

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 wall to 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 –

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