

Neighbourhood Plan Project Management Group

Notes of the Meeting on Wednesday January 28th 2015

Present: Phil Smith, Tony Gedge, James Standing, Don McBeth, Richard Flack, Tom Dufty (Chair)

1. Apologies: Trevor, Amy, Paul, Mike, Edwina

3. Declarations of interest: None declared

5. Correspondence received/pending:

6. Tom had received personal correspondence about the 'Streetlife' website. Could this be a useful C & E tool with residents in the area? All attendees had received one.

7. Action: Tom to ask Edwina and Sallie if it had added value as a C & E tool

9. CDF unused grant repayment

10. Tom reported that the Parish Council had been due to sign the cheque for the grant underspend on Tuesday night, 27th, which would have enabled it to be returned to CDF by the January 31st deadline. In the event the Council meeting had not been quorate so the cheque could not be signed. The Council is due to meet again on Feb 3rd when the cheque will be signed. CDF have been informed.

11. Action: Tom to progress

13. Draft Vision Statement & Objectives

14. Tom confirmed that these had been circulated to PMG/Advisory Group and were not confidential. Focus groups could have copies. They will remain draft until completion of the Focus Groups' work when they will be reviewed by PMG in the light of comments received. There was a feeling that it was now too brief.

15. Action: Focus Group Leaders

17. Memorandum of Understanding

18. It was noted that the hard copy was marked Template throughout and the first page referred to it being an Example M o U and that it presupposed one Parish Council participant. It was agreed that the final copy should be signed by all three PC Chairmen.

19. Action: Tom to obtain final copy from Amy and raise matter of three PCs
PC Chairmen to be ready to sign

1. St George's Park Ltd SiG Meeting: Fixing a date – PM Feb 2nd, 3rd or 6th

2. The meeting would take place with Philip Smith, Executive Director, on Monday Feb 3rd at St George's. PMG representatives would comprise Tom, Richard, Mike, Trevor, Don & Edwina. Sister Mary Thomas, Managing director might also attend.

3. Action: Tom to confirm with Philip Smith

4. It was suggested that the Notcutts Garden Centre on Common Lane should be approached and asked if they would like to meet with us.

5. Action: Tom to follow up

1. Special Interest Group Engagement: Ditchling Museum of Art & Craft (Nathaniel Hepburn, Director). This item was postponed until a later date.

3. Focus Groups: Progress

4. 1) Phil/Tony reported that the Recreation Group had held its first meeting. There had been only one new member however they were confident of another three attending the next. They would prefer it to be known as the 'Community Facilities' group. They had agreed that their primary drivers came from a) the Project Mgt briefing paper b) The responses to the Residents' Questionnaire c) the J.C. Strategy and that their initial focus would be on generating ideas. Edwina's input had been very valuable in getting them to start to define a process and to take the approach of thinking ahead to the policy/end product they are wanting to frame and working backwards from there. She encouraged them not to make too many assumptions as to the lack of availability of funds/resources for the delivery of future projects. It could unnecessarily constrain their thinking. Who knows what funding and resource opportunities might be available in 15 years time? Although such thinking should stay within the bounds of realism. It was felt that we should know more about the opportunities CIL would provide and how to make claims. It was suggested that it would be appropriate to meet with the SDNPA CIL officer.

5. Action: Tom to invite the SDNPA CIL officer.

6. 2) James said that he had been unable to get the Housing group started yet because of other commitments but hoped to have the space to do so in the next two weeks. He needed a copy of the SDNPA Local Plan **Action: James** to access SDNPA website 'Management Plan'

7. 3) Richard said the Conservation group would be holding its first meeting the following day. It was small but comprised some conservation/environmental specialists

8. 4) The Traffic & Transport group was holding its first meeting this same evening

9. 5) The Local Economy group was in the same position as Housing.

11. Focus Group meetings should be recorded.

12.

13. Action: Focus Group Leaders to call for help/support when necessary

Focus Group leaders to produce max A4 note of major points of agreement/decision and actions decided

It was felt that the end of March might be too tight a deadline for conclusion of their work but it was agreed to stick to it if possible.

1. Newick Decision Statement: Lessons to be learned

2. Richard noted how the plan policies had been divided into those that were 'Statutory' and those that were 'Community Aspiration'. This was good practice. Clarity of expression in the policy statements was critical. It was also critical to get the supporting evidence in place and packaged in good time. We should start on that task as soon as possible

3. Action: Tom to work with Mike on the evidence 'appendices'

4. Richard to send Tom "Documenting Evidence Gathering" "State of Parishes" paper

6. Business Survey: Progress