

<b>Agenda</b> – to provide an update on the latest meeting.	
<b>Report to</b>	Neighbourhood Plan (NP) Working Group members; forward to Burwash Parish Council (BPC).
<b>(NP) Working Group</b>	Chair - Mark Napier (MN)  Burwash Parish Councillors - Steve Moore (SM), Lesley Elmslie (LE), Jason Caulkin (JC), Greg Durrant (GD), Julian Kenny (JK), Andrew Mann (AM).  Members - Mary Clarke (MC) Secretary, Anne Newson (AN), Halina Keep (HK), Lindsay Green (LG), Helga Castle (HC), David Cowell (DC), Lesley Moore (LM), Simon Forster (SF), Jane Moore (JM), David George (DG), Ken Macleod (KM), Ian Rees (IR).
<b>Subject</b>	Neighbourhood Plan update report
<b>Date</b>	6 <sup>th</sup> November 2017
<b>From</b>	Neighbourhood Plan Working Group

**Meeting opened:** - 18.30

**Present:** - Mark Napier (MN), Councillors - Steve Moore (SM), Lesley Elmslie (LE), Jason Caulkin (JC), Greg Durrant (GD), Julian Kenny (JK), Andrew Mann (AM).  
Mary Clarke (MC), Halina Keep (HK), Lindsay Green (LG), Helga Castle (HC), David Cowell (DC), Lesley Moore (LM), Jane Moore (JM), David George (DG), Ken Macleod (KM)  
Residents - Ian Rees, Maggie Parker, Terry Parker, Jaz Botting, Eric Botting, Kim Hardy.

**Apologies:** - Anne Newson, David Cowell, Greg Durrant.

- (1) **Thanks** to all for attending, welcome to new members. All those attending introduced themselves.
- (3) **Minutes** of the meeting held on 16<sup>th</sup> October 2017 were agreed; mission statement document and last minutes to be sent to new members, it is on the web site which needs to go live with permission from the group – agreed, budget in place for the web site and hosting to be agreed by BPC. There will be a new email address for the NH Plan. All relevant documents will be posted on the web site. The document gives a vision for the parish – it is a working document. There is a vision statement and there are four key areas – Housing, Environment, Leisure and Tourism and Infrastructure. There is a precis leaflet too – all will be emailed out to group members.

- (4) **Review** of teams - a spreadsheet has been compiled itemising members and their area of interest. Also, one listing Burwash groups and clubs as well as possible points of contact for information. There is also a minutes document to keep track of who is doing what and where they in regard to progress. This is a Burwash Parish Council project and we are supporting them and asking for help from parishioners. There are results from the questionnaire sent out last year to be circulated.
- I. **Environment** group Julian Kenny, Caroline Huband, Simon Forster, Holly? farmer, David George, Andrew Mann. A leader will be elected at their first meeting.
  - II. **Leisure, Economy and Tourism** Jason Caulkin lead for the group. Member Jane Moore – Keith Lloyd suggested as a member. Lesley Moore has started a list of local groups to contact.
  - III. **Infrastructure** Steve Moore has been in contact with Bateman’s. Lesley Elmslie and Helga Castle are members; Ian Rees is joining the group. Lindsay Green is happy to join any of the groups.
  - IV. **Housing** It is important to call for building sites – our target is 52 homes - type of housing needed and to protect our area. The NH Plan is a legal document that sets down our vision for the parish. Steve Moore to lead – let him know what you can do to help, Helga Castle, David Cowell, Ian Rees, David George, Mark Napier are members of the group.
  - V. Mary Clarke has sourced various documents that will be very helpful with gathering information – East Sussex in figures, population of households, economy profile of Burwash, transport profile, general information about the Parish. All information available on line from East Sussex County Council. It would be helpful to look at the Robertsbridge Neighbourhood Plan; it is on their web site <http://www.robertsbridgeneighbourhoodplan.org.uk> . There is a really helpful list of resources and source documents. We can read what is there to help with our plan which will look similar as we have to work to a template but our consultant will write the final version for submission to the Inspector; she will review it as we feed in information – ensure to keep note of all the resources and sources accessed. Look at the NH Plan for Sedlescombe <http://sedlescombe.org.uk/Index/NeighbourhoodPlan/NeighbourhoodPlanning.html> When the new web site is published, there will be a link from Burwash.org to the NH Plan web site.
- (5,7) Local societies** – Lesley Moore says more personal conversations will be set up with groups to gain information for the plan and get new ideas or comments on the current draft plan. Two ways of doing this – one is to invite people to a large event such as in Burwash Village Hall and the Burwash Common Pavilion, the other is to approach

individuals, schools. Social media will be used such as the Burwash community Action Group on Facebook – Ian Rees will do this with help from Kim Hardy; we can join the group. It was suggested that we have a presence at the Burwash Christmas Fair at The Bear Wednesday 6th December. Lesley Moore has written a draft document to be presented to the parish. It was suggested that we need to have a draft document, rather than just a questionnaire, to present to the public for them to refer to; this is what we are working on. There were 139 responses to the previous questionnaire, which was a good response. We need to talk to people before building on the draft plan; we know there are gaps that we need to fill by talking to groups. Call for sites can be posted on the Facebook page, it will reach more people – especially younger ones. The consultant says that we cannot do enough consulting with the public – papers, social media, emails etc. A tick box and shorter questionnaire would be better for next time. After that set up a village drop in meeting.

**(6, 8) See item v above.** Suggested text for consultation; questions should lead people in and generate new things to happen from suggestions. There should be an ongoing process for the community to continue after the plan has been approved, this could be posted on Facebook and on our web site once live. We need to explain what the plan is and the reason for it, be more concise so Lesley's document can be amended – Lesley Moore and Ian Rees to work on it. The public needs to be informed about what our meetings are for and how we are working. There is support from CPRE and Steve Hardy who will come to future meetings.

**(9) Review of actions** Transport and vehicle movements are important in relation to proposed developments. The group agreed that we should use the village sign as a logo on the web site and all documents and information. Individual groups need to meet and report back to the main group for the next meeting 20<sup>th</sup> November. It is important to keep to the time-line to get things done. **Actions** – Halina to send documents out to individuals in the group; Jason post documents on the web site; Mary to send responses to the questionnaire to all; members to email Halina with which area they want to be involved with so the spreadsheet can be kept up to date.

**(10 AOB** Times to be earmarked for meetings with the public, times and venues to be set up. People can still be invited to meetings, especially if they can become involved. At the next meeting we will set out a timeline for the way forward, this will show what has been achieved already, Mark will design one; Donna has already sent us one that we can use.

**Next meeting:** - Monday 20<sup>th</sup> November 2017 18.30 at the Internet Café.

**Close of meeting:** - 20.00

*Halina Keep*