



Notes on the Ditchling & Westmeston Neighbourhood Plan meeting 26/09/2013

1) Westmeston Parish Response

Two representatives of Westmeston Parish were present at the meeting. Rob Mills and Paul Farrands. They said that Westmeston Parish Council would not wish to be directly involved in developing the neighbourhood plan, but that they would take up the option for the people of Westmeston to be represented. It was therefore agreed that the Neighbourhood plan should now encompass both Ditchling and Westmeston, but the two parishes will not officially act together in determining the structure of the plan. As a result it was agreed that Clare Farrands from Westmeston parish should join the advisory team, as long as her membership of the Royal Town Planning Institute did not form an obstacle. With the addition of Westmeston the total Parish boundaries must be declared. Westmeston will note the new arrangement as an agenda item at their next parish council meeting, in order for Westmeston residents to be informed of their involvement in the process.

It was pointed out that in accordance with the agreed protocol all members of the Steering Group would in any event need formally to declare their relevant interests.

2) The Steering Group will comprise three distinct working groups for the Neighbourhood Plan.

a) The Project Management Team, comprising of non-council members of the parishes.

b) The Advisory Team consisting largely of the parish councillors. It was noted that the final Neighbourhood Plan must be agreed with the Parish Councils.

c) The Street representatives.

Andrew Triggs from the South Downs National Park Authority will try to attend all meetings in order to advise on the preparation of the Neighbourhood Plan.

Tom Dufty, Richard Flack, Edwina Rowling, Mike Burr, Sallie Collard-Watson and Craig Mayhew from Ditchling currently comprise the Project Management Team. Natalie Mirzoeff from Westmeston will be invited to join as will Trevor Kirby from St George's Park. Two more nominations are requested.

Discussion was then based around the Draft Project and Communication & Engagement plans spreadsheet.

On the Project Plan spreadsheet it was agreed we should reverse items 1.13 and 1.14

4) Draft Communication and Engagement Plan



This item concerns the “Community Engagement Methods” spread sheet which can be found at http://www.dnp.net84.net/dnp_docs.htm item 16. It was noted that we need to obtain demographics for the two wards. Some of these can be found at http://www.dnp.net84.net/Ditchlig_Statistics.htm.

The Communication and Engagement Plan spread sheet has been compiled by Sallie Collard-Watson and Edwina Rowling.

The following are suggested amendments:-

- a) Under surrounding local Governance, it was suggested that Mid Sussex District Council ,and Burgess Hill must be included, as they have a “duty to co-operate” with us and we with them. We must now also add Westmeston.
- b) Information points should include a notice board at St Georges.
- c) Under leaflets and flyers add “direct mailing”.
- d) An “Open forum agenda” published under page 2 item 9 “Neighbourhood Planning Committee Meetings”
- e) We could add a heading “Interviews with tourists”.

We also need an audit of the community infrastructure. Mary Holman has this information for Ditchling on a spread sheet that was compiled in 2011. This will need to be reviewed and updated as appropriate. For Census information of demographics it was suggested that the “NOMIS” web site be consulted:-
[-http://www.nomisweb.co.uk/census/2011](http://www.nomisweb.co.uk/census/2011)

Defining the neighbourhood Plan as being “evidence based” is most important to the success of the project, and we can learn from more advanced NPs by looking at their web sites. However we do not want to copy directly from other neighbourhood plans, but Richard Flack will specifically keep an eye on the development of other country-wide Plans to save us from re inventing the wheel. Some of these can be found at <http://www.dnp.net84.net/onp.htm>. We must in particular keep within the guidelines of LDC and the National Park Local Plans. Once the evidence base is collected, it should be collated by dedicated teams, on such topics as Housing, Recreation Transport etc.

When discussing this it was suggested that the National Park Tourism office be consulted, and also the major landowners within the parishes.

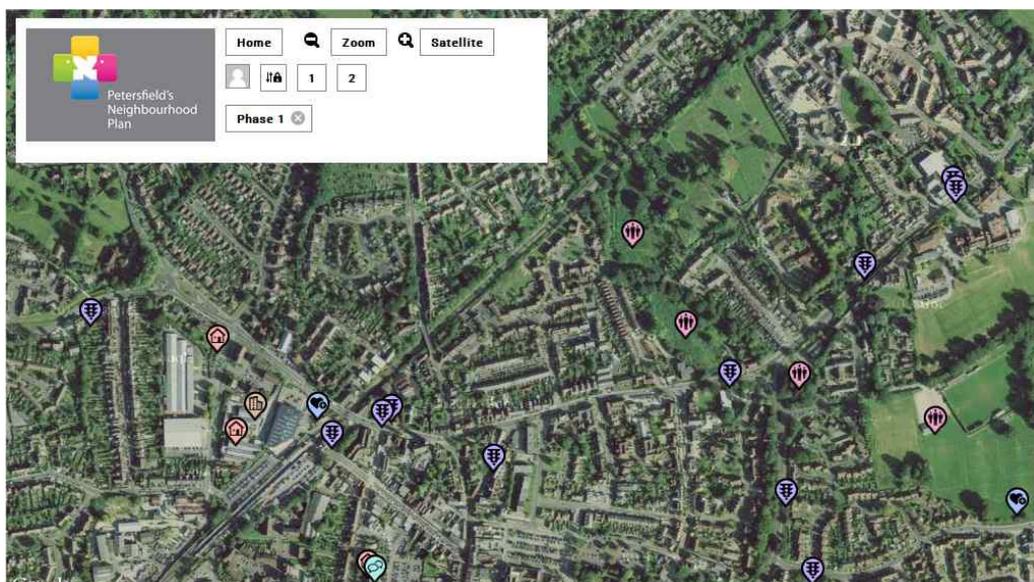
It was agreed that the development process should be as transparent as possible and residents should be invited to observe key meetings when policy options are discussed and contribute their views similar to the process adopted at Parish Council meetings. The Project Management Team would need to be advised by Sallie Collard-Watson and Edwina Rowling when it was appropriate to do so.



An official web site to be prepared and to be cross referenced with the Parish websites and vice versa. A website name, logo and domain name to be agreed upon. Also a facebook, Twitter and an e-mail account would be required. Please enter **#dnabplan** for “Twitter” and **Ditchling Dnabplan** for “facebook” as examples on <http://www.dnp.net84.net/>, and dnabplan@gmail.com for an e-mail account..

It was agreed that Tom Dufty would approve the website domain name on the advice of Sallie Collard-Watson & Edwina Rowling .

It was suggested that we look at the Petersfield NP website as they have an interactive map that residents can use for comments. This can be found at :- <http://www.petersfieldsplan.co.uk/>



The above technology is produced by accompany called Logogrph, Integrated Social Media and Mapping Experts at:- <http://logogrph.com/> and costs £1000 to £1500 for inclusion on our web site.

On the subject of finance there is available from LDC up to £7000, but much of this will be apportioned to the parish vote on the NP. It was also suggested by Richard Triggs that we look at the “Locality” web site at :- <http://mycommunityrights.org.uk/neighbourhood-planning/apply/>

Here we can find a form to apply for a government grant. Mike Burr with Tom Dufty to fill in the form on our behalf.

The date for the next meeting will be e-mailed by Tom.

Don McBeth
28/09/2013