

Agenda – to provide an update on the latest meetings.	
Report to	Burwash Neighbourhood Plan (BNP) Steering Group members; forward to Burwash Parish Council (BPC).
(BNP) Steering Group	Mark Napier, Steve Moore, Lesley Elmslie, Jason Caulkin, Greg Durrant, Julian Kenny, Andrew Mann, Mary Clarke, Anne Newson, Halina Keep, Lindsay Green, Helga Castle, David Cowell, Lesley Moore, Nick Moore, Jane Moore, David George, Ken Macleod, Ian Rees, Kim Hardy, Peter Stephenson, Pat Stephenson.
Subject	Burwash Neighbourhood Plan update report
Date	21st December 2017
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.40 at The Bear

Present: - Mark Napier, Julian Kenny, Nick Moore, Steve Moore, Mary Clarke, Halina Keep, Lindsay Green, Helga Castle, Lesley Moore, Anne Newson, Ian Rees.

(1) Thanks to all for attending. Meeting chaired by Mark Napier.

(2) Apologies: - Lesley Elmslie, Andrew Mann, Jane Moore, David George, Kim Hardy, Peter and Pat Stephenson.

(3) Minutes of the meeting held on Monday 4th December 2017 were approved. David's comments tabled as separate item 9 below.

(4) Timetable and Budget update

- Use of grant money of £8,700 has been extended to 31st March 2018, anything we haven't spent has to be given back but we can reapply for it. Mary has asked our consultant Donna Moles for a revised timetable based on the spend up till the end of March, the more we can get done and involve the consultant the better.
- It was suggested to have a meeting with the consultant early in the new year – she has quoted approx. £8,400 for the whole project so any meetings are built into that figure. We can then get feedback on progress so far and if we are moving in the right direction. **Action**
Mary Clarke, Julian Kenny

(5) Budget requests Too early for the Diversity report request but see below.

- Each key group to discuss what budget requirements they may need, these to be submitted at the next steering group meeting either 8th or 15th January, e.g. traffic survey, ecology report.

- Possibly ask BPC to agree release of £500 for above in the next quarter. Spend so far is minimal – printing for leaflets for the Burwash Fair and Burwash Common Fete and the traffic survey came to £144, also some fees for the consultant. £300 was previously approved by Burwash Parish Council(BPC) who have also allocated £1,500 towards the BNH plan. **Action All**

(6) Terms of reference (ToR) A draft version has been written, it will be updated.

- Certain items need to be agreed such as chair of meetings, management of budget etc.
- The chair / vice-chairs should be a member of the public rather than a parish councillor – Nick Moore and Ian Rees were nominated as vice-chairs in Mark’s absence.
- Burwash Parish Clerk will act as the treasurer as the money is held in the BPC account, ask for monthly updates.
- Items for the agenda to be sent by steering group members to the chair prior to each meeting.
- Minutes will be written by members in turn and once agreed stored from all meetings.
- At steering group meetings not all members from the key groups need to attend but send a representative to give feedback or a short report.
- All future meetings of groups and steering group to be advertised, to be posted on the BNH Plan, Burwash.org web sites village magazines and social media.
- A quorum at meetings is not required by our group. The chair will decide how to proceed if there are decisions required effecting absent members.
- Group members to email any further comments regarding the ToR to LM by 5th January.
- Minutes will be signed off once agreed. **Action Lesley Moore, Mark Napier, Halina Keep, Ian Rees, All**

Meeting with consultant It was agreed that Mary will contact Donna Moles to arrange a date that she can make and then arrange further steering group and key group meetings in January around that date. Suggested 8th or 15th of January 2018. **Action Mary Clarke**

(9) Meeting minutes (MOM’s) Correction of 4th December 2017 minutes that were sent to the group

‘It was raised that in light of the current out of date timetable durations and the previous meetings presentation by Steve Hardy from the Robertsbridge NP group, that Burwash NP probably had 2 years to run from Dec. 2017 to get to a submission stage for approval. LE acknowledged that this was probably correct’

I don’t really understand the next bit.....is the point that we should all read the Cuckfield one to get a better understanding of what we are aiming to produce because a) it is clear and

well-written and b) it's been approved whereas e.g. the Robertsbridge one has not)? Notes received from David George via email to the group, these include the above as well as comments on the timetable and review of the **Cuckfield Neighbourhood plan** – this has been approved but not the Robertsbridge one which hasn't. **These to be read by all members and any comments sent in. Action All (– this one is v important because it will help with the visioning below)**

Group Consultation/Visioning Conversations for Burwash

- **Visioning should be a whole village process.**
- All groups to discuss their visions for the parish
- These can then be added to the conversations that take place with the whole village at events to be organised in the new year.
- The whole village visioning process will be a specific item at the next meeting. A half hour will be allocated at the start of the next meeting for Lesley Moore to go over the process.
- Consultation events with the community can then be scheduled for early next year.
- Consultation conversations should be a standing item on the agenda. **Action Mark Napier, Lesley Moore, Halina Keep All**

(10) Call for sites – Should be Parish wide but currently doesn't include Burwash Common and Weald, this will be negotiated. A document has been put together which invites landowners to offer potential sites. Using information from the Land Registry, local land owners will be contacted. The call for sites will be included in the village magazines and on the NP web site. Any offers of land will then be carefully assessed as to whether the sites are suitable for development, Potential sites which may be suitable will be discussed at the steering group meetings. Other members can join in the group for this project. Comments on the call for sites text to Steve by 5th January. Action: **Steve Moore, Lesley Moore**

(11) Traffic and Transport survey – 210+ responses received already – more coming in. Figures from the manual count Dec 14th proved similar to a previous survey by the Strand Meadow developers in 2006. More thought needs to go in if and where a formal traffic/speed count is made and also the congestion/dangers at the A265 junction. A word document version of the traffic questionnaire to be put on the web site and emailed on 2nd January to local groups as a reminder to submit replies by 8th January. Speed not recorded on all trips i.e. Rosemary Gardens or Rother View.

(12) Record keeping – Key groups are to use Mark's recording template so that we have a record of actions and sources – record what, who, where, why, when and completed. To be sent to Halina for central storage ready for submission to Donna. Photos of public events to be collated. **Action Group leads, Halina Keep, Steve Moore, Lesley Elmslie**

(13) Latest updates from key groups – each group has submitted their meeting reports for archiving. **Action All**

(14) Revised timeline We will consider further at our meeting with Donna. Could be by the end of 2018 or even longer. What we put together should be good rather than rush through it.

(15) Traffic calming measures Yellow lines will be reinstated once the road has been resurfaced – more consultation with BPC and Highways needs to be carried out as the situation has changed since they put the plans together – e.g. the two proposed developments. Do we, or the BPC, need to pay for a trip meter report? Not yet. Sorry – missed that bit so my earlier comments may have been superseded

(16) Village events and Burwash Festive Evening Wednesday 6th December – Ongoing Consultation with community will go ahead; the next being about the Vision for Burwash. Worth doing, lots of interest from the public, questions asked. **Halina Keep, Anne Newson, Ian Rees.**

(17) Web site, emails Responses replied to, some have joined groups already. Email from Mike Gordon-Williams? **Halina Keep**

(18) Oakley's garage news Owners will be contacted. **Steve Moore**

(19) AOB Pauline Wall is happy to attend meetings and will be informed of meeting dates. Her email to be added to the email contact list. **Andrew Mann, Steve Moore, Halina Keep**

(20) Next steering group meeting

Action items –

- Get parish map, add to web site. **Steve Moore, Lesley Elmslie**
- Logo – a simple version of the village sign to be designed and put on web site and all our documents. **Mark Napier, Halina Keep**
- Call for sites should include car parking as well as housing and other uses e.g. village hall. **Julian Kenny**
- Environment group will set up a footpath group and include invasive species in their research. **Julian Kenny**

(21) Close of meeting: - 19.50