**Crowhurst Neighbourhood Plan Steering Group**

**Notes of Meeting held on Monday 1 August 2016**

**in Crowhurst Village Hall**

**Present:** Ros Day, Tracy Hoad, Sonia Plato, Diane Stainsby, Ann Wilson, Willy Wilson, Will

Kemp, Dave Howley, Sandra Hunt, Maureen Jowett, Pat Buckle

Ros Day opened the meeting and thanked everyone for attending

**Apologies:** Gareth Bright, Martin White

1. **Minutes of Previous Meetings**

1.1 **Steering Group** held on 4 July 2016 – Minutes approved.

1.1.1 **Matters Arising** - None

2. **Task Groups Reports**

2.1 **Finance** – Tracy Hoad reported that Keith Robertson, Clerk to the Parish Council, was keeping the grant accounts and all invoices are to be paid by him. The updated accounts would be reported to every Parish Council meeting. As the Steering Group met monthly in the week before the Parish Council meeting it was suggested that it would be helpful if the Steering Group also had a copy of the updated accounts at each meeting. Tracy Hoad agreed to raise this with Keith Robertson. Ann Wilson suggested that she should also keep a running spreadsheet of grant money spent, at least until it was confirmed by the Clerk that a copy of the accounts can be forwarded in time for the monthly meetings, and this was agreed. Tracy Hoad reported that the banners had been ordered and Sonia Plato agreed to source a gazebo with walls for use at the NP stall at the Village Fayre. The meeting was reminded that it needed to budget for consultants. Tracy Hoad confirmed that VAT can be reclaimed on all invoices and that this could be used, e.g. for posters. The meeting was also reminded that the grant money must be used within six months and any unspent money at that time must be returned to Groundworks UK before the next grant application can be submitted.

2.2 **Communication** – Ros Day reported that Sedlescombe NP Group had passed on a named contact for Claverham College and she would contact them again in September to try to set up a meeting with Crowhurst pupils. A visit to the cubs and scouts group will be arranged for the Autumn. It was reported that the banners would be arriving this week and there was some discussion as to where these would be displayed around the village. The website had been updated by Valerie Groves and a folder of hard copies of information on the neighbourhood planning process, including notes of meetings held, was available in The Plough.

2.3 **Street Champions** – Diane Stainsby reported that all the survey forms had been delivered to the Street Champions and there had been a good reaction from residents so far. Completed forms were beginning to come in and a box would be available on the NP stall at the village fayre for residents to return completed forms. It was agreed that identification badges would be given to those on the stall rota.

2.4 **Land Use (Call for Sites)** – In view of some overlapping of tasks it has been agreed that the Land Use and Survey task groups would meet together on Monday 8 August 2016 . The combined group would also discuss who will contact landowners and businesses. A draft ‘Call for Sites’ Survey form would be presented to the Steering Group in September with a view to distributing it in October. The meeting was reminded that a consultant would be needed for planning advice and assistance.

2.5 **Research/Heritage** – Dave Howley reported that Bruce Cripps was looking into local gunpowder heritage sites with a view to adding these to the various walks to be arranged. East Sussex County Council’s Archaeology Department has recorded what is thought to be one of the most significant records of early prehistoric activity in the country. Evidence of people living here from the end of the last ice age through to the present day has been uncovered. Ancient remains of flint tools had been found and these will now need carbon-dating which could take five years. East Sussex CC has set aside an extra £1.7m for the archaeology work. The meeting was informed that the Parish Council would be responding to Mr Nick Austin’s email regarding heritage of Crowhurst/Battlefield site.

2.6 **Survey**

This item included across 2.2, 2.3 and 2.4 above.

3. **Feedback from Sedlescombe Exhibition**

Sonia Plato reported on her attendance at the Exhibition of Sites for the Sedlescombe Neighbourhood Plan as part of its Regulation 14 consultation. This had been very useful and it was clear that a planning consultant would be needed to assist with the assessment of sites; and that development boundaries as defined by Rother District Council can be slightly extended. The meeting discussed different types of housing developments including eco-homes and self-build.

4. **Project Plan/Milestones**

Ros Day reported on updates to the Project Plan and any other evidence needed, e.g. demographics, SSSIs, etc. The ‘Call for Sites’ survey forms would be put through the door of each household in the village and residents would be asked to return the completed forms to boxes sited around the village. A public exhibition would be arranged in October to feedback on the outcomes from the main survey. Prior to the exhibition a preview of the feedback would be held in the village hall for Street Champions. Susie Mullins, Neighbourhood Plan Champion from Newhaven Town Council, has looked over our Project Plan. Apart from noting that a Strategic Environmental Assessment is better done earlier than later and to name the regulatory consultations, she indicated that our Plan was very good. She also offered to send any templates over that we needed e.g. “Call for Sites” form.

5. **Crowhurst Fayre**

It was confirmed that at the Fayre on 13 August 2016 the NP Group would have a stall in front of the marquee complete with a banner and presentation boards containing information. Discussion took place concerning the setting up, the rota, gazebo, tables, bunting and a children’s competition.

6. **Dates of Next Meetings**

6.1 **Neighbourhood Plan Group/Community Engagement** – Saturday 1 October 2016 in Crowhurst Village Hall following the Village Market.

6.2 **Steering Group** – Monday 5 September 2016 at 7.30pm in Crowhurst Village Hall.

The meeting closed at 9.25pm