

## **Neighbourhood Plan Project Management Group**

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

**Wednesday November 26<sup>th</sup> 2014**

### **Notes of Meeting**

#### **Apologies**

Apologies received from Edwina, James, Amy and Phil..

#### **Declarations of interest**

As usual, any interests must be declared.

#### **Correspondence received/pending**

A reply has been received from the Post Office Ltd. in answer to a letter sent by Tom on behalf of the PMG, in view of the imminent closure of Ditchling's Post Office. It seems that it is safe at present, but the case will be reviewed again next September, so its future is by no means secure.

An email has been received concerning buildings at Westmeston Farm that may be converted to dwellings. These will be looked at in due course.

#### **SDNPA's Settlement Hierarchy**

Following the PMG's review of facilities in Ditchling, Streat and Westmeston which they sent to the SDNPA last month, Amy has forwarded the Authority's own review so far. They are currently collating all the Settlement Hierarchy information, and are reconciling it into two levels - large or small. As well as size, Ditchling and the other small parishes are being considered in terms of tranquillity, dark skies and landscape value etc.. Their decisions regarding housing allocation will be based on this, and their strategy will be finally decided in February, 2015. However, the Neighbourhood Plan needs to be in compliance with the Joint Core Strategy, rather than the SDNPA.

#### **Focus Groups & terms of reference**

There have been delays and mailing problems due to the hacking of the email account, but this is now sorted, courtesy of Don who has set up a new account provider.

Replies from potential Focus Group members have not been very forthcoming, but hopefully they will all be in by the end of next week.

The Role of a Focus Group had been circulated, and this was commented upon:

- There needs to be consistency
- There will be overlaps e.g. Housing/Recreation, and Housing/Conservation
- Hard information and evidence must be gathered by PMG - assistance with this must be a general requirement of Focus Groups.
- Evidence gathering equipment to be sourced - i.e. speed camera for Traffic Group.

- Council officers should be co-opted onto groups for their expertise in specific areas.
- Satisfactory outcomes should be feasible, cost-effective and sustainable.
- Minutes must be kept of each meeting.
- Leaders of Focus Groups to organise the time and place of their meetings.

**ACTION** : The deadline for the first meetings to be mid-January.

### **Special Interest Groups' Returns**

Questionnaires have been sent out to all the community organisations, but so far only two have replied. All responses should be in by the first week of December.

PMG members and Focus Groups can meet with Special Interest Groups if necessary.

Their responses will be used as additional evidence, and could be presented as an appendix demonstrating community engagement.

### **SDNPA's SHLA site assessment**

The Neighbourhood Plan assessments should be shared with Parish Council members to ensure compatibility.

The SDNPA will publish their results by the end of January.

### **Business Survey**

There was some discussion about how the Business Survey should follow on from the Household Questionnaire.

**ACTION**: A questionnaire will be sent out by the beginning of January to the original list of businesses, to be returned by the end of the month.

### **Invitation to landowners to put forward land for potential development**

Amy has sent a link to the National Planning Guidance, which should be useful.

A call should go out to local landowners, but it must be stressed that sites should be smaller brownfield sites, and should be suitable for sustainable and affordable housing - couched in the terms of the Household Survey results. This can be publicised on the website, in the Ditchling Dialogue, and the Parish Magazines within the NP area.

Redundant agricultural buildings proposed for development need to be within communities.

**ACTION**: Tom to draft article and send out to PMG members.

### **What more raw evidence/information do we need?**

The Focus Groups will submit the fine detail and should be the end-of-line filters to decide whether enough evidence has been gathered.

Relevant external expertise should be brought in if required..

Specific groups (eg 11-16 yr olds) need to be brought in if necessary.

There will be overlaps in considering the allocation of green spaces.

**ACTION:** All documents to be put on website.