

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 Clarke, 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, JasonCaulkin**

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 raised with RDC. **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 Etchingam 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

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