

Draft Burwash Neighbourhood Development Plan

Minutes – date order

31st July 2017

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 for potential developers, so it is vital that it is comprehensive and appropriate for the Parish of Burwash.

8th August 2017

Agenda item no.	
Report to	Burwash Parish Council
Subject	Neighbourhood Plan update report
Date	8 th August 2017
From	Neighbourhood Plan Working Group

1. Background

- 1.1 This report updates the Parish Council on the progress made to date on the Neighbourhood Plan (NP) and seeks approval for various items which have arisen out of recent discussions with our expert consultant, Donna Moles.
- 1.2 This meeting will also receive a further update from our most recent meeting which will be a workshop designed to set out the visions and objectives for the Plan. This session is scheduled to take place on the 7th August.

2. Working Group meeting on 31st July 2017

- 2.1 The working Group met with our expert consultant, Donna Moles on 31st July 2017 in the Internet Café. Working Group members present were Cllrs Caulkin, Kenny, Elmslie and Moore. The Group was supported by Mary Clarke. Apologies were received from Cllr Durrant and the Chairman, Mark Napier. It was agreed to proceed with the meeting even in the absence of the Chairman who will be fully briefed on his return.
- 2.2 Mary Clarke advised that the NP Grant had been formally approved and that once she had provided the bank details and signatory information to the DCLG that the grant in the sum of £8,700 would be paid to the Parish Council.
- 2.3 Donna Moles (DM) took the Group through the various stages required in order to achieve our objective of obtaining approval for a Neighbourhood Plan. The first key stage of this is

Burwash Neighbourhood Development Plan

to agree the overarching vision and objectives for the Plan. DM suggested that in order to try to pull back some of the slippage on the original timetable that a workshop be held as soon as possible. It was agreed that this would be held on the 7th August and would consider the information collected so far and produce a draft vision and objectives for the Neighbourhood Plan. This session would also identify the number of subgroups required to assist in this task.

- 2.4 Following this session the Group will report back to the Parish Council to seek agreement to the outcomes from this meeting. This would then allow the Group to use the two Parish Fairs to consult on the vision and objectives and hopefully recruit suitable local volunteers to serve on the subgroups. This approach will allow us to consult at the two biggest community gatherings each year within the Parish and claw back some of the lost time against the original timetable.

3. Matters for Decision

- 3.1 DM also advised that in order to move the Neighbourhood Plan forward efficiently, Councillors should be asked to resolve the following proposals :
- a. that an item is included on all future Parish Council agendas to allow an update report on the NP to be made.
 - b. that a standalone website is set up for the NP process (with links to the Parish Council website) in order to ease access for the public and encourage wider community engagement. This is the practice that has been adopted by most Parish Councils.
 - c. that the Working Group can incur expenditure from the NP grant up to a maximum of £500 for the production of suitable displays for use at the two Parish Fairs.
 - d. to receive the update report from the Working Group meeting on 7th August and consider the outcomes from this meeting

19th August 2017

Agenda – to provide an update on the workshop; way forward.	
Report to	Neighbourhood Plan (NP) Working Group members; forward to Burwash Parish Council (BPC).
(NP) Working Group members	Chair - Mark Napier (MN), Cllr. Steve Moore (SM), Cllr. Lesley Elmslie (LE), Cllr. Jason Caulkin (JC), Cllr. Greg Durrant (GD), Cllr. Julian Kenny (JK), Secretary - Mary Clarke (MC), Anne Newson (AN), Halina Keep (HK).
Subject	Neighbourhood Plan update report
Date	19 th August 2017
From	Neighbourhood Plan Working Group

Meeting opened: - 10.30

Present: - Chair - Mark Napier, Cllr. Steve Moore, Cllr. Lesley Elmslie, Mary Clarke, Halina Keep

Apologies: - Julian Kenny, Anne Newson

Introduction

The consultant, Donna Mole, has advised that the next consultation with the public should be broader in content, she will advise us as we go towards the Burwash Fair and Burwash Common Fete. Another consultation must be done as we need to go through various phases and be mindful that we need to broaden some of the questions that we pose under subject headings when we do individual consultations, and that we hit some of the areas of the community that weren't accessed on the first one – e.g. youngsters didn't comment at all. There was a very good response from 60+ but this was oversubscribed; those 40 and below even less response, but none under 21. This could be because in households the householder answered the questions.

The process

Each step of the way she will help us through the process, give helpful hints – things that she has been asked before, e.g. about housing, environment; this will help us to identify the areas that we need to cover in our next consultation that are relevant to us. She is helping Etchingham but theirs is a different set up, they are a sprawling village and have more availability of land. We have a heritage village (Parish) and area. We are going to gather the information from the community, and she will pull it all together into the document that is the action plan.

We need to have a vision –something that we can take to the public; this is what the plan will encompass. There should not be more than four objectives, these are **environment; leisure, economy and tourism; infrastructure; housing and development**. There will be a leader for each group, and we will seek people to help us, especially if they have useful expertise. We can get through this if we have enough help to do the work and they are motivated to do things quickly and the job done.

We need the crib sheets from Donna before the fetes (**SM**). We should be able to do things in three or so meetings. Debate the items – tourism, not environment – talk to Bateman's, Pauline Wall (HK). We will liaise with Bateman's once we know what is required.

The document from the workshop was presented to the Burwash Parish Council to get permission to (1) progress with the project and get some funding, this was agreed - £500, (2) that NP would be a standing item on the agenda for progress. The consultant is being paid and we have a grant for that. Councillors were given the opportunity to read the document and give feedback.

The document should be presented to the public in a less legalese format and wording (MN). A brief summary should be available as well as the detailed document. Mark will put a summary together, key message being the vision and objectives – will be our final bid.

Planning for the Burwash Fair (Monday 28th August 2017) and Burwash Common Fete (Saturday 9th September 2017)

To have a stall at each event, have a list and display boards. Documents will be available for people to read. There will display boards for comments by the public. Photographs needed of the public interacting with the NP group.

This is about recruitment for help with moving the NP forward, at these events we are looking for people with local knowledge as well as expertise.

On NP display boards –

- Vision
- Objectives – four teams
- Can you help?
- Contact details
- Comments
- Your views – maybe use post-it notes on another board, put a few on ourselves to give the idea e.g., affordable homes, rented.

Actions

- Mark will summarise the Development Plan (MN)
- Lesley to print the summary and the full document and ‘can you help’ sheet to include contact details - Steve will design **LE, SM**
- Print 100 summaries to start with, A5 – **LE**
- Get crib sheets from Donna - **MC**
- Buy display boards, post-it notes – **BPC, SM**
- All to think of people who would be a useful part of the group
- Consider ways to reach out to the public – Broadsheet, St Philip’s Magazine
- Send out these notes to all in the group – **HK**
- Help at the Burwash Fair and Burwash Common Fete. Whoever is available.
- Get reports from the Rother NP Forum – **LE**
- Send information to Donna so she can complete the communication strategy, who we will be consulting with especially names of local groups etc., how we will consult locally and methods to cover the fullest demographic – Burwash Broadsheet, St Philip’s Magazine. **SM**
- Compile a list of the groups listed in each, select relevant ones and say that we will be consulting with these groups. How we do this will be the two village events, the

parish magazines, via the Internet Café, Burwash Action Group, Etchingham Newsletter.

- Consider having a Burwash Newsletter via email but this needs someone to run with it, people can then share contact details to join the newsletter; this could be a community function.

Going forward

Gather information from the two events, how many helpers have we got? Populate the four groups, how many more helpers do we need? Identify the scope of meetings for each group; see how many meetings are needed for each to give volunteers and idea of the commitment involved. Maybe ask each volunteer to recruit someone else to join the group.

Consider contacting group emails we may have but be careful about conflict of interest or bias. Social media and the Etchingham newsletter could be used to publicise work on the plan and help needed.

Meeting closed 11.00

Halina Keep

16th October 2017

Meeting 16 October in the Internet Cafe

Attendees:

Cllr Jason Caulkin
Mary Clarke
Cllr Andrew Mann
Jane Moore
Lesley Moore
Nick Moore
Cllr Steve Moore
Mark Napier (Chair)
Anne Newson

Apologies:

Cllr Greg Durrant
Cllr Lesley Emslie
Cllr Julian Kenny
Halina Keep

General discussion

1. It was reported that a draft NP would be sufficient to forward to the Inspector in the event of an appeal against the Shrub Lane development, although the group should not be complacent and needed to recognise the importance of getting the NP drafted quickly while still recognising the need to fully engage residents in the process.
2. It was agreed that the draft plan would be completed by 31 December.
3. Document from the consultant, Donna Moles was circulated, setting out the requirements for each of the agreed NP themes.

4. It was agreed that each group would have a leader to arrange the first meeting and a lead Councillor. Recommendations for membership and actions against each group are set out below. Each group would be required to appoint their own chair and commence the collection of information.
5. Lesley Moore agreed to set up a programme of Burwash conversations with local clubs and organisations, aiming to raise awareness **of the NP, and invite new ideas and most importantly more involvement.**
6. The group discussed the possibility of asking the consultant, Donna Moles to take on a greater role to ensure that the deadlines could be met.
7. A NP emailing list would be set up and the No Concreters would be contacted and asked if they would like to sign up to the mailing list.
8. Objections to both the Strand Meadows and Shrub Lane sites had focussed on Highways and traffic issues. It was agreed that there should be a full review of traffic movements for each site.
9. Membership of the groups was agreed as follows:

Environment

Andrew Mann to arrange the first meeting

Julian Kenny to be lead Councillor

Recommended members:

National Trust – Steve Moore to contact Pauline and Len

Simon Forster (NFU) – Jason Caulkin to make initial contact

High Weald AONB – Anne Newson to make initial contact

Campaign to protect Rural England (CPRE) – Anne Newson to make initial contact

Local Farming community – Steve Moore to contact Alex Moderski

Leisure, Economy and Tourism

It was recognised that there would be some cross-over between this group and the environment group

Jason Caulkin to arrange the first meeting

Recommended members:

Jane Moore

Tony Mycock (will research and prepare information but is not able to attend meetings)

Shop owners

B&B owners

Batemans

Chris Woolgar

Sports clubs including Steve Mintram, Nick Saunders

Burwash Neighbourhood Development Plan

CPRE

Sole traders and small organisations

Robert Banks – Mark to make initial contact

Infrastructure

Andrew Mann to be Lead Councillor

Recommended members:

Paul Newson

Doctors Surgery

School

Churches

Speed watch – Natalie Crabtree

PCSO

Housing

Steve Moore to be Lead Councillor

Recommended members:

David Cowell

Resident from Strand Meadow

Mark Napier

Other actions:

Mary Clarke to get a copy of the Etchingam and Robertsbridge and Salehurst draft NPs

Jason Caulkin to ensure that there is a separate NP email address

Lesley Moore to set up Burwash conversations **following receipt of:**

i) a full list of contacts for the 3 villages;

ii) help with introductions,

iii) advice about who to meet with a 1:1 basis / invite to a wider shared event(s).

Steve Moore to contact and engage Strand Meadow residents in the process

Mark Napier and Halina Keep to chase progress of groups

Jason Caulkin to look at possibility of producing a You Tube video to engage with younger population

Anne Newson to write to No Concreters regarding use of emails

Next meeting: 6 November at 6.30pm in the Internet Café.

6th November 2017

Agenda – to provide an update on the latest meeting.	
Report to	Neighbourhood Plan (NP) Working Group members; forward to Burwash Parish Council (BPC).
(NP) Working Group	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).

Burwash Neighbourhood Development Plan

	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).
Subject	Neighbourhood Plan update report
Date	6 th November 2017
From	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 16th 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 online 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 20th November. It is important to keep to the timeline 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 20th November 2017 18.30 at the Internet Café.

Close of meeting: - 20.00

Halina Keep

MINUTES of Burwash Neighbourhood Plan Working Group **20.11.2017** **Internet Café**

Chairman: Nick Moore

Note taker: Anne Newson

Attendees: Lesley Elmslie, Andrew Mann, Lindsay Green, Lesley Moore, Helga Castle, David George, Ian Rees, Kim Hardy, Jane Moore, Nick Moore, Anne Newson

Apologies: Mark Napier, Halina Keep, Steve Moore, Mary Clarke, Jason Caulkin, Julian Kenny, David Cowell

Guest Speaker: Stephen Hardy

Welcome / Agree Minutes:

Burwash Neighbourhood Development Plan

Nick Moore chaired the meeting in Mark's absence and passed on a message from him that meetings must go ahead, even if only two are present. Same goes for the four key groups.

Attendees introduced themselves and Stephen Hardy (Chair of Robertsbridge Council and local representative of the Campaign for the Protection of Rural England (CPRE)) was welcomed as guest speaker to share NP experiences from other parishes and offer general advice.

Minutes from 6.11.17 were agreed. David suggested that future minutes / agendas include standard headings for updates on: Timetable, Budget, Working Group, 4 Groups, Meeting dates.

Action item:	Person responsible
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!! Amend minute format to show headings	Anne / Halina
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Timetable progress:

Lesley E handed out a copy schedule showing the action timeline for the NP. It needs updating to show where we are now (including budget) and maybe reformatted for an easier read.

Action item:	Person responsible
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!! Make the updated schedule available online	Lesley E
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Budget:

It was agreed to have a budget update at each meeting. The information is available from BPC.

Report from the 4 Groups:

Environment: Andrew reported on the meeting held on 10th November with Julian and Simon Forster. The group is scoping out information sources available from Donna's document. Claire Tester, the Planning Officer at the AONB High Weald unit has provided useful links showing the special landscape characteristics for the Burwash area and other guidance on NPs. She will come to a future meeting. Next one is Monday 27th November at Julian's. The group needs more members – Anne will switch from Infrastructure and join this group.

Infrastructure: Lesley E has contacted Julie, the Surgery Practice Manager and will try to fix a meeting for Thursday 30th November. Andrew has been in touch with the school who have parents and teachers willing to help when needed to provide input. Andrew and Lesley E will copy each other in on their progress.

Housing: Steve and Mary sent their apologies plus a report that the group met last week and has started working through the items for action. At moment it is fact-finding. The Call for Sites is top priority. Next meeting Monday 27th Nov. Lesley M offered help with publicity for the call for sites exercise. David asked for Parish boundary maps to be made available.

It was agreed that a new questionnaire is needed. Ian explained that the old one did not get delivered to the Strand Meadow/ Hornbeam area.

Leisure and Tourism: Jason sent apologies. The group is only Jason and Jane at present – more people needed – next meeting Friday 24th November in The Wheel.

Action items:	Person responsible
!! Call for sites progress / publicity	Housing / Steve / Lesley M
!! Circulate parish boundary map to group	Lesley E / BPC
!! Add parish map to NP website	Lesley E / Jason
!! Updated questionnaire to be prepared ASAP	Housing / Steve / Lesley M
!! Recruit more members needed for groups	Everyone

Consultation Update:

Lesley M provided an update on consultation with the village. It is still only ‘conversational’ at this stage. A copy of the first ‘leaflet / flyer’ will be circulated for comment and go into the next issues of the Broadsheet / St Phillips magazine and on village social media / NP website. Use of the Burwash village logo needs to be resolved. There will be posters in the village shops.

Action item:	Person responsible
!! Finalise leaflet	Lesley M
!! Resolves use of logo	Lesley M / Jason
!! Book table at The Bear	Lesley E*

*Now resolved as No-Concrete have given up their table to the NP

Stephen Hardy’s experiences with Neighbourhood Plans – guest speaker:

Stephen gave an idea of the timescale involved - Robertsbridge had their first meeting in Jan 2015, set up a steering group in April 2015, submitted the final version December 2016 and as at Sept 2017 after a public hearing is in a second consultation phase. The public examiner was not happy with some aspects of the plan (the Strategic Environment Assessment was seen as biased). The point here is to be realistic about the timescales involved. The pressure to act quickly come from speculative planning applications but the job must be done properly and that takes time!

The call for sites is crucial. Robertsbridge identified 3 sites one of which was on brownfield for 100 houses – they found more than the total 155 allocated by RDC, but the brownfield site is now facing potential development issues with flooding etc. Nothing is straightforward. Suggested action:-

- Look at the RDC’s SHLAA - (2013) for Burwash – pages 37-39
<http://www.rother.gov.uk/CHttpHandler.ashx?id=20276&p=0>
- Contact owners of land and ask if they want to work within the NP.
- Advertise within the village, local publications, social media and local newspapers.
- Walk round parish and look for possible sites.

- Once sites identified, you can invite owners / developers to meet and discuss proposals.
- Look at infrastructure issues – accessibility, connection to the public highway etc (needs to be done early on)
- Build up evidence-based plans for new housing.
- VVV important to get EVERYONE in the village involved.
- Identify a wish list of things for the village – not planning related – changes / improvements that can follow from the Community Infrastructure Levy (CIL) on building.
- Test out the building plans – exhibitions for the village, owners and developers to attend and learn from each other.

General tips:

- **Borrow from other NPs that are similar in size / relevant to Burwash.** Stephen mentioned two websites - Herefordshire for general help on completing plans and Cuckfield's NP (W. Sussex). Andrew has now circulated the relevant links to the group. Robertsbridge also used Donna so our plans will be similar in format.
- **Maximise involvement of the parish population.**
- **Questionnaire should be as open as possible (he thought our first one too complicated) and put it on the NP website.**
- **Hand deliver questionnaires and then GO BACK to collect a week later.** Robertsbridge got a 72% response this way. Chance to discuss – get more involvement, recruit helpers.
- **Don't be afraid to seek help from anyone / any organisation.**
- **Be aware that you may run into setbacks with RDC.** Sedlescombe and Robertsbridge did.

AOB:

We should make use of the Festive Evening on 6th December to hand out leaflets, talk about NP and enlist more members / support.

Action item:

Person responsible

!! Book table

Lesley E (No-concrete have passed their table to the NP)

Next Meetings:

Working Group: Monday 4th December 6.30 Internet Café

Housing: Monday 27th Nov 6.30 Rose and Crown

Environment: Monday 27th 7.00 Julian Kenny's

Infrastructure: Thursday 30th Nov tbc

Leisure / Tourism / Economy: TBC – The Wheel

4th December 2017

Agenda – to provide an update on the latest meetings.	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
(NP) Working 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, Simon Forster, Jane Moore, David George, Ken Macleod, Ian Rees, Kim Hardy.
Subject	Burwash Neighbourhood Plan update report
Date	4 th December 2017
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30

Present: - Steve Moore, Lesley Elmslie, Andrew Mann.

Mary Clarke, Halina Keep, Lindsay Green, Helga Castle, David Cowell, Lesley Moore, Jane Moore, Anne Newson, David George, Ian Rees, Kim Hardy, Christopher Jones, Keith Lloyd.

Apologies: - Mark Napier, Jason Caulkin, Julian Kenny, Nick Moore.

Thanks to all for attending, welcome to new members. Meeting chaired by Cllr. Lesley Elmslie.

Minutes of the meeting held on 20th November 2017 were approved. **All**

Timetable Lesley E said it was too early to update, but copies will be emailed to the group. Lesley Moore presented her Core Processes Timetable with phases; it has been emailed out. There is a time limit is for our use of the grant which expires at the end of the month, an extension is being sought BPC/Mary Clarke. Each group must report back their actions. The call for sites is the most important item to address.

Budget update The grant was £8,700, a small amount has been spent already. We have discretion to spend small amounts without permission from BPC. Mary will check how we can make payments up to a maximum amount without having to wait for prior approval from BPC. **Mary Clarke**

Latest updates from key groups – each group will submit their report for sharing and archiving to Halina.

- **Housing** meets fortnightly in between steering group meetings on Mondays at the Rose and Crown at 630pm – two meetings so far; call for sites main item – concern is that if we identify sites and Strand Meadow and Shrub Lane go through so we will end up with many more than the 52 required by RDC; Land Registry have been asked for details of owners of land identified on the SHLAA; the group will query with RDC about not including the Hastoe site in unit numbers; there will be a draft character appraisal of the parish; to have a vision for the future of Burwash and to pull all the villages together, suggest all groups do this.
Mary Clark, David Cowell, Ian Rees
- **Environment** meets fortnightly in between steering group meetings at group houses – two meetings so far; lots of information gathered; visit to High Weald AONB unit, advice is to identify sites then assess environmental impact and decide if they are to be included; Frank Rawlings Rother Neighbourhood planning liaison officer contact details obtained; parish landscape character maps provided; contact needs to be made with Bateman's; contact with Environment Agency; Sussex Biodiversity Report – input needed so it can be updated and we can use it in the plan. **Andrew Mann, Anne Newson**
- **Infrastructure** - one meeting held; school needs to stay full or will close so new pupils will help; Burwash pre-school nursery is closing; car parking by the school is a problem; consider new sites for a school, doctor surgery, village hall, car park etc.; protect for the future of the community. Objectives – traffic, speeding, accidents, incident blackspots and car parking issues, bus service link. Utilities and amenities to be included. Julie from the surgery said they could accommodate say 200 more patients from new housing but would need 5 more half day sessions per week and additional practice space. The pharmacy is very important for them to remain profitable. **Lesley Elmslie, Anne Newson**
- **Leisure, Tourism, Economy** – one meeting has been held at The Wheel; the main aims would be **Leisure**: - to keep developing the vibrant and wide ranging community activities that are in the parish; to ensure local walks are kept open & accessible for all; to assist local societies & clubs in gaining new members; to keep areas for recreation & outdoor activities.
Economy:- to enhance the prospects for local employment; to assist & develop the local employers & retail outlets in the parish; set up a regular networking event to gauge opinion of local traders, home workers and larger employers. **Tourism**:- to encourage visitors who are visiting Bateman's to use the facilities in the village; to market the parish as a destination and a great place to stay; to support the existing businesses who rely on tourism. It was decided to put forward a proposal to start with the Economy & Tourism sections by contacting local businesses within the parish. An idea was to create a local business directory for all the types of businesses within the parish and to organise a networking event. We would liaise with the other groups to see if we can arrange joint discussions especially if we are talking to the same organisations. The group has also heard from Donna Rapier & Halina Keep who wish to join as well. Christopher Jones welcomed to the main meeting and has joined the group. **Jane Moore, Jason Caulkin**

Meetings - It was agreed that all steering group members be informed of future meetings so that they can attend if interested – this will help with sharing information and preventing too much overlap.

Call for sites –Should be Parish wide but currently doesn't include Burwash Common and Weald, this will be negotiated. **Steve Moore**

Traffic and Transport survey – 500 already delivered more needed for delivery – 1283 households in the parish; trip counter requested for locations – 24-hour cover and weekly results will be recorded, costing needs to be found. **Ian Rees, Anne Newson, Steve Moore**

Delivery of traffic survey –

- Can it be added to the NH Plan web site? Yes. Sent in the Etchingham eNewsletter? Emailed to groups such as Resident's Association, After 8s etc.? Agreed but after delivery drop completed to cover any missed and as a reminder to complete. **Halina Keep**
- Email to steering group for forwarding to the school etc. **Halina Keep, Lesley Elmslie, Lindsay Green**

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. Consider having a page on the web site for the reports – maybe not till further on with the process. **All, Halina Keep**

Burwash Festive Evening Wednesday 6th December 4.30 to 8pm – Members attending – Ian, Kim, Anne, Halina, some, or all, of the session. Table booked, traffic survey will be available, maps, and details of the web site and email address. **Halina Keep, Anne Newson, Ian Rees, Kim Hardy.**

Printing – Contact Heathfield printer for 800+ more surveys, if not then Jane will print 100 more. **Steve Moore, Jane Moore.**

Action items –

- Get parish map, add to web site. **Steve Moore, Lesley Elmslie**
- Logo – put on web site and all our documents. Ask Thilo for the photo on the calendar. **Steve Moore**
- Ask Jason to add village logo from the Burwash.org web site to the NH Plan one. **Halina Keep**

Actions

- Update web site. **Jason Caulkin, Halina Keep**
- Link to site on front page of Burwash.org **Jason Caulkin**
- Who is giving the report to BPC? **Steve Moore**
- Key groups to send their reports to Halina for inclusion in Steve's report to BPC by Wednesday 6th. **All**

Next key group meetings

Burwash Neighbourhood Development Plan

Group	When	Where	Who
Housing	Monday 11 th Dec. 6.30pm	Rose & Crown, Burwash	Steve Moore, Mary Clarke, Ian Rees, David Cowell, Helga Castle, Kim Hardy, Mark Napier.
Environment	Monday 11 th Dec. 6.30pm	Andrew Mann's, School Hill	Andrew Mann, Anne Newson, Julian Kenny, Simon Forster, Chris Jones.
Infrastructure	Wednesday 13 th Dec. 6pm	Internet café, Burwash	Lesley Elmslie, Anne Newson, Ian Rees, Lindsay Green, Lorraine Lea/Claudette Neville, Helga Castle.
Leisure, Tourism, Economy	Saturday 16 th Dec. 10am	The Wheel, Burwash Weald	Jason Caulkin, Jane Moore, Donna Napier, Halina Keep, Claire Walford

Next steering group meeting: - Monday 18th December 2017 6.30pm at the Internet Café.

Close of meeting: - 20.00

Halina Keep

21st December 2017

Burwash Neighbourhood Plan

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, Halina Keep, Lindsay Green, Helga Castle, David Cowell, Lesley Moore, Nick Moore, Jane Moore, David George, Ken Macleod, Ian Rees, Kim Hardy, Keith Lloyd, Peter Stephenson, Pat Stephenson.
Subject	Burwash Neighbourhood Plan report
Date	21st December 2017
From	Neighbourhood Plan Steering Group

Burwash Neighbourhood Development Plan

Note taker	Halina Keep
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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. **All**

(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 to invite Donna to a meeting in early January.

(5) Budget requests Too early for the diversity report, see below.

- Each key group to discuss what budget requirements they may need for the next quarter, these to be submitted at the next steering group meeting 8th or 15th January, e.g. traffic survey, ecology report.
- Steve Moore to ask BPC to agree release of £500 for above in the next quarter. Spend so far 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 Steve Moore, All**

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

- Certain items were agreed such as chair/vice-chair of meetings, management of budget etc.
- The chair should be a member of the public rather than a parish councillor – Nick Moore and Ian Rees were nominated, and agreed, as vice-chairs in Mark's absence.
- Burwash Parish Clerk is the treasurer as the money is held in the BPC account, ask for monthly updates.

- Agenda to be set by the chair/vice-chair, emailed out and any items to be added to be sent by individuals from groups for inclusion for discussion.
- Minutes will be written and stored from all meetings.
- At steering group meetings not all members from the key groups from the key need to attend but to 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 affecting absent members.
- Group members to email any further comments regarding the ToR to Lesley Moore 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. Suggest either 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 by David George.

(9a) Nearby NH Plans We should all read the Cuckfield Neighbourhood Plan to get a better understanding of what we are aiming to produce because -

a) it is clear and well-written

b) it has been approved, whereas the Robertsbridge and Salehurst one has not. This is very important because it will help us with the Visioning, see below. ***Action All***

Group Consultation/Visioning Conversations for Burwash

- All groups to consider their visions for the parish to be included in the plan, this should be a whole village process.
- These can be added to the conversations that take place with the whole village at events to be organised in the New Year.
- The whole 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 Burwash Weald in the allocation of housing needs by Rother District Council. Steve Moore has asked Rother District Council for guidance on this. A document has been put together which invites landowners to offer potential sites. Using information from the Land Registry, local landowners 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 be sent to

Steve by 5th January; then the call for sites might be included on the BNH web site. **Action Steve Moore, Lesley Moore**

(11) Traffic and Transport survey – 210+ responses received already – more coming in. Results are similar to a previous survey. A word document version of the survey will be put on the web site and emailed on 2nd January to local groups as a reminder to submit replies by 8th January. Speed was not recorded on all trips i.e. Rosemary Gardens or Rother View. 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 the congestion/dangers at the A265 junction. **Action Anne Newson, Steve Moore, Halina Keep**

(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 are to be collated. **Action All 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 the timeline at our further our meeting with Donna. What we put together should be good rather than rushing 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.

(16) Village events and Burwash Festive Evening Wednesday 6th December – Consultation with the community was worthwhile at the Burwash Festive Evening in December, lots of interest from the public, and questions asked. A record of the event and the photographs to be added to the plan file. Further consultations with the community will go ahead; then next being about the Vision for Burwash. **Halina Keep, Anne Newson, Ian Rees, Lesley Moore.**

(17) Web site, emails Responses have been replied to, some new members have joined groups already. Email from Mike Gordon-Williams regarding traffic issues noted. **Halina Keep**

(18) Oakley's garage news The rumour is that there will be four town houses built. Owners will be contacted with a view to help regarding plans. **Steve Moore**

(19) AOB Pauline Wall, General Manager of the Bateman's National Trust property, is happy to attend meetings and will be informed of meeting dates. **Andrew Mann, Steve Moore, Halina Keep**

(20) Next steering group meeting

Action items –

- Refer to **action** items above.
- Get parish map, add to web site. **Steve Moore, Lesley Elmslie**

Burwash Neighbourhood Development Plan

- 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

15th January 2018

Meeting Minutes NP Group			
Date	15.01.18		
Attendees			
Apologies			
Guests			
Item	What	Who	When
1	3 Feedback conversation sessions to be arranged	Lesley M	Lesley to advise dates
2	A map of opinions to be prepared with "dots" to show where and what was expressed	Helga	28.02.18
3	Timeline/schedule to be prepared for key actions	David/consultant	28.02.18
4	Cuckfield Plan; can we plagiarise this to reduce the workload, what can we plagiarise? Steve M to send Cuckfield Plan to consultant	SM/Consultant to advise	24.01.18
5	Social Housing requirements i.e. numbers and types of housing and qty of people on waiting list; pursue with RDCC	Ian/Steve M	24.02.18
6	Environment "dark skies", upload onto the website	Anne N	28.02.18
7	Archiving Minutes; understand and agree new structure as required	David/MN	28.02.18
8	Exec summary by group required of actions taken and plans/next steps agreed, to be sent to MN by email	All groups	24.01.18

Burwash Neighbourhood Development Plan

24th January 2018

Meeting Minutes NP Group			
Date	24.01.18		
Attendees	Mark Napier, Lesley Moore, Nick Moore, Andrew Mann, Lindsay Green, Anne Newson, Steve Moore, Lesley Elmslie, Halina Keep. Ian Rees, David George, Kim Hardy		
Apologies			
Minutes of previous meeting agreed	yes		
Guests	Donna Moles Consultancy		
Next Meeting Date	05.02.18		
Item	What	Who	When
1	Progress of main groups presented progress to Donna	Leaders Housing, Environment, Infrastructure	
2	SHLAA sites to be advertised in Broadsheet and website	Steve M	1st Feb
3	Review of website ownership to be completed, tabs to be set up for each core group	Halina K	1st Feb
4	All minutes to be updated to website	Halina K	13th Feb
5	All evidence and information collected by each group to be forwarded to Donna for evaluation by leaders.	Leaders Housing, Environment, Infrastructure	2nd Feb
6	Timeline and key activity "deliverable list" required to be sent to each group	Donna	end Jan
7	Once evidence is evaluated by Donna and all amendments/additions are made she will draft policies	Donna	early April
8	Timeline for completion discussed and understood; end of 2018 likely end date; key dates and timings to be in "deliverable list"	All	

Agenda – Meeting with Consultant Donna Moles	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Mark Napier, Steve Moore, Lesley Elmslie, Andrew Mann, Anne Newson, Halina Keep, Lindsay Green, Lesley Moore, Nick Moore, David George, Ian Rees, Kim Hardy.
Subject	Burwash Neighbourhood Plan progress report and future work guidance.

Burwash Neighbourhood Development Plan

Date	24 th January 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30

Apologies: - Jane Moore, Helga Castle, Julian Kenny.

Progress – Lead from each group presented a progress report – Housing, Environment and Infrastructure. **SM, AM, LE**

Call for sites – Possibly suitable sites as identified from the SHLAA are to be advertised in the Burwash broadsheet and St Philip’s magazines and on the BH Plan web site. **SM**

Web site – Review of web site ownership to be completed, tabs to be set up for each group. **MC**

Minutes – All meeting minutes to be posted on the web site. **MC**

Information gathered – All evidence and information collected by each core group to be forwarded to Donna for evaluation before being posted on the web site. Housing, Environment and Infrastructure. **SM, AM, LE**

Timeline – Timeline and key activity – ‘a deliverable list’ - is required from Donna for each group to work from. **DM**

Evidence – Once evidence is evaluated by Donna and all amendments/additions are made, she will draft policies. **DM**

Timeline for completion – Has been discussed and understood; end of 2018 likely end date; key dates and timings to be in ‘deliverable list’. **ALL**

Close of meeting: - 20.00

Halina Keep

MINUTES OF THE BNP INFRASTRUCTURE MEETING HELD ON THURSDAY

1 FEBRUARY 2018 AT THE INTERNET CAFÉ 18.30

Present: David George (Chair), Lesley Elmslie, Ian Rees, Anne Newson (notes), Lindsay Green, Jane Moore. **Apologies:** Helga Castle, Jason Caulkin, Kim Hardy (see AOB)

Minutes from 18.01.2018: Agreed. Minutes to be used as rolling agenda for future meetings to ensure all actions followed. New headings will be added under AOB.

Welcome: to Jane from the Business, Leisure, Tourism group with whom we have now merged.

Transport and Traffic Survey:

- **Action: HC / AN.** Need to complete the summary of findings and prepare short piece for the Broadsheet etc / website / Facebook page by 13 Feb. More detailed presentation to be prepared for the Visioning Events / website by start March.
- **Action: HK** to ask Greg Lee to re-send the data from the Fire Service on accidents
- **Action: HK** to request to Natalie for the Speedwatch Data.

Bus – It was noted that the 231 service from Burwash to Etchingham station may not be continued after 31.3.2018. This impacts on the overall public transport strategy for the NP, but lack of usage is partly due to failure to co-ordinate timetable with train timetable.

Car park / Yellow Lines: LE will be involved in the BPC walk through the village with ESCC to review double yellow lines proposal and also discussions on the future of the Bear car park – Wed 7th Feb.

- **Action: LE** to give feedback to the group.

Protection of Green Spaces / Footpaths:

- **Action: AN/HC** the comments in the survey are, on closer inspection, more in relation to walking along roads with and without walkways – hedges/verges needing to be cut back. AN will give any relevant feedback to the Environment group at their next meeting.
- **Action: All** – record items for ‘wish list’ – decide where. MUGA (Multi-Use Games Area) – should go on our ‘Wish List’ for the village – funding would be needed.

Burwash Enterprise Group / Leisure, Tourism, Economy Group:

- Now operating as a merged group with Infrastructure.
- **Action: IR/JM** to share details of businesses/services/tourist ventures in the parish and investigate how compiling internet and Facebook directory.

Village Hall / Surgery / School / Churches: No further update.

Utilities:

- **Action: LG** will feed back on scheduled call to Southern Water (2/2). Aim is to set up a meeting to discuss wastewater treatment plans to 2028 for the whole parish.
- **Action: LE** will try to obtain the Rother map of Utilities for the parish which has overlay of all services.

AOB:

- Ian explained that Kim will focus on the Housing Group so will not be at future meetings, which is fully understood.
- **Action: All** to read the Cuckfield Infrastructure section and bring copy to next meeting with a view to allocating responsibilities.

Burwash Neighbourhood Development Plan

Meetings: Steering Group: Mon 5th Feb at Internet café 6.30pm

Infrastructure / Business / Leisure: **Wed 21st Feb at Internet café 6.30pm**

5th February 2018

Meeting Minutes NP Steering Group			
Date	05.02.18		
Attendees	Mark Napier, Mary Clarke, Steve Moore, Lesley Elmslie, Jane Moore, Lindsay Green, David George, Lesley Elmslie, Halina Keep. Ian Rees,		
Apologies	Andrew Mann, Lesley Moore, Nick Moore, Anne Newson, Helga Castle.		
Minutes of previous meeting agreed	N/A		
Guests	N/A		
Next Meeting Date	19.02.18		
Item	What	Who	When
1	Minutes of last meeting; to be issued	Mark Napier, Halina Keep	
2	Website: Housing completed, others?	All	
3	Timetable document: does everyone have this?	All	
4	Timetable:	All	
	· Sites consultation starts 1 st Feb?		
	· 1 st March: info from all groups to Moles. For stages 3 and 5		
	· 12 th March: Screening request to RDC		
	· Can we fulfil the deadlines? Any support required?		
5	Photos from events to be added to the web site.	Mary Clarke, Lesley Elmslie	
6	Photos from Donna Moles document to be added to the web site.	Mary Clarke	
7	Housing, SHLAA Assessment and Character Assessment to be sent to Donna Moles.	Steve Moore	
8	Progress so far from Infrastructure and Environment to be sent to Mary.	Lesley Elmslie, Andrew Mann	after each meeting
9	Information promised from Donna to be chased, needed by 15 Feb.	Mary Clarke	

Burwash Neighbourhood Development Plan

10	Call for sites - letters have gone out to landowners, deadline for replies 28 Feb.; housing group in good shape.	Steve Moore	
11	Infrastructure - David George's idea of using the Cuckfield NH Plan lines was agreed.	Lesley Elmslie, David George	
12	Infrastructure - businesses, Jane has compiled a list, any more to be added? All to look through the list, add any missing that they know of including details. Consultation to find out what businesses need; arrange to get them together. What support do they need?	Jane Moore, All	
13	On-line survey, replies within 2 weeks.		
14	Invite Pauline Wall to the next Infrastructure meeting or a separate one.	Steve Moore	
15	Environment - Maps of footpaths linking up with nearby parishes; two meetings have been held with the AONB team.	Julian Kenney	
16	Lesley Moore's document needs amending	Mary Clarke	
17	AOB - Guide lines for creating documents from David George sent 22nd January 2018 by email were approved.	All	
18	Budget - Groups to let Steve Moore know if they will need any funds so it can be approved by BPC.	All	
19	Infrastructure - need to have plans for car parking, RDC is trying to get all rural parishes to take over the running of their car parks. This has been discussed as a key issue.		
21	All minutes to be updated to website		13th Feb
22	All evidence and information collected by each group to be forwarded to Donna for evaluation by leaders.		2nd Feb

5th February 2018

Agenda – Steering Group meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Mark Napier, Mary Clarke, Steve Moore, Lesley Elmslie, Jane Moore, Halina Keep, Lindsay Green, David George, Ian Rees.
Subject	Burwash Neighbourhood Plan progress report.
Date	5 th February 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30

Apologies: - Andrew Mann, Lesley Moore, Nick Moore, Andrew Mann, Anne Newson.

Minutes – Minutes of the last meeting are to be issued. **MN, HK**

Web site – The housing section has been completed, other groups still to be done. **MC, LE, AM**

Timetable – Does everyone have a copy of the timetable document from Donna? **ALL**

Call for sites – Consultation starts 1st February. **SM**

Information – All information gathered so far to be sent to Mary Clarke for forwarding to Donna Moles – for stages 2 and 5. **ALL**

Screening request – This will be requested from RDC 12th March.

Deadlines – Can we fulfil them? Is any support required? **ALL**

Photographs- Photographs taken at events and consultations to be added to the web site including ones from Donna Moles' document. **MC, ALL**

Housing – SHLAA Assessment and Burwash Character Appraisal to be sent to Donna Moles. **SM**

Call for sites – Letters have gone out to landowners; deadline for replies is 28th February; housing group is in good shape. **SM**

Infrastructure and Environment – Progress so far to be sent to Mary. **LE, AM, MC**

Infrastructure – David George's idea of using the Cuckfield NH Plan infrastructure document as a guide agreed by the group. Jane Moore has compiled a list of businesses in the area – are there any more to be added? All to look through the list and add any others they know of to include all details – telephone, address, email and web site if known. There will be a consultation process to see what support they need and an opportunity to meet up. **DG, JM, ALL**

Information – Information required from Donna Moles to be chased, required by 15th February. **MC**

On-line survey – Replies are due within two weeks.

Bateman's – Pauline will be invited to the next infrastructure meeting or to an individual one with Steve Moore. **SM**

Environment – Maps have been collated of footpaths and those that link up with other parishes. Two meetings have been held with the High Weald AONB group at Flimwell. **JK**

Visioning Document – This needs amending. **LM, ALL**

AOB –

- Guidelines
- from David George sent 22nd January 2018 were approved. **DG, ALL**

Burwash Neighbourhood Development Plan

- Budget – Groups are asked to send to Steve Moore any requests for funding that they may need to be presented at the next BPC meeting, so they can be approved. **ALL, SM**
- Infrastructure group need to include plans for car parking, RDC is trying to get all rural parishes to take over the running of their car parks. This has been discussed as a key issue. **LE**
- All minutes to be posted on the web site and updated. **ALL, MC**
- All evidence and information collected by each group to be sent to Mary for forwarding to Donna rather than to Donna direct. **ALL, MC**

Close of meeting: - 20.00

Halina Keep

19th February 2018

Agenda – Steering Group meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Mark Napier (MN), Mary Clarke (MC), Lesley Moore (LM), Nick Moore (NM), Halina Keep (HK), David George (DG), Helga Castle (HC), Ian Rees (IR), Kim Hardy (KH).
Guest	Peter Thompson (PT)
Subject	Burwash Neighbourhood Plan progress report.
Date	19 th February 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30

Apologies: - Andrew Mann, Julian Kenny, Anne Newson. Steve Moore, Lesley Elmslie, Lindsay Green, Jane Moore.

Minutes – Minutes of the last meeting were agreed. **MN, HK, All**

Communication strategy – The document from Donna Moles (DM) has been used as a guide. Documents posted on the BNP web site should be as a PDF. DM wants to see information before it is put on the web site. Evidence that has been gathered to be sent to DM for scrutiny. **MC, All**

The following can be posted on the web site: -

- Minutes of meetings – steering and groups

Burwash Neighbourhood Development Plan

- Introductory information
- Events
- Consultation dates
- Housing needs
- Communication Strategy

Communication update – Progressing well, meetings have been held with Burwash school children.

- Contact is needed with teenagers.
- Scouts meet on Friday evening. **NM**
- BAPS panto parents will be approached for contact. **HK**
- Junior sports club, ask what their numbers are, Rod Clifton as contact. **NM**
- Events are continuing during next month; 17th March at The Wheel Inn, Burwash Weald. **LM**
- Village teenagers will be contacted. **KH**
- There are five events at the end of March, then review what information is missing. **LM**
- Should we advertise the events more widely? Mary Taylor to be asked to place items in her local newspaper columns. **KH**

Traffic and Transport survey – The information has been collated, a report written and then sent to DM for review. Comments include that a crossing would slow down traffic, but streetlights are needed for this. A document has been put together regarding footpaths and verges. More work will be done on listed buildings in the parish; also, on environment and pollution. **AN, HC, DG**

Web site content – There will be a response to DM regarding content. The call for sites document has been reviewed and clarified, will be put on the Burwash.org web site. The Assessment Document will be written after responses have been received. **SM, MC**

SHLAA assessment and housing group report – No feedback yet. Discussion about the future for ‘Oakley’s’ site, affordable required not luxury homes. Planned housing for the parish is expensive, social rented is needed. A character assessment has been written and a SHLAA review done for the parish, have been with DM for several weeks for review. There are 138 listed buildings in the parish, research and background documentation to be done. Housing mix information to be researched. All the properties at Morris Close – the Hastoe site in Shrub Lane – have been taken up by Burwash people or people with strong links to Burwash. Currently, there are 27 requests on the housing register at Rother District Council. **SM, MC, IR**

Housing needs: -

Bedrooms	Number
1	14
2	10
3	2
4	1

Environment group report – A detailed report was sent to the SG members by email which includes progress and ongoing work. Strengths, Weaknesses, Opportunities and Treatment (SWOT) was discussed by the SG. **JK, All**

Burwash Neighbourhood Development Plan

Infrastructure – The traffic survey has been issued; results will be put on the web site. A list of businesses has been compiled using information from the village magazines, but some are not local, Jane will be helped with the results. There will a consultation with businesses to find out their needs and help with networking. The Infrastructure document is in process at draft; DM has agreed that the Cuckfield one can be used as a guide for ours. The next meeting is Wednesday 21st February when this will be discussed further. **DG, MN, JM**

Housing needs event – The workshop will be held on Saturday 24th February 2018 at the Parish Room (Internet Café) 10am to 1pm. There are no appointments booked yet. We don't know what the private sector need. **SM, MC, IR, HK**

AOB – Peter Thompson was introduced as a guest to the meeting. He is the editor of both the Burwash Broadsheet and St Philip's magazines – as well as the Heathfield magazine which is available at various shops in Heathfield and the stores in Broad Oak. The Heathfield magazine is free and as soon as it became free the demand for it went up and advertisers wanted to be included in the issues. Peter is interested in the infrastructure group regarding the bus service and has researched buses in the area. The meeting agreed that we should advertise our web site in the magazines. **MC, All**

AOB – The Burwash Parish Council are attending a walk through Burwash with Highways on Thursday 22nd February to discuss plans for the resurfacing of the High Street and installation of yellow lines.

Next SG meeting – Monday 5th March 2018 6.30pm in the Parish Room (Internet Café)

Next Infrastructure meeting – Wednesday 21st February 2018 6.30pm in the Parish Room (Internet Café)

Next Housing meeting – Monday 26th February 6.30pm at the Rose and Crown.

Close of meeting: - 19.30

Halina Keep

21st February 2018

Agenda –To discuss, and progress, work on the draft Infrastructure document.	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Present	David George, Lesley Elmslie, Jane Moore, Helga Castle, Ian Rees, Halina Keep, Lindsay Green, Rod Clifton, Peter Thompson.
Subject	BNP Infrastructure, Leisure, Tourism and Economy meeting.
Date	21 st February 2018
From	Infrastructure, Leisure, Tourism and Economy Neighbourhood Plan group

Note taker	Halina Keep
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Meeting opened: - 18.30

Apologies: - Anne Newson.

Minutes from 01.02.2018 meeting – Approved. **DG, ALL**

Surgery – The surgery will need more capacity when new houses are built, but they can cope for now.

School – The school has capacity for pupils at present; but, if full, will give priority to local children.

Main car park – The car park is nearly up to capacity. Buying more land could be considered to gain more parking spaces especially for the surgery.

Documents – The infrastructure document should go to Donna Moles by 31st March 2018.

Infrastructure document actions (working from Cuckfield version): -

- **1 - Introduction** – Burwash Parish census information need to be inserted - by numbers and age ranges. By 1st March 2018. **Action LE.**
- **2 - Objectives** – Have been done. **DG**
- **3** - Discussion about car park, surgery, village hall – whether new or existing to be retained.
- **3.1 – Getting around, information gathering** – rail **DG**; air done **DG**; roads **HC**; parking **LE**; buses **PT**; twittens **RC, HK**; map **LE.**
- **3.2 – Social information gathering** – Introduction **LE**; Churches **PT**; Scouts, guides etc. **PT**; children **IR**; community building **HK**; medical **LE**; retail **JM**; statutory services **LG.**
- **3.3 – Leisure** – sporting/leisure activities **RC**; staying and eating **HK** (Share information with JM).
- **3.4 – Green infrastructure and open spaces.** **RC**
- **3.5 - Flood risk** – **DG**
- **4 - Methodology** – **DG**
- **Infrastructure pressures** – on hold.
- **5 - Funding** – on hold.
- **6 - Infrastructure Assessment Outcomes** – on hold.

Next meeting – Thursday 8th March 2018 6.30pm at the Internet Café (Parish Room)

Close of meeting: - 19.30

5th March 2018

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to

Burwash Neighbourhood Development Plan

	Burwash Parish Council (BPC).
Steering Group Present	Andrew Mann (AM), Anne Newson (AN), Mary Clarke (MC), Nick Moore (NM), Halina Keep (HK), David George (DG), Lesley Elmslie (LE), Lindsay Green (LG), Helga Castle (HC), Ian Rees (IR), Kim Hardy (KH), Peter Thompson (PT).
Subject	Burwash Neighbourhood Plan progress report.
Date	5 th March 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30

Apologies: - Mark Napier (MN), Julian Kenny (JK), Lesley Moore (LM), Steve Moore (SM), Jane Moore (JM).

Minutes of SG meeting 19.02.18: – Minutes of the meeting were agreed. *NM, HK, All*

Matters arising: - To be covered in the agenda.

Consultant: - Donna Moles (DM) has been asked for help with assessing the sites that have been put forward from the call for sites, DM will be asked for dates that she can make to meet SG. Members of SG to join in with the consultation not just the housing group. A map will be distributed by MC showing the SHLAA and new proposed sites. A map will be sourced from RALC by LE. There were three new sites put forward, but they are not within the Burwash Development area. The information to be kept confidential. *MC, LE*

Housing needs: - There are now more names on the housing register. Another survey is being drafted by SM for distribution in the parish, this will be discussed at the next housing meeting Monday 12th March. Contact details will be asked for but in confidence. Questions to be asked are –

- Why do you live in Burwash Parish?
- How long have you lived here?
- Do you intend to stay?
- Identify why people live here.

Housing event: - No one had booked, and no one came. Possible reason why could be they don't meet the criteria – they might be self-selecting. A poster will be designed giving details of the criteria. Housing group discussed about housing needs that needs to be evidenced. This is not just about social housing needs but all categories to give a total housing picture. Be mindful of how many questionnaires we send out. There is data online about how many households (1114) and residents (2713) there are in the parish, 'East Sussex in Figures' has lots of information we can use. *MC, SM, AM, DG, LE*

<http://www.eastsussexinfigures.org.uk/webview/welcome.html>

Environment group report – Group went through the list of deliverables and is working on more information, they are also working on actions. Some information has been sent to DM. Send all items for the web site to MC. **AM, AN**

Infrastructure – The group has been working on the document based on the Cuckfield Infrastructure one and are about 75% done. Some statistics still needed from LE. There will be a table of proposals of what is needed to be done in the future. We need clarification on the car park and public toilets from the Parish Council. The next meeting is Thursday 8th March 6.30pm at the Internet Café. Target to finish is 31st March 2018. **DG, LE**

Further support: - None needed.

Timescale: - All documents will be reviewed by DM by end of March. **All**

Communications and Consultations: - Events -

Burwash Internet Cafe	Thursday 8 th March	2.30-4.30pm
Burwash Common Pavilion	Saturday 10 th March	2-4pm
Christ the King Parish Room @ Catholic Church Burwash	Monday 12 th March	2-4pm
The Wheel Pub Function Room	Saturday 17 th March	2-4pm
Burwash Village Hall	Saturday 24 th March	2-4pm

A poster will be designed, sent out to all SG and put up at various venues to publicise the events. Two teenage groups have been consulted already as well as the school and various groups in the parish – other groups to be contacted. It will be posted on the Burwash.org site. **NM, HK**

Finance: - The grant for the BNH Plan work runs out at the end of March, it must be handed back then reapplied for - £9,000 less what we have already spent which is not a lot, this includes DM's fees and sundries. Groups to get all relevant documents to DM before the end of March. Send any requests for funding to SM so this can be asked for at the BPC meeting next Tuesday. **MC**

AOB –

- Each group to give SM a brief report that can be added to the report that he will present at the BPC meeting Tuesday 13th March.

Next Infrastructure meeting –Thursday 8th March 2018 6.30pm in the Parish Room (Internet Café)

Next Housing meeting – Monday 12th March 2018 6.30pm at the Rose and Crown.

Next Steering Group meeting – Monday 19th March 2018 6.30pm in the Parish Room (Internet Café).

Close of meeting: - 19.30

Halina Keep

19th March 2018

Burwash Neighbourhood Development Plan

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Anne Newson (AN), Lesley Elmslie (LE), Mary Clarke (MC), Nick Moore (NM), Halina Keep (HK), David George (DG), Lesley Elmslie (LE), Lindsay Green (LG), Helga Castle (HC), Ian Rees (IR), Kim Hardy (KH), Peter Thompson (PT).
Subject	Burwash Neighbourhood Plan progress report.
Date	19 th March 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30 Chaired by Nick Moore

Apologies: - Andrew Mann (AM), Steve Moore (SM), Mark Napier (MN), Julian Kenny (JK), Lesley Moore (LM), Jane Moore (JM), Rod Clifton (RC).

Minutes of SG meeting 05.03.18: – Minutes of the meeting were agreed. *All*

Matters arising: - To be covered in the agenda.

Communications and Consultations: - Most of the meetings have been completed, one more to go next Saturday at the Burwash Village Hall. Attendance steady at 3,4 or 5,6. Public are showing interest making their views known. A summary will be produced. The steering group will need to have a meeting dedicated to the results and which group the results should be entered. Transport will be linked in too. There is evidence of the feedback, written and in diagram form. Other Village groups will be approached for their views. Contact lists will be used to ask people for their input. Once the draft plan is in place, we will have something to show people for their views on it and what is missing.

Housing group report: -

A draft questionnaire has been written; some comments made on its content – ‘why do you choose to live in Burwash?’ Good point. Were you born in the parish? Not relevant. It was agreed to say how ‘many years have you lived in Burwash?’. It was agreed to say 4+ bedroom house; tick one the box where appropriate. Another point is ‘do you intent to move?’ Add a comment box/or a third option. It would be helpful to ask where people are employed? Will be redrafted and sent out to SG. Will be supplied with an envelope for returns – drop off points Internet café, the Londis stores, the Wheel, Ian’s house, Rod’s house, mailbox at the Burwash Common Pavilion, Old Orchard Nursery. Call for sites still waiting for replies. Steve raised the issue of a EGM with the Parish council, so the SG can make presentations, all reports need to be written and on the web site – Mary will help with this; the meeting will be set up. All draft documents should be with the consultant by the end of March.

Burwash Neighbourhood Development Plan

Environment group report: - More people have joined the group because of the traffic problem in Burwash High Street. Light meters are being used to monitor dark skies in the parish and the new development in Etchingam. Wild about Burwash records need more input; the ecologists for the two proposed developments are being asked to report their findings. Land and air pollution being monitored, we need a baseline for the plan. A free one-off test for air pollution will be carried out the High Street – there might be more tests depending on the results. Money from the budget will be requested when needed for the testing – possibly CCTV in the future.

Infrastructure group: - Document is 100% complete, it is being reviewed prior to submitting to Donna. There is a hit list at the back for actions e.g. transport. Information about housing needs required from the housing group. There is a draft business questionnaire that needs to be looked at for comment, will be sent to the steering group. There is a list off businesses but not all sole traders, they need to be identified. How will it be completed? Maybe a web page? If paper form, we need a method of delivery and collection. Maybe put on our web site but needs to be responded to. If in pdf format, then the responses will go back to the web site via adobe acrobat. We must be mindful of data protection. Comments about the draft questionnaire to go back to Lindsay. Consider using 'survey monkey' and link it to the web site. Until the consultant has reviewed documents, they can't be added to the web site e.g. the results of the traffic survey – it was agreed to add the traffic report to the web site. It was agreed to have a counter on the web site.

AOB – None.

Next Infrastructure meeting –Thursday 22nd March 2018 6.30pm in the Parish Room (Internet Café)

Next Housing meeting – Monday 26th March 2018 6.30pm at the Rose and Crown.

Next Environment meeting - TBA

Next Steering Group meeting – Tuesday 3rd April 2018 6.30pm in the Parish Room (Internet Café).

Close of meeting: - 19.33

Halina Keep

3rd April 2018

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; report to Burwash Parish Council (BPC).
Steering Group Present	Nick Moore (NM), Steve Moore (SM), Julian Kenny (JK), Anne Newson (AN), Lesley Moore (LM), Jane Moore (JM), Lesley Elmslie (LE), Halina Keep (HK), David George (DG), Rod Clifton (RC), Lindsay Green (LG), Helga Castle (HC), Ian Rees (IR).
Subject	Burwash Neighbourhood Plan progress report.
Date	Tuesday 3 rd April 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 15.00 Chaired by Nick Moore

Apologies: - Andrew Mann (AM), Mark Napier (MN), Mary Clarke (MC),

Minutes of SG meeting 19.03.18: – Minutes of the meeting were agreed. *All*

Matters arising: - To be covered in the agenda.

Agenda –

1. Update from groups as this is past the self-imposed deadline
2. Wider discussion
3. Plan for EGM meeting – suggest we drive the agenda that we want the Burwash Parish council to comment on
4. Wealden report from Julian – email sent with details from CPRE

1a - Housing group report: -

Call for sites results came in in dribs and drabs, there were only two replies and only one that returned the form. There was good publicity parish wide. We need to continue inviting them but only if they return the form. Landowners on the SHLAA were also contacted.

Possible sites

- a) Land opposite top of Bateman's Lane on A265
- b) Oakley's garage site
- c) field at the Glebe
- d) A site in Foots Lane
- e) Two fields near Greenfield Road off Shrub Lane
- f) Field on Shrub Lane if the developer appeals
- g) Strand Meadow – 17 units approved but 30 asked for

Consultation meetings will be arranged during the day with the consultant and landowners, the land will be scored then conclusions will be made. We need to get our numbers for the NH plan to be passed by the inspector. A compulsory purchase order (CPO) is not likely; the government can take powers away from the parish and district council.

Housing needs survey has been printed and needs to be delivered. This will show us what the needs of the parish are in respect to housing.

- Housing Assessment meeting 30th April 2018, 10-2pm
- Following that a SG discussion 2nd week in May

- Then arrange an EGM with the Parish Council 3/4/week in May (consider Swan Meadow sports hall or Burwash Village Hall)

1b - Environment group report: -

A document has been written that includes the data that is needed, this includes links to relevant policies. Biodiversity – not a good response to the flyers in the parish magazines, the information is on the Burwash.org site. This should be publicised via the Rother information email. Sightings of wildlife to be sent to the Wild About Burwash email address. The two developers have been approached for their reports about biodiversity on the proposed sites. A leaflet will be printed that will go out with the housing survey. Dark skies readings have been taken throughout the parish.

Connectivity outside the parish with rights of way not complete. Developers have to undertake archaeological reports before starting work – some evidence has been found such as sites of iron bloomeries. Rother needs to do an appraisal for Burwash.

Air pollution monitoring to be done, especially at the pinch point in Burwash High Street. Funding requested for testing and analysis. Cllr. Crabtree is writing a letter from BPC to Highways regarding the pinch point problem, this will be sent to all councillors. Traffic problems through the villages - people will get together to follow up on the issue. There are various proposals as to what needs to be done as the situation is potentially dangerous. Residents in the area have tried lots of avenues but got nowhere. Press could be contacted for publicity.

Air pollution monitoring -

- High – pinch point Burwash High Street
- Medium – entrance to Strand Meadow
- Low – Willingford Lane

Listed buildings included as we are a conservation area – there is some overlap with the Infrastructure group. A SWAT analysis has been done. Soil and water testing will be considered. There is no real evidence of benefit from new housing to support employment in the parish but traffic will increase.

1c - Infrastructure group: -

The Infrastructure document has been written, reviewed by the group and sent to the consultant. We need information from the Environment and Housing groups to make sure we include everything in our document. The housing process is ongoing, we need to say what sort of development we need, where and when – infrastructure pressures will be reliant on the ideas.

A business survey has been compiled and will be sent out Monday 9th April.

2

Wider discussion the SG with the consultant will be May, week commencing 7th or 14th. Ask Donna what she can make. EGM could be end of May.

Burwash Neighbourhood Development Plan

AOB – Contributions from all the groups to be sent to Steve for his report to the BPC. Steve will ask for funding for air pollution monitoring. Wealden District Council will contest any building proposals in Rother District, Julian will talk to Wealden DC, we are near to the Ashdown Forrest which Wealden is trying to protect. Rother housing target figures are out of date and don't reflect what is needed in the district.

Mark emailed that he is struggling to make Monday meetings could we meet on Saturdays? Group agreed to keep meetings on Mondays.

Next Infrastructure meeting –TBA

Next Housing meeting – TBA

Next Environment meeting - TBA

Next Steering Group meeting – Monday 16th April 2018 6.30pm in the Parish Room (Internet Café).

Close of meeting: - 16.30 *Halina Keep*

16th April 2018

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Anne Newson, Julian Kenny, Lesley Elmslie, Mary Clarke, Halina Keep, David George, Lindsay Green, Helga Castle, Ian Rees, Kim Hardy, Peter Thompson. Guest - Jeremy Richardson.
Subject	Burwash Neighbourhood Plan progress report.
Date	16 th April 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30 Chaired by Ian Rees.

Apologies: - Nick Moore, Lesley Moore, Steve Moore.

Minutes of SG meeting 03.04.18: – Minutes of the meeting were agreed. **All**

Matters arising: - Sensitive information will not be included in the minutes posted on the BNH Plan web site.

Housing group report: - Housing needs survey is being delivered to all households in the parish. At least 25 have been returned so far, a few more to be delivered. Action for all in the SG group to encourage people to respond, all replies are relevant. Ian will publicise the survey on Face Book and, if still not enough replies, posters will be put up in the three villages. There is no deadline so that

people can keep responding. Family members living out of the parish can respond too. Call for sites meeting with Donna will be Monday 30th April 2018 6.30pm at the Internet Café. All who have submitted paperwork will be invited to attend for the assessment. All SG welcome to attend. Housing survey forms are available on the Burwash.org web site and our web site as well as in the Internet Café. The housing document is being written on the same basis as the Cuckfield NH Plan one.

Environment group report: - The main document has been written but needs to be tidied up. The results of the 'dark skies' readings will be coming soon. Lots of replies to the Wild About Burwash leaflet, some information already on the data base. This will be an ongoing project; the school will be contacted for children to become involved. Air pollution monitoring will be done at the pinch point as a one off event; the longer term monitoring will happen later. Pollution monitoring points have been agreed as HIGH – the pinch point near Chaplin's hairdresser; MEDIUM entrance to Strand Meadow; LOW is in Spring Lane. The High Weald AONB unit can give us a talk on our area, it was agreed to have regular meetings and talks, to be called Wild About Burwash. The BPC parish clerk has been in contact with Ticehurst regarding connectivity of footpaths.

Infrastructure group: - The Infrastructure Assessment document was sent to Donna. The business survey has gone out to 77 businesses, more going to sole traders. A reminder is going in the village magazines in May, responses are already coming in. Deadline for responses is 31st May 2018. Ownership of community buildings in process, some information still needed.

AOB:

Steering group contacts to be updated. **Action HK**

Report from Lesley Moore Traffic Safety Activity – Burwash Parish Council agreed to send a strong letter to ESCC and the Sussex Police Commissioner requesting a wide set of interconnected safety measures, many of which were proposed by residents. The BPC also to look into contacting local hauliers and intend to review their own 2017 traffic report at their next meeting. A small group of residents that are most affected by the pinch point dangers agreed on further work to undertake detailed research on: -

- Changing A265 to B road status
- Licencing of trucks to use certain roads/ avoid weak bridges etc.
- Signs at A21 turn off highlighting roads unsuitable for HGVs
- Lorry watch with Kent/Peacehaven
- CCTV
- SAT NAV rerouting of HGVs
- Contact local farmers who own large machinery to ask them to reduce speeds through Burwash
- Report haulier's trucks
- Burwash Parish Council will work with the group on this project
- The group also welcome more up to date resident's photos of incidents
- Lobby councillors
- Write combined resident's letters to ESCC and Sussex Police Commissioner.

Burwash Neighbourhood Development Plan

- Consider future remedies including a petition, referral to Local Government Ombudsman and use of media.

Traffic Safety Activity - next meeting is 4.30pm 8th May 2018 at Shrub Lane (Les Moore's home).

Next Infrastructure meeting – Wednesday 2nd May 2018 6.30pm at the Internet Café, Burwash.

Next Housing meeting – Monday 30th April 2018 5.30pm at the Internet Café, Burwash.

Next Environment meeting – Monday 23rd 2018 6.30pm at the Internet Café, Burwash.

Next Steering Group meeting (Call for Sites Assessment) – Monday 30th April 2018 6.30pm at the Internet Café, Burwash.

Close of meeting: - 19.15

Halina Keep

21st May 2018

Burwash Neighbourhood Plan

Meeting 21 May 2018

Attendance: Ian Rees (Chair), David Cowell, Andrew Mann, Helga Castle, Kim Hardy, David George, Jane Moore, Les Moore, Lindsay Green, Mary Clarke

Apologies: Steve Moore, Julian Forward, Nick Moore, Mark Napier, Halina Keep, Anne Newson, Lesley Elmslie

Notes and action points

1. Call for sites update

Representatives of the NP Steering Group and Donna Moles met on the 30 April to assess the four sites that had come forward. The key points are:

- Of the four sites, only one was included in the SHLAA, the rest were all new
- All of the sites are currently outside the development boundary although we can ask for the boundary to change
- The sites were assessed but no decision made at this stage regarding their inclusion in the NP
- Donna Moles is completing a Call for Sites assessment report which will be shared with RDC for their comment
- The site owners were invited to attend, and two of the four owners attended although all sites were assessed
- None of the site owners have any specific plans as to the type of dwellings that they would prefer on the sites

It was agreed that the details of the sites would not be shared publicly at this point until the report is received.

2. Housing Needs Survey

The response from the survey was very low with a high proportion (57% of the people represented in the forms) from the 65+ age group. Only 83 forms were returned in total.

The survey showed that people are very settled in Burwash Parish with the average time that people have lived here being 28 years.

The evidence the form gives shows a need for future housing for the elderly in bungalows or one bed flats.

It was agreed that this wasn't consistent with the perception of needs in the village.

Agreed action

Ian to urgently re publish the form on Facebook and on the PTA site including details of the survey results

Mary to provide a form of words to the Chair of the Parish Council for the website

3. Policies

The group discussed the need to prepare a list of policies for inclusion in the Neighbourhood Plan. The policies would be written by Donna, but we need to be clear about what we need to include.

Agreed action

That each group would prepare and agree a list of policies and headline contents for their area.

Each list to be sent to Les who will coordinate and map out the policies.

This needs to be done as soon as possible as it will form the main discussion for our next meeting.

4. Burwash Parish Council Annual Assembly

The Burwash Parish Council Annual Assembly takes place on the 24 May. The format is different this year as they will be concentrating on 'Big Issues'. The Neighbourhood Plan is considered a big issue and there will be an opportunity to produce a display for the meeting. Steve Moore will produce the general information, but each group should provide some visual display information.

The Annual Assembly will be in the village hall from 7pm until 8pm. Immediately following the Assembly, the Parish Council will hold an EGM to discuss the issues raised.

Agreed action

That Jane, Les and Andrew will provide information from the Infrastructure, Environment and Comms Groups

All are encouraged to attend to support the NP Group and to be available to answer questions.

All to encourage people to attend

5. Future EGM Of the Parish Council

The Parish Council has agreed to hold an EGM in July specifically to hear feedback from the Neighbourhood Plan. The meeting will enable the Parish Council to prepare a work programme based on the community feedback. Not all issues will be within their gift to take forward, but they can develop a programme that includes lobbying of other agencies where appropriate.

Several Group members expressed concern that they would be away in July.

Agreed Action

That David ask the Chair of the Council to consult the group on suitable dates and to agree a date as soon as possible

4th June 2018

BURWASH NEIGHBOURHOOD PLAN STEERING GROUP 4TH JUNE 2018

BURWASH COMMON PAVILION

PRESENT: Nick, Steve, Peter, David, Kim, Lesley E, Andrew, Helga, Les M

MATTERS ARISING:

* No feedback re work group reports from Donna Moles as yet. **Action: Steve to query & chase with Donna**

* Final push needed to enable young families to complete Housing Need survey by the end of June. **Action: Kim, Lesley E, Rod,**

* Slowing the Traffic Campaign: 1st Residents Meeting taking place 7th June at the Christ The King Room 6-7pm. People will be updated, invited to support the campaign further by lobbying, give ideas, adding to our evidence by completing incident forms – see link on Burwash PC website. **Action: Support folk to complete incident forms via Internet Cafe- Lesley E**

* Denton Appeal: Next No-Concrete meet 9th June 9am, Residents meeting Sat 16th June 10am-12 @ The Bear.

* PC EGM to be scheduled for week beginning 2nd July. Presentation needed re each group's work & policies. Key is to distinguish & Highlight specific tasks ad areas of ongoing work/projects for the PC, to inform their work program. **Action: For finalising at our next meeting – ALL.**

MAIN ITEM: NP POLICIES

David advocated strongly that we adopt his proposed policy framework derived from the Cuckfield NP.

Burwash Neighbourhood Development Plan

Everyone contributed the policy area that stands out for them from the whole process of evidence gathering.

1. Traffic dangers and urgency of a range of measures to slow the traffic and prevent pavement mounting by reckless drivers at the pinch point.
2. Supporting enabling young people to play exercise stay contribute work & thrive – Develop Swan Meadow play area & pavilion – community cafe
3. Protecting the AONB biodiversity
4. Transport- Community Bus for elderly & young people; improving public bus services; cycle walking paths that link villages to station; enable visitors to arrive without cars
5. Maintaining pavements & footpaths to keep people safe – secure funding.

Action: Add these to policy areas from each group into one document. Les

A.O.B: Andrew to distribute the Environment Group Report

NEXT MEETING

18th June Internet Cafe. Agenda: Finalise policies & prepare for PC EGM

18th June 2018

Burwash Neighbourhood Plan Steering Group

18TH JUNE 2018

Burwash Community Internet Cafe

Present: - Mark Napier (Chair), Nick Moore, Peter Thompson, David George, Kim Hardy, Lesley Elmslie, Andrew Mann, Helga Castle, Les Moore, Anne Newson, Halina Keep, Ian Rees, Lindsay Green, Mary Clarke.

- 1) Minutes and matters arising: - The Steering Group (SG) agreed that any discrepancies in the minutes dated 4.6.18 have been resolved at this meeting. Thanks were given to all for the hard work that has been put in to getting the plan to this stage.
- 2) Agenda setting – see item 7.
- 3) Burwash Neighbourhood Plan (BNP) Policies – The policy suggestions from David's form will be added to the policies received from and agreed by each group that were collated by Les with Steve Moore. The document will be circulated in advance of the EG.
- 4) Planning for Burwash Parish Council (BPC) EGM Wednesday 4th July 2018 – There needs to be a covering report from our group for the EGM with the above document (3) as an appendix. What gets carried forward in BNP or elsewhere? Someone from S G needs to lead the meeting, one representative from each group to present their report. Each group to headline the key findings from their assessment reports, not all information will be included. **To be sent to Steve Moore by Thursday 21st June.** What are the items the SG wants the BPC to action – if it is not something they can do then pass on to Rother District Council (RDC) or

Burwash Neighbourhood Development Plan

East Sussex County Council (ESCC) for action, e.g. **key aspects of the** problems at the ‘pinch point’ on the A265 near the hairdresser’s shop. The BPC can lobby RDC or ESCC.

- 5) Public Consultation on possible housing sites – One issue not resolved – do we want to extend our development boundaries? We should **discuss with** Donna Moles (DM) about what happens if we have assessed sites for development, but the Denton and Strand Meadow sites go ahead. This will be **influenced by and** decided following Public Consultation. In the information from DM, we must consult and let the public know what sites are on offer after the EGM. Public consultation meetings to be arranged – the Pavilion Burwash Common and the Internet Café Burwash, Saturday 7th and 14th July 2018 10am to 12.30pm. These will be advertised extensively – Burwash Broadsheet, St. Philip’s Magazine, big posters, Etchingham e-newsletter, Burwash.org site, Rother alerts, Face Book and A4 posters locally and the doctor’s fence.
- 6) Next steps – SG will get documents from DM for discussion and guidance – Site Assessment by 11th June, Evidence Base document for comments by 18th June, SEA screening opinion request C 18th June, draft policies by 30th July. The SG will need to – Discuss and agree comments on the site assessment doc. once received; ASAP discuss the open day (Done at this meeting); Local green space study to be sent to DM; completion of the consultation to be sent to DM; compilation of all the consultation to be sent to DM ASAP; update web site – done MC. There is an updated schedule – Mary will send out to SG. **Mark will write to DM to get policy documents already sent back quicker and on other issues.**
- 7) AOB – The business survey response was sent out by Lindsay, he will pass on all relevant docs. to the BPC Clerk for safe keeping, he will then pass final results and electronic copy to David. A reminder be sent out for the public to complete the survey.

Next meeting: - TBA

30th July 2018

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Lesley Elmslie (LE), Andrew Mann, Mary Clarke (MC), Nick Moore (NM), Halina Keep (HK), Lindsay Green (LG), Helga Castle (HC), Ian Rees (IR), Kim Hardy (KH), Peter Thompson (PT), Rod Clifton(RC).
Subject	Burwash Neighbourhood Plan progress report.
Date	Monday 30 th July 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30 Chaired by Nick Moore

Minutes of SG meeting 18th June 2018: – No minutes; preparing for BPC meeting.

Feedback from the NP meeting with BPC: - This was the EGM with the BPC to give an update where have got to. Also, what actions they should be taking, they were also pleased with the progress that has been made by the NP groups. A letter to Donna Moles as they haven’t heard from her.

Burwash Neighbourhood Development Plan

1. Discussed housing supply
2. Traffic issues
3. All groups reported
4. It was a positive meeting
5. The BPC needs further updates on progress
6. The BPC should be getting SG minutes, these are posted on the NP web site but should be copied to the Parish Clerk

Traffic petition: - This came out of concerns raised as part of the consultation. Met with East Sussex, came away quite encouraged. Cllr. Bentley has made a site visit and recognised the problems, he is sympathetic, he was telling the officers that they needed to work with the NP group. Cllr. John Barned is supportive. Nothing has been given from that meeting, they talked about their budget, but it should be the Councillors who manage the budget with officers. They weren't necessarily against the measures but didn't have the money to implement them. Petition -

1. A feasibility study is being written – there might be some funding to pay for this.
2. 20 m.p.h. limit – there is a National campaign for these limits.
3. Safe crossings.
4. Traffic calming.
5. Bollards – they reject these.
6. A265 not a trunk road – this can help us.
7. Could it be reclassified? Some of the road has been reclassified already.
8. We should work with Etchingham on this as they are impacted too.
9. The actual number of trucks has fallen but they have more axles.

Parking: - There are parking restrictions in the parish but not enforced. RDC are moving to a contracted parking system. Parking issues in the High Street, Bankside – nowhere for them to park, Shrub Lane, Strand Meadow and the Main car park. When the road resurfaced, new lines will be put down. The plan is about 4 years old so out of date. NP need to consult with residents about their needs and usage. The discussion needs to be done in conjunction with BPC as they are looking into taking over the Main car park and toilets. On-street parking needs to be addressed too. The NP and SG group need to write to the BPC with their concerns and work with them to discuss what can be done. There is a set figure for the number of parking spaces that should be included in planning applications for new homes. We need to do something about parking and do it now.

Denton Homes Appeal: - The appeal inquiry has been moved to 8th January 2019; this has caused some problems for writing the NP as the decision will be hanging over us. We should still identify possible suitable sites for building, though we don't have any. BPC were advised to talk to David Marler(?) who deals with NPs. Cllr. Steve Moore is going to arrange a meeting with him for advice as to what BPC can do. Other NP people should attend that meeting too. We can't delay the NP as we only have money till the end of the year. We have difficulty in finding sites for 52 units in Burwash. This should be raised with Donna Moles, but she will say we have to build the houses. We need to document in our NP that we have had a consultation and no suitable sites have come forward.

Strand Meadow: - A detailed application has gone into RDC Planning for the Strand Meadow site that does not include any affordably units, the 30 units will now all be market value only. Local

Burwash Neighbourhood Development Plan

families will struggle to purchase the properties. This could set a precedent for further developments. Petitions should go in, BPC is doing one and Ian will get other names together. BPC is holding an EGM Monday 6th August 2018 7pm at Burwash Village Hall. There is no viability study on-line, they say they will provide one. There is a press release going out saying that Burwash requires is for affordable and social housing not executive homes. There will be a photo shoot at Strand Meadow to go to the press.

Call for sites: - Two consultations held on Saturday; 54 people attended. Consulted on the 4 sites put forward. Mixed reviews for the sites but quite close. Units need to be affordable. No numbers of potential units were given. Concern about services. Protect the AONB and sympathetic with the village, not to extend the development boundary. The housing group will look at the responses and report to SG. Although the deadline has passed, more sites can be put forward. RDC sets the development boundary and the fact that development can only be in Burwash itself – not Burwash Weald or Common.

AOB: - BPC will have a table at the Burwash Fair and Burwash Common Fete, the NP can be represented there too.

Next Steering Group meeting: – TBA

Close of meeting: - 19.40

Halina Keep

17th September 2018

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Lesley Elmslie (LE), Nick Moore (NM), Anne Newson (AN), Les Moore (LM), Halina Keep (HK), Lindsay Green (LG), David George (DG), Helga Castle (HC), Ian Rees (IR), Kim Hardy (KH), Peter Thompson (PT).
Apologies	Andrew Mann (AM), Steve Moore (SM), Mary Clarke (MC), Julian Kenny (JK).
Subject	Burwash Neighbourhood Plan progress report.
Date	Monday 17 th September 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30 Chaired by Nick Moore

Minutes of SG meeting 30th July 2018: – Minutes were agreed by the meeting.

Burwash Neighbourhood Development Plan

Housing targets: - **SM** emailed to say that we can't proceed with the Neighbourhood Plan until we have met with Rother to discuss our housing target. We haven't identified suitable sites for housing. Without meeting the housing targets the plan won't be approved.

NM would like to go ahead with the NP, write a draft plan and consult with the Parish. We need to explain the issues and difficulties to the wider community. A lot of work has gone on in the groups and the public are expecting to see what has come out of the process. Even if RDC won't approve we may get a parish plan that people will sign up to.

IR said we should go ahead with the NP as this shows what the Parish wants because we have consulted with them on the proposals. Windfall houses should count towards our target but if we challenge the decision RDC might increase our target by 20%.

LG thinks we should finish the NP with 52 units but state where we want them to be, it should be a positive statement from us and consider setting up Community Housing in Burwash to meet Parish needs – **at least 30% should be 1 or 2 bedroom properties.**

DG proposed that we complete the NP.

NM called for a vote from the meeting – it was agreed unanimously by those present that we should go ahead and complete the Burwash Neighbourhood Plan.

Comment was that RDC seem to be only interested in numbers so might agree to approve Strand Meadow application.

What housing plans should consider: -

- Access
- Parking
- Style of design
- The community should be consulted on the proposals
- Ask owners of suitable sites – look at local maps for information

Comment about the Park Lane Group application for Strand Meadow – wrong sort of houses, bad style design, too many on the site, poor infrastructure and access.

The parish council and Cllr. Eleanor Kirby-Green are still trying to arrange a meeting with David Marlow. It now looks like October to discuss the way forward on housing targets. Nick Moore has been invited to represent the NP. The parish council have a meeting on Thursday with Hugh Merriman MP to discuss traffic concerns and the housing targets. Nick Moore has been invited on behalf of the NP and will be attending.

Concerns re performance of Donna Moles (DM) she has not done a very good job of the draft NP, she seems to have cut and pasted information that the environment group had submitted to her.

LG suggested that we should sack her or at least give her a deadline of a week to complete the draft. Members of the meeting were unhappy with progress from **DM**. We should draft a report to send to her and obtain her comments.

Action – **NM** to meet with **SM** to discuss further the above items.

Burwash Neighbourhood Development Plan

- The SG should look at other completed NPs.
- The SG should draft together the information we have already gathered.
- The consultant's contract should be checked.

Parking and car parks – yellow lines are being installed and restrictions will be enforced. SG will work with BPC about the new lines. **Action** – offer to help BPC with this. East Sussex County Council were instructed to work with BPC, they should have commissioned a feasibility study. Speed checks to be carried out, we need to work with BPC.

Dark skies and safe crossing – SG agreed that we can't resolve this at our meeting, there are technical solutions that will be covered in consultation of the draft NP.

Quality control of the draft NP – To be discussed further

Timetable review - To be discussed further

Consultation process – We will consult on the draft NP and choose our examiner carefully.

AOB:

- "LG reported that the business questionnaire has now been analysed and the results sent to the parish council. 30% of those approached had responded (a reasonable result for this sort of survey) but some significant employers had not done so. The survey shows that the majority of businesses in Burwash are sole traders and only one or two of these has plans to create employment opportunities in the next 10 years - this is worrying."
- Were all our policies sent to **DM**?

Next Steering Group meeting: – Wednesday 17th October 2018 or the week beginning Monday 15th October.

Close of meeting: - 20.05

Halina Keep

16th October 2018

Burwash Neighbourhood Plan Steering Group

6.30pm 16th October 2018

Internet Café

Present: Lesley Elmslie, Anne Newson, Les Moore, Lindsay Green, David George, Helga Castle, Ian Rees CHAIR, Kim Hardy, Peter Thompson, Andrew Mann, Steve Moore,

Apologies – Nick Moore, Halina Keep, Julian Kenny, Mary Clarke

Minutes

10. Minutes of the last meeting

Agreed Lindsay's' amended paragraph to be added.

11. Housing targets – what next?

Steve explained:

- David Marlow RDC Planning officers' various prevarications-including ignoring info re our unique circumstances and re-stating existing targets- before agreeing to meet on 5th November. Betty McBride, Steve, RDC Director and Nick to attend.
- John Barnes view that the target will imminently be doubled
- 2 approaches re possible sites received since call deadline closed:
i. Ashlands behind the surgery [AONB] ii. Coopers Hill – previous large ribbon site that gave rise to No-concrete.
- The case against RDC extending the development area and ensuring councillors don't consider this i.e. sets a hugely dangerous precedent.
- Only possible sites include 17 at Strand Meadow, 7 at Oakleys, or more if the owners 2 bungalows behind were included; and two possible frontage developments along Shrub Lane as per BU10 (SHLA) which is outside the development area.
- Obstacle caused by the PCs past failure to argue against the 52 target
- Attempting to find out from Ground Work whether PC loses £s if target not met
- Option discussed with Nick to arrange a formal ballot with choice of e.g. accepting we can't meet the target / build on the AONB
- A rumour that 24th Jan is the last date by which NPs can be considered against the existing targets.

Discussion

Ian: Q: Some villages are exempted, why not ours?

A: Burwash is considered to be a hub due to our infrastructure.

Lindsay: Unacceptable to not have a NP. We must do a community plan if NP not authorised by RDC, so that we maintain a consistent message to prospective developers.

David: The Localism Act may enable us to by-pass RDC. Councils often ignore or misinterpret legislation.

Lesley: Q: Couldn't we start our own Community Lead Housing and provide social housing along side a HA.

A: There is no site.

Lindsay: Q: How can the RDC constraints be modified?

A: A bootleg plan might only work if we find space for 52 within our own chosen development boundary.

Cannon Balls to play back to RDC:

- AONB
- No sites and therefore room for 52 in 'their' development area
- Infrastructure already stretched e.g. parking

- Any useful data re infill figures and re Localism Act to be used.
- RDC must accept the real issues and come up with a constructive approach
- Legal route to fight the target.

12. The consultant – issues and concerns

Steve: She is chasing feedback re the strategic environmental assessment from RDC; and our logs re contacts undertaken with the community which include surveys questionnaires, 1:1 contacts for info gathering, public meetings etc.

Anne: The work on the Environment groups report is awful. Complete misunderstanding and no wish list. Group need to meet her to resolve.

We will all have a role in editing the final draft NP prior to this steering groups sign off.

13. Next steps

David to research the Localism Act and **Steve** will seek advice through his company if this bears any fruit.

Anne to seek infill figures being compiled by Helene [No-Concrete].

ALL: If the meeting with RDC fails to change anything, we consider defining our own development boundary; and pursue a ballot re the options, preceded by a massive publicity drive i.e. public meetings, banners, posters, social media, champions for each locality, lobbying societies and organisations in the village network.

Any Group who hasn't sent in a log of community contacts as part of their research please send to Steve [-> Donna].

Steve to facilitate a meeting between Donna and the Environment Group.

14. AOB

David: Q: Was the work on policies sent to Donna?

A: Everyone sent their headings. We need to see what comes back as part of the editing process.

15. **Next meeting** 6th November Venue **TBC**

6th November 2018

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).

Burwash Neighbourhood Development Plan

Steering Group Present	Nick Moore (Chair), Steve Moore, Lesley Elmslie, Les Moore, Peter Thompson, Lindsay Green, Helga Castle, David George, Halina Keep
Apologies	Anne Newson, Ian Rees, Kim Hardy, Julian Kenny.
Subject	Burwash Neighbourhood Plan progress report.
Date	Tuesday 6 th November 2018
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30 Chaired by Nick Moore

Meeting with RDC Monday 5th November: - Attended by Cllr. Betty McBride, Cllr. Steve Moore and Nick Moore, Cllr. Eleanor Kirby-Green (District Councillor).

Cllr. Steve Moore gave a report on the meeting.

Discussion with Frank Rallings, David Mahler (Planning Policy Manager) who needs to ensure everything goes through. 24th January 2019 deadline mentioned, not our deadline but theirs. Development and Site Allocations (DaSA) has been produced by RDC, excludes areas with a NH Plan in an advanced stage. Some parishes had accelerated their plans to meet the deadline. What happens if we don't meet it? We can still rely on the Core Strategy, that won't be changed till September 2019. We are okay if we want to go forward in the next month or two. Regulation 14 period, which is the 6-week statutory period when our draft Neighbourhood Plan and Strategic Environmental Assessment are looked at. This would lead us to further work as there would be comments from them and members of the public and people that had responded to the call for sites – why hadn't they been taken up? We must deal answer them, they will be reconsidered then things will move on. We are about six months away from finishing.

Points: -

- Land survey, looking at the SHLAA again, were there any other sites available. Listed possible sites in Burwash that were looked at as possibilities.
- AONB – we welcomed RDC's rejection of the Denton Homes scheme, but that was only on the AONB, there were other reasons to object. AONB is sacrosanct but it causes us a problem.
- SHLAA sites – 9, of which two are green, one amber and six red. The two green are the original Strand Meadow site for 17 units, and the laundry site which was built as four units so doesn't count. The amber site is the top of the Denton homes field.
- Discussion about where the Hastoe site is but they don't allow infill further along Shrub Lane. Where can we put 52 units that would count? They then discounted any other options that were put forward.

Burwash Neighbourhood Development Plan

- RDC went through what we have and counted the Strand Meadow as 30, so we only need to find 22. Oakley's site could be six, so that leaves 16.
- We can't put forward sites as Denton Homes and Strand Meadow could go ahead and will have too many, they will be accepted.
- Our main issue is the units being built do not meet the needs of the community. Access at Strand Meadow and affordability. So far over 400 people have objected to the Strand Meadow application.
- RDC were reminded about what the village needs. Where are we going from here? We want the right sort of housing, in the right place.
- They suggested we could put a plan in without numbers and they wouldn't object, it could be acceptable by the Inspector. We were told 'no numbers, no plan'.
- The next stage, the next target would be based on the population of the Parish, but they will still only accept building in the Development Area – could be 100 houses.
- AONB has more protection under the National Policy Framework than the previous one. Our opportunities for development are very limited.
- Less than six units and the exception site were discussed but not accepted in the total. If they were included, then our total could go up by 20%. They conceded two units towards our total.

A meeting to be held with Cllr. Kirby-Green to follow up and prepare the next step. Ask RDC to suggest where we could build.

Options outlined by Nick Moore: -

1. **The best of the worst.** We can't use figures from Denton homes site while the appeal is on. Accept some of the Strand Meadow site – though this will upset those who objected to it. The views throughout have been very negative to both applications. Neither of these proposals is building the type of housing that we think we need from our assessment of housing need.
2. **No sites.** Apparently, we can submit a neighbourhood plan with no specific sites. This might encourage speculative buying of land for development. This might get us over the line in protecting our plan. They come back to us with units we might have such as at Oakley's. RDC might accept our plan, but the Inspector might reject it.
3. **Present a draft plan that doesn't meet the housing target.** This plan reflects what has come out of the original consultation and the call for site consultation.
4. **Present all the options when consulting with the public.** We should do this but make recommendations.
5. We could accept 30 on the front of Denton Homes site.

Burwash Neighbourhood Development Plan

RDC hadn't identified any suitable sites, we ask them where they suggest there are sites.

A discussion followed about how the houses will be built in Strand Meadow e.g. piling etc. If we submit a plan, we will have some protection. We can't consider a Community Land Trust as we don't have the land. A redacted viability study for Strand Meadow will be published, then there will be a 21-day consultation process. The inspector will publish his report 4 months after the process has finished.

It was agreed that we should put the documents and policies together as if we have met the 52-house target, so we are ready to go. If we are not happy with the text that has been written for Environment, we should go back and point out what we are not happy about. We need to get the plan finished with the housing sections and the housing policies. Present what we have to the public without the housing. We feel the target of 52 is unreasonable. We know there are people on the housing list for Burwash, but the proposals don't meet the needs.

The Core strategy says, 'don't build on the AONB'.

Consider a small consultation before the big one to inform the public what is going on.

Steve will prepare a report to present to Burwash Parish Council Tuesday 13th November 2018.

Meeting agreed that we are going to get the report completed, people are unhappy with what we are getting back from the consultant, we will complete it as best we can to the level we are happy with, but we can't address the houses specifically. This will be fed back to Rother.

Minutes of SG meeting 16th October 2018: – Minutes were agreed by the meeting.

Matters arising from minutes: - Follow up with the consultant about the Environment document. Anne was dealing with this; can we have an update?

Action – Nick to talk to Anne about progress.

Action – Steve will communicate with Donna about our progress.

Action - Consultant to be asked to generate the policies we need so we can see them before consultation.

Action - We would like to see a draft before the end of this year, so we can start to publicise.

Action – an updated timetable.

Action – Steve will check the position with the grant and report to Burwash Parish Council. We must have a plan that has gone to the inspector, gone through Regulation 14, queries have been answered, Rother says it is compliant with their Core Strategy, we then give it to the inspector. We are then over the line, whether it is passed or not.

Action - Donna to be given a deadline of Friday 7th December 2018.

Next Steering Group meeting: – Monday 10th December 2018.

Close of meeting: - 19.35

Halina Keep

18th March 2018

Agenda – BNH Plan Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members.
Steering Group Present	Steve Moore, Anne Newson, Ian Rees (Chair), Les Moore, Peter Thompson, Lindsay Green, Helga Castle, David George, Halina Keep
Apologies	Nick Moore, Lesley Elmslie, Julian Kenny.
Subject	Burwash Neighbourhood Plan progress report.
Date	Monday 18 th March 2019
Note taker	Halina Keep

Meeting opened: - 18.31

Housing target: - Report about meeting with Steve and Nick and Frank Rallings, David Mahler (Planning Policy Manager). We have a target of 52 based on the figures from the SHLAA. We are getting conflicting messages as to the way forward from Rother DC as an authority, but not officers. Current targets are a nonsense. Rother DC (RDC) Planning Committee members are unable to press officers to do anything.

There has been an email from Davide Marlow apologising for his over the top response. Burwash community are not being NIMBYs.

Meeting was informed that the proposed development at land next to Strand Meadow has gone to appeal at the Planning Inspectorate. If the 30 are counted towards our total, then only 22 (28?) more needed to meet the target.

Discussion about housing targets for Burwash: - Should we go for the worse case decision? Development and Site Allocation (DaSA), we are exempt because we have a draft Neighbourhood Plan in process. Allocations are in the Local Plan written by RDC. Should we try to get close to the target?

Date for the consultation on the plan and housing target with the community will be April, only 6 weeks away. Submission for the revised plan is June/July. It will then go to Rother then the Inspector – Core strategy.

It was agreed to include all the sites identified in the Call for Sites consultation. RDC want to include Strand Meadow in the figures. Consider including the 17 already approved. On the one hand, we have to play by the rules, but they say these can be broken. Could the target of 52 be amended? If our plan got something lower, they would accept it.

We can submit a plan with zero units, so it might be accepted, we have to say why we haven't anything acceptable.

What happens if we don't submit a plan?

There have been some late sites submitted to Steve and Ijon.

What are our options? RDC could set higher targets. In 2014 the target was 35 for Burwash.

We have to put in all sites that have been identified in the call for sites and give reasons why they are not suitable. Sites that were put forward did not meet criteria, they have to be in Burwash – not Burwash Common or Burwash Weald.

We will continue with the plan. Housing document needs working into shape. How are we going to deliver the plan?

Lindsay - suggests zero figures, our reason being that we have been messed about as to what we can do – David and Andrew agreed.

Steve – if we don't put something in, e.g. Oakley's, why did we not put it in? Oakley's would need good reasons for change of use so it can be built for housing, loss of employment mentioned. Is it a proper site that can be delivered?

Les – consider putting in a small number – maybe 6/8 flats at Oakley's and infill in Shrub Lane. Discount the Glebe site, access is not good. Is 17 in Strand Meadow possible?

Meeting agreed to build on the document. Housing must meet the needs of the community.

Do we go with zero units in the plan? But there are potential sites that might come up in the future. Shrub Lane infill is speculative.

The Steering Group agreed to say zero with careful wording. Consult with Robert Banks on wording.

Action – Urgent, Ian to contact Robert Banks

Working on the document

Someone from each group to go through it to get it how we want it. A pared down version will be presented to the community for consultation. The full version will go forward to RDC and the Inspector. Compare both for content, include images and maps. Refer to the Ticehurst NH Plan for content.

Action – Steve (Housing), Anne (Environment) and David (Infrastructure) to meet Friday 22nd March at Steve's, Infrastructure is polished already.

Budget – We still have funding in place, no expiry date at the moment as long as the we are working on the plan.

Burwash.org web site – Text to be updated.

Action – Les to update text.

Burwash Neighbourhood Development Plan

AOB – Businesses information – any progress? Data only with the Parish Clerk. Someone to get back to those who responded. Progress on a Business Directory and Chamber of Commerce for Burwash. Businesses want to see results.

Action – Ian and Lindsay to meet with Jane Cheshire. Get permission from respondents for an on-line directory.

Burwash Parish Council – The Rolling Plan takes effect in May after the elections.

Wild About Burwash – Talk by Stephen Hardy from CPRE Sussex about the High Weald AONB Monday 25th March 7.30pm at the Burwash Common Pavilion.

Willingford Lane – Celia Caulkin has acquired a grant of £10,000 to renew verges and protect plants in the lane from the Lund Trust.

Outsiders – Burwash Road Safety Awareness Week 25th – 31st March.

Love Burwash Day - Saturday 23rd March 10 - 12noon.

Next Steering Group meeting: – TBA

Close of meeting: - 20.05

Halina Keep

27th January 2020

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Steve Moore, Nick Moore, Les Moore, Anne Newson, Mary Clarke, Halina Keep, Andrew Mann, David George, Lindsay Green, Helga Castle, Ian Rees, Jane Moore, Kim Hardy.
Subject	Draft Burwash Neighbourhood Development Plan progress report.
Date	27 th January 2020
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30 Chaired Nick Moore.

Discussion: -

- Pre-submission document.
- Letter to Rother District Council Planning Committee and planning officers.

The meeting was informed that not having allocated suitable development sites for Burwash was not a problem but saying we did not wasn't any new developments would be a problem. Planning Guidance makes this clear.

Dates for delivering the plan have slipped due to Rother District Council not setting a date to meet with them.

Updated draft

The final version should be more upbeat, but it should finish with reasons for our decision in not identifying any suitable sites for Burwash. Our reasons must be robust.

Steve and Mary have updated the document.

Should the document be given to Burwash Parish Council at an Extraordinary General Meeting or at their March full council meeting?

Donna Moles comments will be added in.

Pre-submission consultation document comments to be sent to Mary by Friday 31st January 2020.

Actions: -

1. David Cowell has offered to to edit it with someone from the Steering Group. **Les Moore.**
2. To provide a section on views. **Ian Rees, Andrew Mann**
3. To provide Ordnance Survey maps to replace the current maps. Add call for sites locations, Steve might be able to get these in London as RDC will charge us or might take too long. **Steve Moore**
4. Read through and provide links to organisations and test links work correctly. **Les Moore**
5. Read through and provide acronyms, only include relevant ones in this document but leave all in the appendix version. **Helga Castle**
6. Bring all minutes and agendas into one document. **Halina Keep**
7. Update all appendices. **Mary Clarke, Les Moore**
8. Full and final version with appendices to Burwash Parish Council. **Nick Moore**
9. Full and final version to Donna Moles before March Burwash Parish Council meeting. **Steve Moore, Mary Clarke**
10. The final version will be in pdf format. To be sent to Rother District Council by 31st January 2020

Actions required by the end of February.

Urgent

Views

Redraft

Close of meeting: - 19.35

Burwash Neighbourhood Development Plan

Agenda – Steering Group (SG) meeting	
Report to	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
Steering Group Present	Steve Moore, Nick Moore, Les Moore, Anne Newson, Halina Keep, Andrew Mann, Lindsay Green, Helga Castle, Jane Moore, Lesley Elmslie.
Subject	Draft Burwash Neighbourhood Development Plan progress report.
Date	2 nd March 2020
From	Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.30 Chaired by Nick Moore.

Apologies: - Mary Clarke, Ian Rees, David George,

Burwash Neighbourhood Development Plan Steering Group

02 03 2020

Last meeting notes: - actions going forward.

Steve Moore updates

- Steve has asked Donna Moles about what views are required for the plan, no response received.
- Steve contacted Nicola Watters by email for her to tell us what is required, no response received.
- Tim Hickling response to our letter, not helpful. We now need their help as to what include in our plan.
- Outstanding in our draft are maps and views.

Comment – we are only compliant with the core strategy if we accept the numbers. But the figure allocated for us wrong. We accept 52 if they are the right sort of development, e.g., affordable.

Letter from Tim Hickling, Rother District Council Planning: -

1st paragraph – the steering group is disappointed with the response from Tim Hickling. There has been lack of clarity from Rother District Council (RDC) as set out in the two meetings. Our group were the ones who asked for, and initiated, meetings with RDC Planning officers. They kept us waiting for nine weeks. It is not clear what their role is and what they actually did to advise us. They are meant to be supporting the communities.

All meetings were requested by our steering group not them. They knew we were struggling with the figures allocated to Burwash Parish. Recent planning applications put forward by developers for

40 and 30 units have been refused by the RDC Planning Committee, the former was withdrawn after going to appeal. The SHLAA is out of date and that is where the figures allocated for Burwash Parish come from.

2nd paragraph – the letter states that we have not engaged in any meaningful way with them prior to pre-submission, see comment above.

3rd paragraph – Tim Hickling and planning officers haven't visited the Burwash area. There is no evidence that they are working on our behalf.

4th paragraph – we requested maps from RDC but none received.

Regulation 15 – our draft goes to RDC then the inspector for consideration.

6th paragraph - "If you do choose to proceed..." the paragraph refers to costs that will be incurred by Burwash Parish Council, there will be none as the steering group are unpaid volunteers doing the work on the draft plan.

7th paragraph – this is the most insulting paragraph. It actually sets out what we have been asking for.

Burwash housing

The community wants the right of sort of housing for local people in the right place.

The steering group agreed that we should respond to the letter and set the correct tone.

Consider making a formal complaint on the tone of the letter, copy to the planning inspectorate. Not to be sent to public domain or press.

Burwash Parish Council

It was agreed to defer presenting the draft plan to BPC for sign off. The presentation will be made at the April EGM meeting by Lindsay Green and Les Moore.

Action

Write a short letter to Rother District Council planning. **Steve Moore, Nick Moore**

Invite Huw Merriman to a meeting.

It was agreed to share the letter from Tim Hickling with Robert Banks for comments.

Actions from 27th January 2020 meeting: -

11. **Done** - David Cowell has offered to to edit it with some one from the Steering Group. **Les Moore.**
12. **It is being written for RDC** - To provide a section on views. **Ian Rees, Andrew Mann**
13. **It is being written for RDC** - To provide Ordnance Survey maps to replace the current maps. Add call for sites locations, Steve might be able to get these in London as RDC will charge us or might take too long. **Steve Moore**

Burwash Neighbourhood Development Plan

14. **Done** - Read through and provide links to organisations and test links work correctly. **Les Moore**
15. **Done** - Read through and provide acronyms, only include relevant ones in this document but leave all in the appendix version. **Helga Castle**
16. **Done** - Bring all minutes and agendas into one document. **Halina Keep**
17. **Outstanding, being worked on** - Update all appendices. **Mary Clarke, Les Moore**
18. **To be done** - Full and final version with appendices to Burwash Parish Council. **Nick Moore**
19. **To be done** - Full and final version to Donna Moles before March Burwash Parish Council meeting. **Steve Moore, Mary Clarke**
20. **To be done** - The final version will be in pdf format. To be sent to Rother District Council by 31st January 2020
21. **Done, being updated** – all steering group minutes as single word document in chronological order. **Halina Keep**

Actions

Write response letter.

Next meeting – Monday 16th March 2020

Close of meeting: - 19.55

Agenda – BNH Plan Steering Group (SG) meeting to update the draft plan and EGM timeline	
Report to	Neighbourhood Plan (NP) Steering Group members (those in attendance here); forward to Burwash Parish Council (BPC).
Steering Group Present	Steve Moore, Nick Moore, Les Moore, Anne Newson, Halina Keep, Andrew Mann, Lindsay Green, Helga Castle.
Subject	Draft Burwash Neighbourhood Development Plan progress report.
Date	1 st June 2020
From	Burwash Neighbourhood Plan Steering Group
Note taker	Halina Keep

Meeting opened: - 18.10 Chaired by Nick Moore.

Apologies: - Kim Hardy

Burwash Neighbourhood Development Plan Steering Group

Update

Burwash Neighbourhood Development Plan

Lindsay will make the presentation of the draft plan to Burwash Parish Council (BPC) at the EGM to be held Thursday 11th June 2020. The draft plan prior to the EGM.

Steering group present are asked to send any alterations to the script to Lindsay, and ones to the plan to Mary. There have been no changes to the document but the introduction has been tidied up.

Meeting: A meeting was held with Cllrs. John Barnes and Eleanor Kirby-Green; Cllrs. Steve Moore, and Nick Moore, also Mary Clarke attended. Cllrs. John Barnes and Eleanor Kirby-Green have indicated that they will support the plan.

We have reached out to Cllr. Jonathon Vine-Hall, he is keen to work with us. We asked for a meeting but no response received, will ask again. We tried to engage with him but received a poor response from the Rother District Council (RDC) officers. Nick will chase this up.

Consultant Donna Moles has confirmed that what we are doing is not wrong, we are entitled and justified to write the plan as it is. We have made it clear where the 52 allocation for Burwash came from and why it is a problem.

EGM

Presentation to BPC: Lindsay will present the document from his script; Les Moore, Andrew Mann, Halina Keep and Helga Castle will attend as parishioners on the steering group. Cllrs. Nick Moore, Steve Moore and Anne Newson will attend as BPC councillors. We recommend that the BPC approve it, options will be included in the body of the script, options are critical, we need to show there are options. It will form part of our evidence base. However, the steering group recommend that they approve it.

Lindsay will send version 2 of the script to those present here today for any amendments. Lindsay asks for Donna Moles comments to be sent to him. Everyone on the steering group will be invited to attend the EGM.

Should Lindsay's script include Higher Nature, Ashwood and the Glebe sites? We don't want to alter the development boundaries for Burwash, Burwash Common or Burwash Weald. RDC is adamant they will not consider Burwash common or Burwash weald.

Ashwood – the plans for the development are being revised.

BPC will need the final version of the plan by Friday 5th June 2020.

Agenda for EGM

- Lindsay opens with the presentation
- Nick answers
- Lindsay – Infrastructure Group, not RDC meetings
- Steve and Nick will answer questions about meetings
- Anne and Andrew – Environment Group

Burwash Neighbourhood Development Plan

- Steve – Housing Group
- Nick - Consultations
- Questions

Actions

- Nick to make contact with Cllr. Vine-Hall and RDC officers
- Donna Moles comments to Lindsay
- Final version of plan to BPC by Friday 5th June
- Send agenda for EGM to clerk and to web site – Steve
- EGM to be included in the Burwash E-Bulletin and Etchingham E-Bulletin
- We are still waiting for ONS maps from RDC. RDC asked why do we need them, having said we needed to include maps in our plan?
- Halina to send minutes to these attendees here present and Mary
- Compile list of helpers for the plan. Halina

Close of meeting: - 19.00

Halina Keep

2nd June 2020