**Crowhurst Neighbourhood Plan Steering Group**

**Notes of Meeting held on Monday 5 June 2017**

**in Crowhurst Village Hall**

**Present:** Gareth Bright, Ros Day (Chair), Tracy Hoad, Dave Howley, Diane Stainsby, Nicola Stell, Martin White, Willy Wilson, Pat Buckle

**In Attendance:** 4 Members of the public**.**

**Apologies:** Bruce Cripps, Chris Davidson, Sonia Plato, Ann Wilson

Ros Day opened the meeting and thanked everyone for attending.

1. **Declarations of Interests**

All present declared an interest as residents of Crowhurst .

2. **Minutes of Previous Meetings**

2.1 **Steering Group** held on 2 May 2017 – Approved.

2.2. **Matters Arising** - None

3. **Task Groups Reports**

3.1 **Finance**

Tracy Hoad reported that notification had been received from Groundworks confirming the successful grant application of £8,448 which must be used within 6 months. An email is now awaited containing a due diligence questionnaire and once this is completed and returned, the grant money will be released. The contract with the landscape architect will not be signed until the grant money is received. The £100 for the biodiversity report will be requested from the Parish Council if necessary. Willy Wilson reported that there was £161.81 fund-raised cash.

3.2 **Land Use (Call for Sites)**

In Chris Davidson’s absence, Martin White reported that the Task Group met on Friday 2 June 2017 when the process criteria for assessing the 5 shortlisted sites was agreed. He stated that follow up with S E Water, Southern Water and Network Rail was ongoing but still no reaction so far. The Task Group could not progress work further until the results of the survey were known but once these had been received and analysed per the criteria it is intended to have an engagement workshop, for which the Group needed to design exercises, to let residents know what the Group has done. A formal process of mitigation to take account of main concerns going forward to final list would need to be included. The survey results’ meeting was likely to take place in the first week of July.

3.3 **Street Champions**

Diane Stainsby reported that Street Champions had delivered the survey forms although some may be delayed by a week because the canvassers were away. The completed surveys would be collected next weekend and it was reported that some were being completed on-line. Martin White agreed to erect the banner reminding people to send in their completed survey forms. The Street Champions preview meeting of the survey results will be held on Friday 7 July 2017 at 8.00pm in the Village Hall.

3.4 **Communications**

Gareth Bright stated the Task Group had not met and there was nothing to report. Completed survey forms would be shared out between volunteers for inputting onto Survey Monkey. Ros Day informed the meeting that she would be attending the local NP Forum on Wednesday 7 June 2017. The meeting agreed to have a stall at the Village Fayre on 12 August 2017 to further community engagement.

3.5 **Research/Heritage**

Dave Howley reported that he had been to East Sussex County Council’s (ESCC) Archive Centre regarding information on the gunpowder trail, where he discovered there are many historic houses in Crowhurst and Alan Collins was devising a walk. Dave Howley reported that Casper Johnson, County Archaeologist, is unable to do any further work on his report due to work pressures but would update the draft which may be available this week. Nicola Stell stated the gunpowder walk booklet was almost ready for printing and produced two example sizes; the meeting agreed the smaller of the two was more suitable for walkers to put in a pocket. A suggestion was made that the booklet should be available on-line and Nicola Stell was asked to look into this. The smaller booklet would cost approx £1 each to print. If anyone comes across suitable funding for this they are to let Nicola know.

3.6. **Environment**

Notes of the Task Group meeting held on 26 May 2017 had previously been circulated. The Group agreed that the rural nature of the village is fundamental to the Plan both in terms of how things are seen now and how the Village would wish them to remain. 3 significant inputs being put in place to support this are;

- Engaging a landscape architect with professional standing and know how;

- Sussex Bio-diversity Research Centre, who hold information on flora and fauna, will

provide a report on this at a cost of £100;

- AECOM have agreed to provide a ‘Heritage and Character assessment package’, via the

grant system, which will look at built up areas rather than open fields.

Key tasks outlined for the Group are to write the Crowhurst Environment Description for the NP; comment on the Bio-diversity Report once issued; and write the Environment Policy which will also need to include noise, parking, traffic flow and light pollution issues.

It was reported that Sonia Plato had met with Paul Johnson to work out how they will pull together all the information collected.

4. **Project Plan**

Ros Day updated the meeting on the progress of the Project Plan. Some concern was expressed about the delay in the work on the NP so far and member’s upcoming holidays. With the extra work to investigate the issues around the potential sites and the need to do more public engagement the date for the draft plan consultation will slip. It may be possible for some of this slip to be taken up from the time allocated to make modifications to the draft plan post consultation. However, we will not meet Rother District Council’s deadline of Sept/Oct17, although as they are understaffed at the moment, it is possible that their timescales will slip too.

Ros Day ran through the timetable and stated that policies need to be written from the survey results as well as reports from external consultants. Progress is being made on the character assessment and technical assessments will be needed on taking the shortlist forward. Ros Day reminded the meeting that after the consultation period the draft NP may need to be tweaked. Martin White suggested a small group get together to pin down dates in the Project Plan, when reports are required, and noting when people will be on holiday.

5. **Documents Needed for Draft Plan**

Gareth Bright had looked at the communication documents of other areas NP’s and will work up one for Crowhurst. Ros Day is compiling an ‘About Crowhurst’ document; and explanatory information about how policies impact on the plan, although awaiting survey results for most of these. She stated it is more difficult to work out policies for external consultants. Valerie Grove will design a front page for the NP document.

6. **Risk Assessment**

The main risk was slippage of the project plan and late submission to Rother District Council. Another meeting will be held to try and firm up dates.

7.1 **Neighbourhood Plan Group – Survey Results Engagement Workshop**

Saturday 8 July 2017 at 3.30pm in Crowhurst Village Hall

7.2 **Steering Group** – Monday 10 July 2017 at 7.30pm in Crowhurst Village Hall.

The meeting closed at 8.45pm