

Agenda – Meeting with Consultant Doona 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.
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