ Matt Hartley (MH) ○ David Cook (DC) ○ Lee Hatcher (LH) ○ Annie Hatcher (AH) ○ Liz Daley (LD) ○ Emma Wood (EW) – Business Liaison ○ Tally Wade (TW) - Communications ○ Matthew Warne (MW) - Treasurer ○ Vacancy 	<p>002 Proposed JS 2nd DC Unanimously carried 003</p>
<p>Funding</p> <ul style="list-style-type: none"> ▪ Current Agreed Funding: <ul style="list-style-type: none"> ○ CSPC - £7,500 ▪ Available Funding <ul style="list-style-type: none"> ○ Government Grant £9,000 ○ CSPC - £32,500 over 2 years ▪ Most of this funding would be consumed by the appointment of a suitable consultant. (See next steps) 	<p>004</p>

<p>Next Steps</p> <ul style="list-style-type: none"> • TK to provide NW with a template of scheduled tasks that may be provided to the the three candidate consultants to facilitate comparisons between them. • NW to issue an invite to the bidding consultants to present to the committee on either the 21st or the 28th of November • JS to email the SoS list to see if more representation can be garnered from Sissinghurst • NW and JS to have preliminary and introductory meetings with key members of Tunbridge Wells Borough Council on the 15th November as follows; • Other non-CSPC members are invited to attend. <ul style="list-style-type: none"> ○ Kelvin Hinton (Planning Policy) ○ David Scully (Landscape and Biodiversity) ○ Mark Stevenson (Conservation) 	005 006 007 008 009
<p>Next meeting</p> <ul style="list-style-type: none"> ▪ TBA 	

Actions

ACTIONS CONFIRMED FOR CLOSURE DURING THIS MEETING				
Date	Ref	Actions	Responsible	Due Date

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS				
Date	Ref	Actions	Responsible	Due Date

NEW ACTIONS FROM THIS MEETING				
Due Date	Ref	Description	Owner	Closed
21/11/16	001	CSPC to ratify Terms of Reference	NW, TK, DC, JS, MH	
21/11/16	002	CSPC to ratify Committee members	NW, TK, DC, JS, MH	
21/11/16	003	CSPC to ratify 2-year funding	NW, TK, DC, JS, MH	
21/11/16	004	CSPC to provide Clerking services	NW, TK, DC, JS, MH	
7/11/16	005	Procurement template to NW	TK	
21/11/16	006	Issue invite to prospective consultants	NW	
21/11/16	007	Issue invitation for another Sissinghurst member	JS	
15/11/16	008	Preliminary meetings with TWBC	NW, JS	
11/11/16	009	Non-CSPC member to join TWBC meeting	AH, LH, LD, EW. TW. MW	

CLOSED ACTIONS				
Due Date	Ref	Description	Owner	Closed