

<b>Agenda – Steering Group meeting</b>	
<b>Report to</b>	Neighbourhood Plan (NP) Steering Group members; forward to Burwash Parish Council (BPC).
<b>Steering Group Present</b>	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).
<b>Guest</b>	Peter Thompson (PT)
<b>Subject</b>	Burwash Neighbourhood Plan progress report.
<b>Date</b>	19 <sup>th</sup> February 2018
<b>From</b>	Neighbourhood Plan Steering Group
<b>Note taker</b>	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
- 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; 17<sup>th</sup> 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 street lights 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, the Group were of the view that social rented is needed. This will be tested. 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: -**

<b>Bedrooms</b>	<b>Number</b>
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**

**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 21<sup>st</sup> February when this will be discussed further. **DG, MN, JM**

**Housing needs event** – The workshop will be held on Saturday 24<sup>th</sup> 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 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 22<sup>nd</sup> February to discuss plans for the resurfacing of the High Street and installation of yellow lines.

**Next SG meeting** – Monday 5<sup>th</sup> March 2018 6.30pm in the Parish Room (Internet Café)

**Next Infrastructure meeting** – Wednesday 21<sup>st</sup> February 2018 6.30pm in the Parish Room (Internet Café)

**Next Housing meeting** – Monday 26<sup>th</sup> February 6.30pm at the Rose and Crown.

**Close of meeting:** - 19.30

***Halina Keep***