

Minutes of the Neighbourhood Plan Working Group - 31st July 2017

Attendees

Jason Caulkin (JC)
Lesley Emslie (LE)
Julian Kenny (JK)
Steve Moore (SM)
Donna Moles (Consultant) (DM)
Mary Clarke (MC)
Halina Keep (HK)

Apologies

Mark Napier (Chairman)
Councillor Greg Durrant

1. The Group discussed the current planning applications currently submitted in the Burwash area and the impact of the allocation of 58 properties set out in the Rother District Local Plan required to be found in the Parish. DM advised that the Neighbourhood Plan was needed to protect the Parish and to support appropriate planning applications in the future. It was agreed that the Group would continue the necessary work to enable a compliant Neighbourhood Plan to be agreed.
2. DM recommended that the Parish should include a 'Built-up area' boundary policy to protect the autonomy of the three Burwash residential areas and the area of outstanding natural beauty. This would become a key requirement of the final Neighbourhood Plan.
3. It was reported that the Parish of Burwash had been designated as a neighbourhood plan area and that a grant of £8,700 had recently been approved to fund the development of the plan. The grant payment will be made to the Parish Council within the next few weeks.

***Action: MC to obtain bank details and arrange for this payment to be processed
MC to circulate terms of the grant agreement to the Steering Group and
Parish Council***

4. DM suggested in order to try to pull back some of the slippage on the original timetable that a workshop would be held on the 7 August to consider information collected so far and to produce draft vision and objectives for the Neighbourhood Plan. These would also identify the number of working groups required and their remit. The Group were asked to consider who should be invited to the workshop.

***Actions: DM to send draft documents for consideration at the workshop; and
All to consider potential attendance at the workshop***

5. An update report on progress towards the Neighbourhood plan will be included on all future Parish Council meetings.

Action: MC to contact the Parish Clerk to make sure that an item was on the agenda for the next and all future meetings of the Council.

6. The Group agreed that their immediate aim would be to set up working groups to look at different areas relevant to the plan and to use the opportunity of the two Burwash Fairs to raise awareness of this work and invite people to participate in the evidence collecting. It was agreed that the Group should consult on the draft plan by the end of September.
7. The Group discussed the need for a stand-alone website that was easily accessible by members of the public. DM recommended that this should be put in place as the Examiners are increasingly looking at the involvement of the wider public when assessing Neighbourhood Plans. The website should include all Neighbourhood Plan documentation including minutes of the group meetings. DM also recommended that a Communications Strategy be included on this website.

Actions: Burwash Parish Council to be asked to agree that a separate website should be set up with links back to the main PC website;

The Communication Strategy to be added to the current website

8. DM recommended that it would be helpful if the Neighbourhood Plan had a logo to give its own identity. This would need to be agreed with Burwash Parish Council. DM explained that a good way of obtaining wider community knowledge and involvement which has worked elsewhere has been to involve the public in the design particularly when this has involved the local school.

Action: MC to contact the school about a NP logo design competition

9. DM asked all Group members to carry out a 'place check' exercise. This would involve a walk around all areas of the Parish to photograph and collect information relevant to the Parish. The information would be collated by DM and is a key item for inclusion in the final document

Action: DM to send pro forma so that the place check can be started as soon as possible: and Group to agree who would take each area to avoid duplication.

10. DM summarised the stages required for the development of the plan. She emphasised the importance of the public involvement in the evidence collecting and that the examiners would look for examples of communication with the whole community. The plan would go through several stages of statutory consultation before its final submission and before being reviewed by an external examiner. The final stage before being signed off would be a referendum run by Rother District Council on behalf of the Parish Council. The final Plan would be used as a reference point for Rother District

Council when considering planning applications and also for potential developers so it is vital that it is comprehensive and appropriate for the Parish of Burwash.