

## **Neighbourhood Plan Project Management Group**

**Meeting: Friends (Quaker) Meeting House 7.30pm, East Gardens, Ditchling**

**Wednesday October 15th 2014**

### **Notes of Meeting**

#### **1. Apologies:**

3. Edwina and Sallie were unable to attend.

#### **5. Declarations of interest:**

7. Interests should be declared at any point during the meeting – none mentioned.

#### **9. Correspondence received/pending**

11. No new letters or emails have been received, and still no response from the Ambulance and Fire services regarding congestion on the High Street.

#### **13. Feedback on Survey Results Open Morning October**

Everyone was thanked for their input into preparing for this event. It was deemed a great success, with over 140 people attending - following the very good response to the questionnaire. Feedback at the event was that it was a very professional presentation and visitors were pleased that they were being kept informed.

The next presentation will be at a **Coffee Morning Tuesday October 21**, in Ditchling Village Hall.

Neither Edwina or Mike will be available to help throughout.

**ACTION:** Posters to be put up around the walls, with 2 or 3 laptops with presentations. No screen or projector this time. Don and Mike (initially) to set up at 9.00 am.  
Tony and Phil to meet and greet and answer questions.

Tom to contact Craig.

Richard gave his feedback having collated the comments made under '**Vision Statements**' in the questionnaire. They chiefly confirm the output of the main questions in the survey, and they also give a flavour of how the respondents would like the parishes to be in 2030: to be traffic free and to have good parking; and giving a broad message of the desire to maintain social cohesion and community spirit. Overall, the statements are an important signpost to ensure that the Plan makes provision to assist the development and maintenance of a balanced community. The conservation and maintenance of the essential characteristics of the three parishes were desired,

and the high quality of the landscape preserved, with the majority of statements being positive about tourism and the SDNPA. There was support for Ditchling's role as a service centre, but relief from traffic congestion and more provision for parking were seen to be most essential if this was to be fulfilled.

Mike gave his feedback to the comments made in the '**Others**' columns in the questionnaire. Having analysed and ranked them, the top five comments were regarding the use of Middle Bolland (Craven Trust) field as a car park; the development of the old nursery land in Beacon Road; the need for shops providing basic provisions within the village; low cost housing, and more parking spaces. Generally, the 'Other' comments complemented answers already given.

**ACTION:** To look in more depth in the next meeting at the statistics produced from the questionnaires.

There was some discussion as to how to present the analyses on the website, and the need to acknowledge that there had been a relatively small response to the request for vision statements.

**ACTIONS:** To put the analyses up on the website. Richard to write an introductory paragraph re. the vision statements.

### **1. Locality (CDF) Grant Funding**

Any funding received for the Plan that has not been spent by the end of the year needs to be returned, so any likely expenditure in the coming year needs to be invoiced before 2015. The Focus Groups will need maps and the facility to access and record data, so costings for licences for OS maps etc. should be made and purchased as necessary. It's possible that money could be available from the SDNPA, and they will digitalise their proposals map. Whether the need and expenditure involved can be assessed in time and invoices obtained and paid is doubtful.

**ACTIONS:** Richard to check with Tom re. the hard copies of large scale maps that have already been acquired, to consult with Amy about the availability of other useful documents, and to purchase what may be required.

### **1. Communication & Engagement Record Reporting**

3. There was some discussion about how to capture responses to presentations.

**ACTIONS:** Tom has asked Mike to write a consultation statement and to maintain a running report of the C & E methodology and practices we are employing. Providing evidence of comprehensive C & E with residents is a critical element of the final plan submission and by maintaining a running report will hopefully ensure that we don't have to recall our practices and compile our report at the last minute.

Richard to produce a comments book for the next presentation.

All PMG members who attend presentations to give feedback on the responses they had to the content and methodology.

## 1. SDNPA Local Plan

Amy briefed the group about the presentation she had made to the Ditchling Parish Council earlier in the week on behalf of the SDNPA re. the SDNPA Local Plan scheduled for completion in 2017.

She said that there were currently five known (to the SDNPA) potential SHLAA (Strategic Housing Land Availability Assessment) sites, all in Ditchling Parish, and an initial assessment of their suitability by LDC had been conducted using standardised assessment criteria. She presented the results. She also presented the results of their work on The Settlement Hierarchy. The Parish Council had been asked to review the SHLAA assessment and make its own assessment and to review and update the Settlement Hierarchy. The Parish Council wants the NP Project Team to conduct both reviews, to make its assessment of the SHLAA sites and to update the Settlement Hierarchy. Tom pointed out that the Project Team was a long time off considering potential development sites and therefore any assessment it made now as to suitability (particularly in the context of bringing to bear on the assessment the residents' views on housing and development land obtained from the recent questionnaire survey) must be regarded as preliminary and subject to change.

The key evidence that is needed for the Settlement Hierarchy is:

- \* data on the numbers and types of facilities and services etc. in the parishes

As things stand Ditchling is considered to be in Tier 3 of The Settlement Hierarchy, with Lewes and Petersfield in Tier 1, and Petworth and Midhurst in Tier 2.

An accurate guide of facilities and services must be completed by the end of October. A companion guide to completing it has been sent to Don, and he will circulate it.

In terms of the SDNPA, the SHLAA should be considered as a filtering exercise - it doesn't allocate, it's a precursor. It will look at possible sites and then make decisions re. their suitability, looking particularly at their impact on the landscape and the view from the scarp. So far, there is a long list to be assessed. Maps of possible sites were circulated to the group. The results of the SDNPA SHLAA assessments should be available by the beginning of next year.

The issue as far as the Neighbourhood Plan is concerned is that it covers three parishes, not just Ditchling, so the information which we submit for the Settlement Hierarchy must incorporate all three. None of the SHLAA sites presented were in Westmeston or Streat. Tom said that the Project Team was aware of a few others and would be making a formal call for sites to be put forward.

**ACTION:** Tony and Paul to consider Streat and Westmeston facilities, for incorporation with those identified in Ditchling.

## **2. Focus Group – Communication with membership**

Tom's draft email re. possible membership of Focus Groups was discussed and approved in readiness for posting.

### **1. Special Interest Groups Questionnaire**

Again, some changes made.

**ACTION:** James and Craig to devise a questionnaire for the Business/Local Economy Special Interest Group.

**A.O.B:** The need for a questionnaire aimed at young people?