

Neighbourhood Plan Project Management Group

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

Wednesday September 24th 2014

Notes of Meeting

Apologies

Apologies received from Sallie, Amy (the new SDNPA representative) and Richard Flack.

Declarations of interest

A reminder that, as usual, these must be made.

Correspondence etc., received/pending

The prizes from the questionnaire draw have been delivered, and very gratefully received. The lucky winners were posted in The Ditchling Dialogue, as part of an article inviting readers to the result presentation on Oct. 4th.. Donors have been thanked.

An email was received from a young resident in Streat, a cabinet-maker who had asked permission to build a house on his parent's smallholding and had it rejected - highlighting the plight of young people wishing to remain in the area to live and work. Tom has passed this on to James.

Apparently no time or place were mentioned on the web-site post about the result presentation.

ACTION: This is to checked and rectified, if necessary.

Questionnaire Results: To be briefed by Edwina, Mike and Don on the progress to date on the presentation material for the open morning on October 4th and the coffee morning on October 21st and to understand the part they want the PMG members to play in these events. Also to learn about the publicity for these events.

Gratitude was expressed to Edwina, Mike and Don for preparing the presentation material, and to all for the work done on the questionnaire.

1. Oct 4th Open Morning Exhibits

12 posters are to be displayed around the Village Hall, plus Power Point presentations on three laptops - two will be interpretive of the data, with headlines, and the other will be Don's exhaustive raw results, with histograms.

The posters will pose 'What next?' questions.

ACTIONS:

- * Edwina to circulate the info. on the posters beforehand.
- * Edwina also to produce A4 hand outs for those who may want them.

The Lewes District Council has just produced its Local Plan, with an increase in housing allocation for our area, from 15 to 25. This latter figure was given in the Questionnaire.

ACTIONS:

- * This and all new info. to go on the website.
- * Edwina to send James a list of Planning Dept. names.

1. Other materials

An explanation was given on how the percentages in the results were arrived at.

The display should also include the presentation that Tom gave to the 'Monday Meeting', to outline the background to the questionnaire.

The shorter presentation to be displayed on the overhead projector.

1. Exhibition Equipment needed

ACTIONS:

- * Don, Mike and Edwina to sort out laptops and presentations.
- * Edwina to put up posters around the Hall.

1. Completing the questionnaire analysis

'Other' comments are still being evaluated, and any queries about them should be directed to Edwina. Richard is halfway through evaluating the 'vision' statements, which are mainly about traffic issues and maintaining the village character.

ACTION:

- * Richard will try to complete this piece of work before the presentation day, and will update his report accordingly.

It may be useful to know what proportion of the response represents in all the Beacon villages - the info. is in the profiles.

ACTIONS:

- * Tom to look at profiles to work out statistics.
- * All the respondents to Focus Group participation need to be e-mailed to acknowledge their interest.

1. Exhibition Manning

Edwina, Trevor, James and Tom all plan to be present at the Open Morning.

ACTIONS:

- * Tom to write to the Advisory Team and ask them to attend.
- * Don to ask Parish Councillors to attend.

The Village Hall will be open for setting-up from 9.00 am.

1. End of Open Morning

ACTION:

- * Tom to remove the equipment after the event.

1. Business Survey Respondents

In terms of the Business Survey - Craig has been emailed with the names of those offering to participate.

ACTION:

- * James and Craig to progress this ASAP.

To agree the terms of reference for the Focus Groups and the timetable for getting them started.

Tom has produced a draft, and Amy, on behalf of SDNPA, has responded to it, outlining the principles and cautioning that the PMG must be mindful of local and national strategy. There will be a maximum of ten per group, without anyone with vested or possible conflict of interests.

Next steps:

The aim is to get the first Focus Groups up and running by the end of October.

The questionnaire results will guide the Focus Groups.

The groups to operate on an 'as and when' basis.

They should aim to have a common approach, and should also be required to manage expectations - particularly around the issues related to traffic.

External observers to be encouraged to attend meetings, as this will add credence to the Plan.

ACTIONS:

- * Tom to contact all respondents by email.
- * To check that they have no vested interests.
- * If they have put their names forward for more than one group, to ask them to limit their preference to just one.

To agree a standardized question format for our consultation with Special Interest Groups and the timetable for starting the consultation.

There should be a brief note to all Special Interest Groups (there are over 40 of these), with the key statement being that the process is being driven by the residents and the results of the questionnaire.

ACTION:

* Tom to send this out by the end of October, using the Ditchling Village Association list of clubs and societies.

To start to arrive at a common understanding of what the results of the questionnaires are telling us.

The presentation to be displayed on the website by Mike, Edwina and Don - the sooner the better. A PDF of the results also to be put on.

ACTION:

* Edwina to sort this.

The 'Other' comments. If there's a substantial number of related comments within this category, then they need to be categorised and recorded.

A.O.B.:

SDNPA is about to publish their SHLAA in relation to the suggested sites.