**Crowhurst Neighbourhood Plan Steering Group**

**Notes of Meeting Held on Monday 4 September 2017**

**in Crowhurst Village Hall**

**Present:** Ros Day, Sonia Plato, Diane Stainsby, Martin White, Pat Buckle

**In Attendance:** 1 Member of the public

**Apologies:** Chris Davidson, Gareth Bright, Tracy Hoad, Dave Howley, Willy Wilson, Councillor Gary Curtis

**1. Minutes of the Last Meeting**

The minutes of the meeting held on 19 July 2017 were approved.

**1.1** **Matters Arising**

**1.1.1** Ros Day raised the issue of the low response from the under 18’s. Sonia Plato stated herself and Tracy Hoad would visit Crowhurst Primary School at the end of September. Sonia Plato will contact Claverham Community College with a view to doing another survey with Crowhurst students.

**1.1.2** Ros Day reported that she had been in contact with David Marlow, Principal Planning Officer, Rother District Council, who informed her that a Neighbourhood Planning consultant, Mr Frank Rallings, had been appointed for 2 days per week. An email would be sent out informing relevant town and parishes of this and updating them on the current situation. David Marlow was informed that there would be a slight delay in submitting Crowhurst’s draft NP, probably to November, and he had no problem with this. He also stated that he would be happy to look at the draft NP prior to submission to Crowhurst Parish Council which was appreciated.

**2. Feedback from Workshops**

The meeting discussed the workshops held on 20 and 29 August 2017 attended by a total of 24 residents. A summary by Catherine Bright of the notes from the workshops will be published in the next edition of the Crowhurst News. There followed some discussion regarding the sale of land in Chapel Hill, the current situation at Sabon Gari and the Tree Preservation Orders recently applied for, and the need to prevent the cutting down of trees on both sites. It was confirmed that East Sussex Highways Department owned some land fronting Sabon Gari which had originally been designated for a footpath but the Highways Department now say this would not happen unless there was a fatality. Martin White stated that the Land Use Task Group was investigating what other land in the village the Highways Department owned. Sonia Plato also stated that the stall at the recent Village Fayre had been well attended and the presentation was good. The workshops discussed housing development which raised the question as to whether 1 and 2 bed units conflicted with wanting to attract families to the village. It was stated that both Rother District Council and Crowhurst Parish Council were currently looking at housing needs which would give some indication of the future development requirements. Martin White informed the meeting that a draft report was awaited from the independent landscape architect which would include pictures of what sites could look like when developed.

**3. Project Plan/Next Steps**

Ros Day suggested that Steering Group members meet to go through/update the Project Plan and she would email possible dates to members.

**4. Task Group Reports**

**4.1. Finance –** In the absence of Tracy Hoad, Ros Day reported that printing costs were slightly higher than anticipated and the consultants fees had not yet been received. Further expected costs were publicity for the 6-week NP consultation, maps, stationery, ink, etc. It was confirmed that if Parish Council approved the draft NP in November 2017, all remaining costs can be dealt with prior to the 12 December 2017 deadline for submitting the accounts for the current grant.

**4.2. Land Use Task Group**

Martin White updated the Steering Group on discussions held at the last meeting on 23 August 2017.

* Reports from the Landscape Architect and the Character Assessment were awaited.
* The landscape assessment, or draft, was due on Friday of this week.
* The maps from East Sussex Highways Department were imminent.
* The final sites list, barring any access issues, had been clarified.
* No response as yet from Network Rail following the recent meeting, Martin White would chase if nothing heard by Friday.
* Martin White and Ashley Wynn had a successful meeting with landowners who agreed to provide the deeds of the land they owned and what they would be offering for development. The owner of Coombe Dell stated he would take no action on his land until the NP had been formalised, and all landowners were happy for their contact details to be shared within the steering group for NPG business.
* The possibility of a playground near Forewood Rise as a community provision was discussed.
* Landowners were assured that no firm decisions had been made and they were fully updated on progress so far.

No definitive site for the village hall had been forthcoming from the surveys, nor the number of units per site although preference had been given to several smaller sites rather than one large one.

The Steering Group discussed how to present to residents the information on the preferred sites and the various reports and it was agreed that there had been enough surveys and that a public meeting/presentation would be preferable. Several suggestions were put forward to be agreed at a future meeting.

**4.3 Street Champions**

Diane Stainsby reported that no meeting had been held recently. The meeting agreed that in order to ensure residents had up to date information and the opportunity to put forward their comments, cards would be delivered by Street Champions to all households giving information about the exhibitions/presentations and the upcoming 6-week consultancy.

**4.4 Communication Task Group**

Ros Day was organising a meeting of this Task Group.

**4.5 Research/Heritage Task Group**

Sonia Platoreported that the work of this Task Group was almost complete. Casper Johnson, County Archaeologist, had submitted a very good overview. A good response had been received from the Park Lane Group to the application for a grant of £500 towards the cost of producing a booklet on the gunpowder trail. The overall cost would be about £750 which would include the cost of the archaeology report. Ros Day will enquire as to when the revised Heritage and Character Assessment by AECOM would be received. Once finalised by AECOM the character assessment will be added to the website.

**4.6 Environment Task Group**

Sonia Plato reported that this Group had completed the 4th draft and would be working on the 5th on Wednesday of this week, and that updated information was awaited on flooding and bees. She outlined the anticipated numerous and very detailed sections in the report which would include a conclusion by Father Michael. It was reported that PCSO Daryl Holter was chasing up the Traffic Sergeant concerning the census and Will Kemp and Willy Wilson will help with this.

**5. Documentation for Draft Plan**

This item was deferred for a separate meeting.

**6. Risk Assessment**

Ros Day stated that the main risk was slippage in the timescale but Rother District Council was also experiencing this.

**7. Dates for Next Meeting**

**Steering Group –** Monday 2 October 2017 in the Village Hall at 7.30pm

**Neighbourhood Plan Group** – To be confirmed – Exhibitions planned early/mid October.

Meeting closed at 9.20pm.