



## **Chailey Neighbourhood Plan Steering Group**

### **Minutes of the Meeting on 5<sup>th</sup> May 2016**

Present

Jack Cranfield (Chair), Don Cranfield, Mark Evans, Ken Jordan

#### **1. Apologies for Absence**

Katherine Matthews, Dennis Matthews

#### **2. Agreement of Minutes from the meeting on 14<sup>th</sup> April 2016**

The minutes of the previous meeting were agreed, with a slight amendment: "The Steering Group's role is to explain what the plan can do to local residents." should read: "for local residents".

#### **3. Matters Arising**

KJ- queried where we stand on the appointment of Donna Moles as a consultant. He is at a stage with Housing and Environment where he has draft objectives and policies, based on feedback from the questionnaire, the evidence for which he needs to discuss with Donna.

JC- confirmed he has emailed Donna Moles to say her appointment has been agreed subject to contract and we need a formal proposal from her, together with the schedule she had said she would send. Until the contract is agreed by CPC, we cannot consult Donna.

General concern was expressed at Donna's lack of contact and whether perhaps she was over committed with work.

ME – will discuss with the Parish Clerk as to whether he can produce a contract, but he is concerned about the estimate of £12,000 cost of the consultancy, which equates to 40 days at £300 per day. How is a day calculated? ACTION: ME to discuss a contract with the Parish Clerk.

KJ – queried whether we would need 40 days. The issue needs to be resolved soon. James Garside is leaving Lewes District Council, so ACTION: KJ to contact JG to discuss Housing evidence.

ACTION: JC to chase Donna Moles

#### **4. Review of responses from the Village Meeting and St George's Day Fete**

JC – reported a good response at the St George's Day Fete, especially young people. A tally was kept of North and South Chailey parishioners and approximately 20 were engaged, more from South than North Chailey.

The Village meeting was poorly attended, with only 8 parishioners turning up – disappointing, but perhaps to be expected at this stage in the process, and all provided their contact details. It was noted that broadband was raised as an issue for those working from home.

ME- queried whether the list of interested parishioners included emails and their particular interest; JC stated that some gave these details.

There was general agreement that, while attendance was disappointing, we will only see significant interest when there is a draft plan to discuss. We will have to manage the apparent expectation that we can direct where new housing will be built. It was agreed that we should circulate details once a task group has produced a draft section of the plan and invite comments, either by email or in a meeting.

## **5. Task Group Leaders and Next Steps**

Task Groups and members are as follows:

Economy & Transport: Dennis Matthews, Peter Olbrich, Don Cranfield

Housing & Environment: Chairman: Ken Jordan; members: Mark Evans, Don Cranfield

Community: Katherine Matthews, Mark Evans, Jack Cranfield

DC – suggested details should be circulated not only to those who have expressed an interest, but also those who, from local knowledge, the Task Groups feel may be interested.

KJ – suggested an inner core for each Task Group, then disseminate information via online surveys and social media.

JC – the Steering Group could set up a Community Facebook Group, which would be a closed group for Chailey parishioners.

ME – stated that just 3 people wrote the Nuthurst Neighbourhood Plan. Joining the Task Groups may be too big a commitment for some – they may just want to comment.

**ACTION:** JC to update and circulate the database of residents who have expressed interest.

KJ – the Steering Group should avoid the 3 Task Groups working in “silos” and to this end DC suggested there should be progress reports from each Task Group as an agenda item.  
**ACTION:** JC to include on future agendas.

## **6. Draft schedule of the next actions of the NP**

JC – had hoped we would have a schedule of actions from Donna Moles by now.

ME – the previous Clerk had produced a draft schedule, but we will need to cost out banners, posters, printing, etc. **ACTION:** ME to circulate the Gantt chart / schedule.

## **7. Agree the role of the Consultant**

KJ – the Steering Group needs to be very clear as to the areas where we need help, for example village participation.

ME – the Steering Group and Task Groups can probably deal with much of what is required, providing we have the appropriate guidance. We need to set target dates and book the Village Hall well in advance.

DC – it would be good to tie in the Referendum on the NP with another voting occasion, but this probably will not be possible. ACTION: DC to check possible dates with Lewes District Council – perhaps May 2017. When would be the best time of year?

JC will deliver the NP presentation at the Annual Parish Meeting tomorrow. As above, JC will follow up with Donna Moles.

## **8. Parish Character Assessment**

KJ – there were many comments from the questionnaire around retaining and protecting the natural and built heritage, looking at characteristics of Chailey and the housing types. We need to establish what we mean by a Character Assessment; the Newick NP refers to theirs but it is not on the Parish website. However, a search has come up with a website on how to produce a Character Assessment and suggests getting groups to take pictures – DM is already doing this and KJ suggested this would be a good way of getting parishioners involved.

DC – Chailey Youth Group could be asked to Tweet / Facebook photos of what they see as important about the Parish – this would be a good way of engaging with a wider section of the community. All the Tasks Groups could be involved in forming a community-generated picture library of the village.

ME – A list should be drawn up of Parish assets and how to protect these, for example Chailey Common and Listed buildings. The Diamond Jubilee Map shows many of the assets.

JC – mentioned that he wrote a dissertation on the development of Chailey Parish and extracts could be used for the NP.

It was AGREED that DC would set up a Twitter account.

ACTION: JC to investigate a Facebook account

ACTION: ME to write to Chailey Secondary School: How can young people help form and contribute to the NP?

## **9. Any Other Business**

KJ – has found a useful website: [ourneighbourhoodplanning.org.uk](http://ourneighbourhoodplanning.org.uk)

## **10. Date of the Next Meeting:**

7.30pm on 9<sup>th</sup> June 2016; venue: Reading Room, Chailey Green