**Crowhurst Neighbourhood Plan Steering Group**

**Notes of Meeting held on Tuesday 2 May 2017**

**in St George’s Parish Room, Crowhurst**

**Present:** Gareth Bright, Bruce Cripps, Chris Davidson, Ros Day (Chair), Tracy Hoad, Simon Leader, Diane Stainsby, Martin White, Willy Wilson, Pat Buckle

**In Attendance:** District Councillor Gary Curtis, 3 Members of the public**.**

**Apologies:** Dave Howley, Sonia Plato, Nicola Stell, Ann Wilson, Ashley Wynn

Ros Day opened the meeting, thanked everyone for attending and welcomed District Councillor Gary Curtis.

1. **Declarations of Interests**

All present declared an interest as residents of Crowhurst .

2. **Minutes of Previous Meetings**

2.1 **Steering Group** held on 3 April 2017 – Approved.

2.2. **Matters Arising** - None

3. **Approve Budget/Grant Application**

Tracy Hoad reported that the draft budget for the next grant application cannot be finalised until all quotations had been received from three landscape architects, only one had been received so far. Ashley Wynn was pursuing two others. The meeting was reminded that technical support for complex groups was free and in addition to grant funding and the extra allocated funding and can be applied for separately. It was confirmed that Ashley Wynn would be carrying out the Strategic Environmental Assessment required. Further technical support may be required for, e.g. character assessment, heritage, building design. Tracy Hoad and Ros Day would meet on Thursday 4 May 2017 to finalise the grant application if the two landscape architects quotations had been received.

4. **Project Plan**

Ros Day presented the updated Project Plan pointing out that the only change was to move the next survey to the end of May.

5. **Next Survey**

The meeting agreed this survey was critical and it was imperative to get the questions were right or there would be further delay if we had to go back to residents with secondary questions. The survey is already later than anticipated. We need to be confident that the plan is right before submitting to Rother District Council (RDC). It was confirmed that Ashley Wynn would draft the policies, based on information from the surveys, the Aims and other workshops. The Survey Task Group would be meeting on Wednesday 4 May 2017 to draft the survey form. It was anticipated that the next survey would be delivered in the week commencing 24 May 2017 with a return deadline during the second week of June 2017. The feedback meeting would in July.

6. **Task Groups Reports**

6.1 **Finance**

Tracy Hoad presented the current financial position. Expenditure from the second part of the grant was £3,364.51, and £1,718.49 not spent had been returned to Groundworks as per the terms and conditions of the grant. £875.48 had been used from the Parish Council allocation leaving £1,124.52 which is carried over to 2017/18. Willy Wilson reported that there was £127.94 fund-raised cash and £154 in hand.

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

Chris Davidson reported on the Task Group’s meeting held on 24 April 2017 when all 509 feedback forms were analysed with Ashley Wynn. The Group methodically looked at each site feedback as to whether it was available, suitable, viable, and produced a list of its responses to each site feedback, a chart showing how many people were in support of each site and how many against, and a summary of general comments made by respondents covering wider aspects of development in the village. All these documents will be available on the website shortly. The Group selected 5 shortlisted sites , not in priority order – 3+41, 32, 1, 11, 18+ 34 + 35, all of which will require further investigation, particularly access, and professional advice. There also needed to be discussions with the site owners. Two further sites were put forward at the exhibitions, one of which had been notified by an architect who has been asked to contact the owners and formally submit, and the other put forward by the owners.

It was proposed that;

* The 5 shortlisted sites to be further assessed;
* Site owners to be contacted;
* Chris Davidson to contact the architect regarding formal submission of the site for assessment;
* Martin White to contact Hye House re access on lane;

All unanimously agreed.

Amicus Horizon had already stated it was not averse to access from Forewood Rise, and Network Rail had been contacted but was awaiting contact details for the Property Department for further discussions on Station Road.

A member of the public who attended the NP Group meeting on Friday 28 April 2017, when the outcome of the Land Use Task Group’s assessments of the sites proposed by residents was presented together with the 5 shortlisted sites, felt that because of the time constraints there was insufficient depth of information on the sites. The meeting stated that further investigations/assessments of the shortlisted sites was required. Time constraints meant that further assessment work could not be completed before the survey. The steering group would use all the data at its disposal to put forward sites for the draft Plan. Any resident who had any questions/queries should attend Parish Council meetings, NP Plan Group or Steering Group meetings. The draft Plan would be out for 6 weeks consultation before being finalised.

6.3 **Street Champions**

Diane Stainsby reported that Street Champions had been informed of the next survey and likely date for delivery. It was confirmed that they would speak to each household where possible and that their contact details would be on the survey form if any residents had questions/queries.

6.4 **Communications**

Gareth Bright reported that the group had met on 10th April 2017. It had discussed the Engagement Strategy and felt that this had been fulfilled. Contact had also been made and discussions taken place with Crowhurst Primary School, Claverham College, Brownies, Cubs, Scouts, Crowhurst Playgroup, St George’s Church, Rother District Council, land owners, RSPB, Amicus Horizon.

6.5 **Research/Heritage**

Bruce Cripps reported on the progress of the gunpowder trail booklet which should be completed in 6-8 weeks. He had received two quotations for printing 1,000 booklets - £565 for black and white, £955 for colour. Rother Reprographics had quoted £275 and £550 respectively. The books would be available by the end of July 2017. Bruce Cripps was advised to work out a selling price for the booklets and submit a proposal for printing to the Parish Council. The Steering Group would also look at other sources of funding. He informed the meeting that Casper Johnson, County Archaeologist, was preparing a report on finds and flints on the Link Road.

6.6. **Environment** – No report

The meeting expressed concern about the lack of progress and that the group needed to refocus. It was reported that a biodiversity report was being prepared and a landscape architect being appointed who may be able to assist with wildlife, plants, etc., with an emphasis on local knowledge. It was suggested that local farmers be contacted in this respect and District Councillor Gary Curtis stated he would contact Wealden District Council/High Weald AONB unit who may have an ecologist on its staff. The meeting expressed its disappointment that no-one has come forward to pull all relevant information together, and it was agreed Paul Johnson would be asked if he could take on this task.

7. **Risk Assessment**

Ros Day had previously circulated the updated Risk Assessment and this was agreed. The issue of the lack of volunteers for task groups was highlighted.

8. **Documents Needed for Draft Plan**

Ros Day had previously circulated a draft outline and documents needed for the NP. The meeting was reminded that the draft NP needed to be prepared by July 2017. The draft outline was examined and agreed.

9. **Background Evidence**

Included in item 8 above.

10. **Dates of Next Meetings**

10.1 **Neighbourhood Plan Group** – Sunday 21 May 2017 at 3.30pm in Crowhurst Village Hall

10.2 **Steering Group** – Monday 5 June 2017 at 7.30pm in Crowhurst Village Hall.

The meeting closed at 9.20pm