

Minutes of the Neighbourhood Plan Steering Group Meeting

January 8th 2015

Present:

Don Cranfield (Chair), Jack Cranfield (Taking Minutes), Ken Jordan, Mark Evans, Katherine Matthews, Dennis Matthews, Tony Oliver.

Terms of Reference:

A draft version of the Terms of Reference for the Neighbourhood Plan Steering Group was presented to the members for discussion. After discussion and amendment, it was agreed that these Terms would be presented to the Parish Council at the next meeting on 20/01/2015 for approval.

Membership – It was agreed that the Steering Group would comprise the Chair of Chailey Parish Council and up to three Parish Councillors and up to four parishioners. It was also decided that two substitute members could be included. In time a Chairman and Vice Chairman would be elected. The Group would also include smaller task groups, who would meet the needs of specific elements of the Neighbourhood Plan. Each task group would be made up by at least two Steering Group members, as well as co-opted members of the community.

Voting Rights – It was agreed that regarding any decisions made there should be a consensus by the Steering Group and that there should be a quorum before a motion can be voted upon.

Frequency – The Group members decided that meetings would take place on Thursday evenings at 7.30pm in Chailey Reading Room. There will be at minimum 11 sessions throughout the year, on average once a month. The frequency of the meetings may vary depending upon the particular development stage of the Neighbourhood Plan, with the possibility of more meetings at key stages. In public consultations, a limit of 3 minutes speaking time, per individual, was agreed upon.

Admin Support – Each meeting will include a minute taker, responsible for recording any actions made by the Steering Group. The committee would also follow a planned agenda.

Amendments - The following changes to the Terms of Reference draft were agreed:

- Section 3.2 should include parishioners and members outside the group.
- Section 1.1 – Delegation – The Parish Council will be approached to see if the Council is willing to grant ‘...delegated authority in exercise of all relevant plan-making functions to the Chailey Neighbourhood Planning Steering Group.’
- To include the Parish Clerk in section 3.1 (Membership). The Parish Clerk can attend meetings if required.
- Section 6.0 was amended to ‘A copy of the Terms of Reference shall be given to each Member of the Steering Group.’

Actions – The amendments will be made to the terms of reference and they will be passed to the Parish Council to be agreed at their next meeting on 20th January 2015.

Statement of Issues:

A statement of issues, which could be covered by the Chailey Neighbourhood Plan, had been prepared by Dennis Mathews and was discussed. This summarised key issues that could be relevant to Chailey, and could form the basis of the task groups.

Don Cranfield proposed that a decision should be made by the Steering Group on whether the Neighbourhood Plan should cover site allocations or whether site allocations should be decided by Lewes District Council. It was decided to recommend to the Parish Council that the Neighbourhood Plan would not include site allocations.

Based upon the Statement of Issues, three task groups were proposed that covered:

- Environment & Housing
- Local Economy & Transport
- Community

Each of these task groups would be chaired by a member of the Steering Group, however this will be further discussed at the next meeting and is subject to Parish Council approval. Steering Group members would be assigned to task groups at a later date.

Matters for the next Steering Group meeting

Don Cranfield recommended that the group should look at the Newick and Lindfield Neighbourhood Plans, before the next meeting - he will email out links.

Mark Evans agreed to include 'a teaser' in the Parish Magazine as to the progress of first meeting of the Steering Group.

Items for the next agenda

These would include:

- Task group membership
- Group views on other local Neighbourhood Plans
- Publicity and public surveys
- Preparations for the annual Parish Meeting
- A study of the population statistics for Chailey Parish

Date of the next Meeting

It was agreed that the Chailey Neighbourhood Plan Steering Group would next meet on Thursday 5th February, 19.30, in the Reading Room.