

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, mail box 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.

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 base-line 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