

Minutes of the Neighbourhood Plan Steering Group

9th April 2019

Present: K Jordan (KJ), S Avery (SA), D Cranfield (DC) In Attendance: **Stephen Treharne (ST) (Clerk to Chailey Parish Council)**

1. Apologies for absence

K Matthews, J Cranfield, M Evans.

2. Agreement of the Minutes from the meeting 12/03/2019

The minutes were approved. Matters arising:

- a) SA: we need to select appropriate photographs and decide where to place them. It was agreed that all members would check Dropbox and state their preferences. DC noted that he is unable to access Dropbox.
- b) KJ: Maps will take 5-6 weeks, which could affect the timetable; we need them before Regulation 16, but under Regulation 14 the draft Plan can be issued without the maps. KJ to discuss a list of required maps with Julia Edwards (JE) (Lewes District Council).

3. Confirmation of Regulation 14 Dates

The Regulation 14 dates were **agreed** as 17th May to 28th June 2019.

4. Agreement of Regulation 14 Pre-Submission Consultation and Publicity Notice

It was queried as to whether the Plan would run to 2030, or for 15 years, i.e. 2034. ACTION: KJ to ask JE.

ST stated that the Parish Office was not always open during the days mentioned as being when the Plan can be viewed. He will add an explanation.

5. Agreement of Regulation 14 Public Consultation Notice

ST suggested the letter to Consultees could be sent in the week leading up to 17th May and this was **agreed**. This will be placed on the website and noticeboards. The Consultation will start at 9.00 on 17th May. Letters will need to be sent to a long list of Consultees, but these can be prepared in advance.

ST asked if we have a "How to make responses" form. He will revise the consultation and publicity notice.

A discussion followed regarding publicity in Chailey News – it was **agreed** that in May we would include a general "look out for" message, then in June more specific information on how to comment.

It was **agreed** that it would make sense to hold the drop in sessions in June.

6. Collection of Regulation 14 consultation responses

ST suggested the comment form could be included in Chailey News as an insert.

The Shaping Chailey logo is to be used – ACTION: JC to supply as a Jpeg image.

The Regulation 14 standard list of Consultees was discussed – some, such as the Coal Authority, are clearly not applicable, but KJ will check the list with JE.

7. Accessing copies of the Draft Plan

KJ has obtained agreement to hold copies of the Plan documents for public viewing from the following organisations:

South Chailey Surgery

Newick Surgery

Five Bells

St Peter's Church

Free Church

Dentist at North Chailey

The McColls Stores has not been approach, as we are aware there is no space to display the documents.

SA suggested Sheffield Park Station and ST the Chapel at the New Heritage.

8. Printing Copies of the Draft Neighbourhood Plan

There was a discussion on the number of copies of the draft and it was agreed that we will need 50. CHEC will need the final draft by early May. KJ suggested that full copies could be held at the various locations, with the appendices made available via the Parish website.

JC has sent round a draft of a Pre-Submission Summary – the Vision Statement needs to be added, but it was **agreed** that the finished document could be included in the Chailey News. The "How to comment" form needs to be consistent.

9. Public Engagement

KJ confirmed that Purdah no longer applies as the Parish Council election is uncontested, so we are able to have a stall at the St George's Day event. ACTION: KJ to book a stand.

The posters need to explain the timetable and where and how parishioners can access the Plan, directing them to the website. ACTION: JC and DC to design a poster; posters to go up towards the end of May.

Annual Parish Meeting: reminder to those present and ACTION: JC to give a brief report

10. Any Other Business

It was **agreed** that JC should go ahead with the amendments to Transport policies suggested by Mark Evans.

KJ confirmed that Chailey Parish Council will review progress on 16th April and agree the Plan on 14th May; ST pointed out that they will need the documents before the meeting, so the Plan needs to be issued by 8th May; if CHEC are unable to print within this timescale, we will have to go to a commercial printer.

11. Date of the next meeting: 3rd May 2019, to sign off the plan and appendices.