

Project Management Group

Thursday January 15th 2014 Friends (Quaker) Meeting House 7. 30pm

Notes of the meeting

Apologies

Emma Cleary is unable to continue in the PMG.

Declarations of Interest

Two more completed registers of interest were handed in. If there are any more, then they need to be returned. Also, if any issue comes up in the future that anyone has a declarable interest in, then that must be added.

Publicity Launch

The SDNPA has agreed and signed off on the Area Extension, so the three parishes are now officially combined under the Neighbourhood Plan.

The publicity launch will be on the 1st. Feb.

The website, which is still a work in progress, has been looked over by all members, and their comments noted.

Leaflets and posters are drafted to go, and were displayed.

Unfortunately, Streat doesn't appear in the view on the cover of the leaflet, so this could be improved if a more suitable photo was found. Overall, the visual appeal was deemed fantastic, with approval given to the forthcoming meeting dates that residents can take note of. There was some concern over the wording in the leaflet regarding the SDNPA's role, which is to check for conformity with the conditions and provisions for Neighbourhood Plans, not to approve, the Plan. The latter is the Independent Examiner's role. This will be altered accordingly.

The poster was also commended for its clarity and simplicity, with the consistent use of colour, font and logo determining its relation to the leaflet.

Actions: PMG members to come back with any other comments related to poster and leaflet within the next 24 hours.

Articles about the launch of the Plan have been placed in The Beacon, The Dialogue, Sussex Living and the Mid Sussex Times – hopefully the logo will be used alongside these articles.

Other comments regarding the website:
There needs to be a map defining the Neighbourhood Plan area.

On the Home Page – should the vision statement be reproduced in its entirety? This page also appears very housing orientated – it needs to have a broader application, covering social, economic and environmental elements. There needs to be balance. The 'Sustainability' issue needs to be addressed and explained.

There should be a page on the website about the PMG – where the members come from, their roles and maybe relevant qualifications – although not a good idea to sound too professional or exclusive. Maybe to have photos of the team, as people like to be able to put names to faces.

Action: Tom to write an introduction to the PMG.

There could also be photos of Street Reps and their areas on the website and on a leaflet that could be put in the Post Office.

Two or three of the photos on the website could be improved upon, with some from Streat and Westmeston, and St. Georges.

Action: Andrew to look out some relevant SDNPA photos.

The logo on the Home Page should be made more prominent, and an old introductory topic should be removed.

Street Reps Meeting

16 have now agreed or volunteered, and Trevor has recruited 8 more from St. Georges. There are still gaps in street rep coverage throughout the area.

Action: Tom to forward current list.

They will be invited to attend a meeting on the 6th Feb at the Friends Meeting House, to ensure that they understand what the Neighbourhood Plan is all about and what their role is. They will be asked if they can suggest other possible reps to fill the gap.

The content of the presentation needs to be considered, with possibly a specimen questionnaire. Is there a list anywhere of Frequently Asked Questions concerning Neighbourhood Plans?

Action: Andrew to forward examples that the SDNPA has compiled.

Their role needs to be discussed in terms of completing the questionnaires.

They will be given the leaflets.

Businesses: How are we interacting with businesses?

Should there be a section in the questionnaire specifically targeted at businesses, or should there be a bespoke business questionnaire? Other groups working towards their Neighbourhood Plans included businesses in the mix with focus-group type discussions.

Should there be direct mailing targeted at the industrial estates/businesses?

There is a management company on the Industrial estate that we need to engage with, and they will interact with businesses on the site.

Feeling was that Businesses should receive a separate questionnaire. A combined residents/business questionnaire would be confusing and too long.

Actions:

- * Craig, Sallie and Edwina to get together to script a plan.

- * Edwina to check on Sophie of Mr. Magnolia's plan to establish a local small business group.

- * Craig to circulate his current list of businesses, to be added to by other members.

Evidence Gathering – Progress updates

Mike – tourism, transportation, traffic, sustainable transport – documentation:

Mike has an extensive collection of documents relating in depth to projects undertaken in Ditchling from 1998 to January 2014. They include among others a record of the village's listed buildings; the case presented for inclusion in the SDNP; the museum development plan; the conservation area character appraisal and the Local Area Transport Survey.

He also presented a series of maps and plans relating to the three NP parishes.

All these documents and plans are to be made accessible on the website in some capacity.

All copyright licence numbers must be displayed.

How focussed should we be on the website? What documentation is most relevant?

Action: Andrew to send SDNPA map showing Ditchling, Westmeston and Streat and other relevant plans.

Richard – the built environment, conservation and cultural heritage/development and recreation:

In terms of conservation and cultural heritage – there is already a lot of information on public record, but more info is needed on recreational facilities – recording existing facilities:

everything from sports fields to pubs and restaurants and cultural facilities, clubs and societies.

A question in the survey could be about what people feel is valuable to them in terms of culture, conservation and recreation. It seems important to establish why people come to visit the village and surroundings – a car park survey was undertaken by Mike for the Museum submission, and this and other information in the document could prove useful. Visitors staying at B&Bs could also be asked. A list to be compiled of the groups using the various meeting places.

Actions:

* Trevor to analyse the use of the Unitarian Meeting House, the Village Hall and the Friends Meeting House.

* All – to consider what questions could be asked.

Craig – employment and economic activity:

Further to what has already been covered, a question could be asked concerning what attracts business to the area. This could be implemented in the business questionnaire.

Action: Craig and Richard to confer.

He has started to think about other questions related to local business and will circulate a list.

Nicola - the natural environment, ecology and sustainability:

The Bio-Diversity records for the whole area have been sourced - covering the results of surveys of local ecology throughout all three parishes - and will be circulated very shortly.

All the protected sites have been covered.

Flooding – anecdotal evidence is needed regarding flash flooding, and could be gathered through the questionnaire.

Other questions could be:

* What more can be made of our environment? (any development should improve it and facilitate access to it)

* How can we sustain a healthy community?

The questions must be properly posed – i.e. What do you need? What do you value rather than What do you desire? We must avoid at all costs the temptation for respondents to produce a wish list

The results of the survey/questionnaires will help direct the Plan.

Edwina – housing/housing need/affordable housing:

The largest challenge is to accommodate new houses - to identify types of houses needed; to identify potential sites; to identify styles.

A more up to date housing needs survey is required.

Questions could be:

* Where should houses go?

* What sort of development is needed?

Action for Rural Sussex may have useful suggestions. Some districts fund housing needs surveys, and it would be good to see how they are conducted – questions would need to be of a personal nature, addressing individuals' circumstances.

Ditchling Parish Council has done a housing need survey in the fairly recent past.

Action: Margaret Bolton to be contacted for an update on this.

A sizeable portion of the questionnaire should be devoted to housing. Housing needs and housing targets should be addressed. 71 houses is the minimum number of new homes required by 2030 (?) – there will be clarity on the final number towards the end of this year.

Action: Tom to circulate the list of Street Reps and invite them to attend the meeting on 6th Feb.

