**Crowhurst Neighbourhood Plan Steering Group**

**Notes of Meeting held on Monday 2 September 2019 at 7.30pm**

**in the Village Hall, Crowhurst**

**Present:** Ros Day (Chair), Tracy Hoad, Dave Howley, Sonia Plato, Diane Stainsby, Gareth Bright, Chris Davidson.

**Apologies:**  Martin White, Pat Buckle

Ros Day opened the meeting and thanked everyone for attending.

1. **Declaration of Interests**

1.1. All present declared an interest as residents of Crowhurst.

2. **Notes of Previous Meeting** held on 1 July 2019 - Approved.

2.1 **Matters Arising** - None

3. **Task Groups Reports**

3.1 **Finance**

Tracy Hoad reported that a final expenditure statement will be produced, when it has been clarified whether Keith Robertson holds any outstanding invoices.

3.2 **Land Use Task Group**

Chris Davidson reported on the Group’s meeting on 7th August:

* The valuable contribution of Simon Leader was recognised, following his resignation from the Group.
* A response had been made to the draft High Weald AONB Design Guide consultation, on behalf of the PC, strongly supporting the proposed Guide and its implementation by local authorities. We suggested its application should be extended to small developments and extensions, where feasible. The Group had also commented on the wish that the AONB Management Plan should be suitably referenced within local plans, to ensure enforcement such as in relation to inappropriate tree and hedge removal.
* The Group proposed that formal contact should be made with the three landowners. The Steering Group felt we should say to them that the degree of Village support for the Plan, meant that it would carry significant weight locally and that we looked forward to future work with them on its implementation. Ros Day would take this back to the PC.
* Arising from the demonstrable success of the Crowhenge project in engaging local groups in a Village wide project, discussion took place on how this success might be built on. Opportunities should be sought for further village wide activities, which could be based on creative, environmental or design projects. It was felt that the PC should be actively engaged in promoting suitable initiatives, including through sponsorship.

3.3. **Street Champions**

While the role of the Street Champions had formally ended, there was discussion whether such a role might have value in any aspects of the implementation of the Plan.

3.4. **Communications**

Nothing to report.

3.5. **Research/Heritage**

Dave Howley reported that:

* Two walks were being developed.
* Historic photographs were being assembled, with a view to a future exhibition or event; Steve Royston had agreed to act as archivist.
* Heritage around the cricket club has been looked at as it’s their Centenary Year. The Cricket Club is considering a Centenary Cricket Match.

Chris Davidson reminded everyone of the availability of Broadstock funding for a notice board and/or seat for walkers, as part of the Church Paddock car park project. Dave Howley would consider whether these funds could be used in advance of the scheme.

3.6 **Environment**

Sonia Plato reported on current initiatives:

* Support was needed for a haymaking village event, as the Swainham Lane meadow was shortly to be cut.
* The ESCC Verge Manager was coming to define the wildlife verge boundaries, so that chestnut stakes – provided free by the RSPB – could be positioned, partly to avoid parking
* Following removal of the rotted millennium bench, consideration was being given to installing three new benches, to help create a social area.
* Villagers were being encouraged to pick up litter in the area around where they lived, also to make their gardens wildlife-friendly, for example by creating hay meadows. It was noted that the chair had set a notable example in her own garden, by managing areas of former lawn in this way, resulting in the growth of several species of wild orchid.

4. **Next Steps**

The Steering Group with its current terms of reference had fulfilled its task, following the successful referendum. Draft terms of reference (TOR) for a new group, to oversee implementation of the Neighbourhood Plan were presented for consideration.

One of the items in the draft referred to establishment of budgets. These were needed both for the basic running costs of the meetings and also to further its role, for example to run surveys, to canvas views on the use of CIL. The PC needed to approve these Terms of Reference and confirm that the budget delegations in Para 2.8 were correctly described.

Diane Stainsby emphasised the need to communicate effectively to the Village, the change now taking place. Although the Plan had been finalised, there was a new need to instigate actions to ensure the Plan’s policies were implemented. People needed to be clear that we were determined to make sure that the standards we had set out were met. This was an exciting and interesting opportunity to harness fresh input and create new momentum. The Steering Group with its existing membership would cease. While it would be helpful for some, at least of the existing Steering Group members to join the new Group, partly because of their detailed accumulated knowledge, membership should be opened up to the whole Village. The existing email circulation, Crowhurst News and face to face contacts should be used to explain the changes and invite interest.

The new group would be working on behalf of the PC, to whom it would be accountable. It would need to review at an early stage what task group structure it needed.

The draft TOR was agreed, for submission to the PC, subject to deletion of the word “the” in para 3.1 and deleting “and monitoring” from the title, to make clear the dynamic nature of the Group. Ros Day would review the wording of the text, to ensure the monitoring role was not lost.

5. **Design Guidance**

Chris Davidson reported that the first meeting of the newly established Design Guide Task Group would take place on 12th September. Several members had put their names forward at the NP stand at the Village Fayre.

6. “**Thank you” event**

The arrangements for the event on Sunday 8th September were reviewed. Members were asked to be at the Youth Club from 3.30pm to aid preparations.

7. **Date of Next Meeting**

This was the last meeting of the Steering Group. Ros Day thanked the members for their contribution during the preparation of the Plan.

Ros Day, in turn was thanked by all present for her dedicated and massive contribution and for managing the whole process so effectively.

It was proposed that the aim should be for new Delivery Group to meet on Monday 4th November

The meeting closed at 9.25pm.