

Project Management Group

Thursday October 24th 7.30pm Friends Meeting House

Notes of the meeting

Apologies:

Natalie, Emma, Sallie, Andrew & Penny (note taker)

Declaration of Interests:

All present have completed their Register of Members Interest forms.

Action: Tom to submit to Parish Clerk

No declarations of interest were declared in the meeting's agenda.

Westmeston and Communication & Engagement Launch Date:

These two items were taken together.

Tom reported that the Westmeston Parish Council meeting to discuss its participation in the Plan would be on November 12th not 5th as he had last reported. The motion before the Council would read "WPC supports the development of a Neighbourhood Plan which includes Ditchling and Westmeston Parishes".

Tom reported that Sallie, Edwina, Mike and he had met to start the merger of the Communication & Engagement Plan with the Project Plan. This would be continued. They had agreed to recommend to the PMG that the C & E launch date should be postponed until after the WPC meeting on the 12th. Putting qualifying phrases in the launch publicity about Westmeston's participation would, they felt, give the wrong impression and make it sound that Westmeston's inclusion was an after-thought and a secondary consideration. They were set to propose December 1st as the launch date.

However Tom reported that in the last 24 hours he had had an email from Andrew saying that even if WPC approved participation on the 12th it had to be followed by a 6 week parish consultation period before final confirmation. Publicity must not refer to Westmeston's unqualified participation until this had been completed.

PMG agreed to stick to the principle of a launch date only after Westmeston's unqualified participation has been finally confirmed and go for the earliest date possible. It was not clear when the 6 week period begins and ends and depending on this the launch date could be January 1st or even February 1st. In the meantime publicity material could be drafted in the confident hope that Westmeston will be participating.

At the end of the project a formal report must be submitted with the draft plan detailing the Communication and Engagement process followed. Transparency and inclusiveness are vital components. The three 'Rs' of recording, responding and reporting throughout the process are essential.

Actions: Tom: to inquire of Andrew when the 6 week consultation period begins and ends
Sallie, Edwina and Emma: to draft publicity material for a launch date
Sallie, Edwina: To continue merger of C & E Plan with Project Plan

All: to provide Edwina with substantive comments on the 1st draft leaflet
Richard: to keep a watching brief on adherence to C & E principles & other parishes

Locality Funding

Tom reported that Mike and he had submitted, as agreed, an application to Locality for £6,996 based on the estimated expenditure.

Street Representatives

The following had agreed to be Street reps:

Nevill Cottages and Long Park Corner – Penny Mitchell

Mulberry Lane – Alix Clarke

North End – Damian Cleary

Underhill Lane (Westmeston) – Les Harris

Common Lane & Common – Laurie Mayhew

East Gardens & The Dymocks– John Willis

Actions - Nominations

Lodge Hill & Boddington's Lanes – Nick Blake (**Nicola** to recruit)

Emett Gardens and lower East End lane & Farm Lane – Geoff Kavanagh (**Mike**)

Lewes Road - Andy Brown (**Richard**)

Upper East End Lane – Sylvia Bain (**Edwina**)

Spatham Lane – Peter Luckin (**Tom**)

Parish Council Representation on the PMG

At the end of the previous meeting Roy Burman said that the Parish Council wanted a Councillor to attend every PMG meeting even if only as an observer to report back progress. The PMG expressed concern that the Council's initiative to put the leadership of the project in the hands of residents should not be compromised. However there would be benefits to both parties if a Parish Councillor did attend each meeting, on an invitation basis, capable of contributing 'specialist' advice and information to the topic under discussion and adding to the PMG's sum of knowledge. The Councillor would also be able to report back progress to her/his Council. The same would apply to Westmeston Council if it participates. The principal topic of the next meeting(s) is evidence-gathering and in that context Don McBeth would be the ideal participant.

Action: Tom: to report back result to Roy Burman and Rob Mills and invite Don McBeth

The End Product

Tom reported that he had asked Mike Burr to take responsibility for pulling together and formatting the final submission document and posed the question what the end product should comprise/look like?

It was agreed that Mike's role would be that of managing editor. Different people would draft different parts but he would be responsible for editing it; formatting it; ensuring a common style; and its overall appearance.

It was agreed the submission document would comprise:

i An upfront report summary

ii The Plan document together with photographs, maps etc

iii An appendix detailing the evidence gathered

iv A report on the C & E process pursued comprising what was heard from residents and special interest groups; whether what was heard had been included in the plan and if not why not; and what it was intended to do about those things that had not been included.

v

vi Point iv) emphasises the need for meticulous recording and reporting.

There may also be a need, depending on the content of the plan, to commission some formal assessments at the evidence-gathering stage and include them in the submission.

It was agreed the whole submission would be placed on the website.

Evidence-Gathering

It was agreed to take Richard's list of topics as the template for allocating evidence-gathering tasks. A lead investigator(s) would take lead responsibility for each topic.

Government & Local authority macro policies on all topics - **Richard**

Housing/housing need/affordable housing - **Edwina**

Employment and economic activity - **Craig**

[Built] Conservation and heritage assets/design – **Richard (and to recruit Geff Kavanagh's help?)**

Transportation/traffic/sustainable transport: this would also cover parking, footpath network/cycling and public transport – **Mike and Tom**

Natural environment including landscaping and green infrastructure eg. open spaces, allotments and trees - **Nicola and Trevor**

Ecology, biodiversity, habitats – **Nicola**

Recreation and cultural development, eg sports provision, - **Emma? and Richard** museum, tourism/visitors – **Mike and Natalie?**

Social and community facilities such as health, welfare, education etc – **Natalie?**

Flooding/drainage - **Nicola**

Infrastructure

Sustainability/renewables/low carbon economy - **Nicola**

Strategic environmental assessment & Landscape assessment as needed - **Nicola**

Action: All: To investigate in the first instance what information is already in the public domain

To identify gaps in information in the public domain that need to be filled

Sallie: to let Tom know where her interest lies

Emma & Natalie: to confirm above topics

It was agreed that lead investigators would report back their findings to the PMG in the form of Topic Papers summarising what information there is available.

Next Meeting

It was agreed the next meeting would be in three weeks time and all would report back on **initial** evidence-gathering progress