**Crowhurst Neighbourhood Plan Group**

**Notes of Meeting held on Wednesday 18 May 2016 in**

**Crowhurst Village Hall**

**In Attendance:** 20 Residents

**Apologies:** Chris Davidson, Sonia Plato, David Howley , Marion Terry, Nic and Nick Stell

The meeting was facilitated by Ros Day who thanked everyone for attending.

1. **Notes of Last Meetings**

1.1 **Neighbourhood Plan Group** meeting held on 16 April 2016 – Notes agreed.

1.1.1 Matters Arising – Notes on Sustainable Housing meeting available on Bexhill Environmental Group website

1.2 **Steering Group** meeting held on Wednesday 27 April 2016 - Notes received.

1.2.1 Matters Arising - None

2. **Task Groups**

2.1 **Finance**

Ann Wilson reported that funding estimates had still not been received from task groups and urged them to do so. Information was being sought regarding the setting up of an account with companies such as Viking Direct and Staples for stationery/equipment. It was considered to be more cost efficient for one person to place such orders for all groups rather than individual groups placing separate small orders. This was agreed. The meeting was reminded that all invoices will be passed to the Parish Council and will be paid for out of the grant.

2.2 **Sites & Site Surveys/Land Utilization**

Martin White reported on the meeting of this task group held on 23 April 2016 when its Terms of Reference were agreed. The importance of involving everyone in the process and being open, transparent and democratic was emphasised. Every suggestion from any source would be considered taking into account the national and local planning guidelines. The meeting was reminded that this was not a decision-making group and every suggestion would be put forward for the village to decide on the priorities. An explanatory statement to inform residents had been submitted for the next edition of the Crowhurst News. The next meeting of the task group scheduled for 28 May 2016 would be examining its estimated funding requirements and further details of how it would carry out its functions.

2.3 **Street Champions**

Diane Stainsby reminded the meeting that the only way to meet the requirement of a referendum (that over 50% of residents agree the draft plan) is to ensure that everyone in the village has all the information needed to make an informed decision. Both Robertsbridge and Sedlescombe Parish Councils had been contacted to find out how they approached the role of Street Champions and had provided some useful tips about questionnaires. Both parish councils had been most helpful and Diane Stainsby outlined the responses. The meeting agreed a questionnaire needs to be designed without delay. It was agreed that the questions should be dealt with by the Communications Task Group. There was some discussion on how and to whom the questionnaires would be distributed in order to get the most accurate response. Diane Stainsby reported that there had been a really good response from those who had been asked to be Street Champions so far and she almost had sufficient to cover the village.

2.4 **Communication**

Gareth Bright reported that this task group had met on 23 April 2016 and the next meeting was due to be arranged. The estimated finance for the group had been completed and submitted, and the dedicated website designed by Valerie Grove was ready. Valerie Grove demonstrated the website explaining that it was free at the moment but not accessible via search engines. Now that it is ready to be launched it would incur a fee and it was agreed that this would come out of the grant monies and the website can therefore be launched. The meeting wished the notes to record its appreciation of the brilliant work carried out by Valerie Grove. Gareth Bright further reported that local groups had been contacted for input although so far only two had responded. The schools still needed to be done as did local businesses and he asked that if anyone knows of local businesses to let him know whom to contact. Feedback was needed as to how to communicate with as many people as possible.

It was pointed out that not everyone has access to the internet. Suggestions were the possibility of providing a laptop for use at the village market, or printing out of each page, to enable residents to see the information on the website.

3. **Identifying People for New** **Task Groups**

3.1 *Research into other Neighbourhood Plans* – It was reported that Dave Howley will co-ordinate visits and/or discussions with other villages to find out how their task groups operate.

3.2 *Vision/ Objectives* – Ros Day referred to the work on the vision and objectives for the NP agreed at the Group’s first meeting stating that this list could form new task groups and be part of the consultation process. It was hoped that this would bring forth volunteers for the new task groups as a way of involving the entire village rather than a few people doing all the work. Alan Collins, Ann and Willy Wilson, Martin White, Ros Day and Tracy Hoad agreed to help look at objectives and the questions that would need to go into the survey.

3.3 *Project Timetable* – Ros Day presented a draft project timetable. Not all dates are in yet but currently aiming for submitting the Neighbourhood Plan to Rother in Nov 2017. The Draft Plan would start to be written in Feb 2017 so all surveys would ideally need to be completed by the end of 2016. It is hoped that this would lead to a referendum around March 2018.

3.4 *Evidence Base*– It was felt that a further task group would be needed to research into census material, demographic data, housing, heritage, etc. This would provide evidence for the NP.

4. **Date of Next Meetings**

4.1 **Neighbourhood Plan Group**  – Saturday 11 June 2016 at 3.30pm in Crowhurst Village

Hall.

4.2 **Neighbourhood Plan Steering Group** – Monday 6 June 2016 at 7.30pm in the Village Hall. The meeting was reminded that Norman Kwan, Principal Planning Officer, Rother District Council would be attending.

Ros Day thanked everyone for their work and closed the meeting at 9.20pm.