

## Meeting with Donna Moles- 7/7/2016

**Present: D Cranfield, J Cranfield, K Jordan, M Evans, S Treharne, K Matthews**

ME- would like to clarify terms of agreement. Can we use DM for just point 6 onwards?

DM- she would need to check processes to avoid Judicial Review

JC- we also need advice on checking processes

KM-raised issue of funding available being a maximum of £9,000, whereas the quote from DM was for £12,000

DM- quote is adjusted to Chailey, is not generic. She can look at stages done already and review, could save money that way. She would be surprised if we have done stage 4 yet.

KJ – commented on the lack of response from Parish

DM-suggested a drop in day re vision statement with literature and objectives. Consider having champions. Look at the clubs the village has and tap into their resources.

DM- producing policies is jumping ahead in the order of things and the examiner will pick this up. Need to gather evidence first. She will forward on a place check pro forma. Is another evidence based doc. Facebook and twitter are a good idea, can get polls from these. Are another form of engagement.

DM- funding is through 'locality' not through Lewes DC. You apply for one stage at a time.

ST- you need a detailed timetable in order to apply.

DC- there is a minimum of £1,000 bid.

ME- J Garside suggested having a draft by December, is that unrealistic?

DM- probably, seems quite tight. A detailed timetable is imperative to start with as funding leads from that. Character Appraisal + Heritage Document- these are key documents and don't have a set format. Could look at local listing. Now is the time for collecting information.

The Steering Group is for the duration but otherwise can target people with specific interests/ backgrounds. Can use the Lewes website for evidence based docs, use as a base. Is there other evidence you can add to it?

DM- make the website clear who people can contact- look at Robertsbridge website. She will do timetable and revise contract- once she knows what stage we have got to- JC to email across what info he has. Prob therefore can't go to next parish.

She needs to see terms of reference and declaration of interests

ME-What does DM think of using the website to invite comment? DM-Have to think of other things, don't use word meeting. Something less formal than a meeting.

DM- can target primary schools to reach parents

JC- could use schools to create cover for N Plan, favourite things in Chailey? He will talk to Headteacher.

KM- so at the moment the priority is evidence collecting?

DM- Yes.