

## **Minutes of the Wivelsfield Neighbourhood Plan Steering Group Meeting Held Thursday 10 April 2014, The School Hall, Wivelsfield Primary School**

### **Attending:**

Jason Humphrey ( Chair ), Jason Stoner ( Chair – WPC ), Dave Wright, Sheila Blair, Angus Thwaites, Gordon Harper, Nick Dutt, Faustiaa Bayo (AirS ), Helen Nichols (FGV).

### **1. Apologies for Absence:**

John Wigzell, Richard Jephcott, Craig Bowden, Ian Dawson, Ysanne Burns, Rosemary Fair, Liz Gander (Clerk), Anne King (FGV), Alan Janes (FGV), Andrew Leen (FGV).

### **2. Members of the Public** are invited to attend Steering group Meetings.

There were no members of the public in attendance at this meeting.

### **3. Minutes of Previous Meetings.**

The minutes of the previous meetings held on 16 January, 13 February and 20 March 2014 were approved and signed.

### **4. Lewes District Five Year Housing Land Supply**

The original target for LDC was 5% of 5,400 homes, 270 houses. GH said he had been advised the shortfall was now only 25 houses.

JH advised that he would contact Sharon Davy to confirm the latest position.....**Action JH**

### **5. Grant Approval**

Application for the £7,000 Grant has been confirmed as successful

Parish Council mail to be checked whilst LG is on leave.....**Action JH**

### **6. Agreement for the Provision of Services by AirS**

Three changes to the Agreement were agreed:-

Page 2 - Wivelsfield Parish Council address to be corrected

Page 2 - Payment for Service – 30 Day Payment

Page 5 – Percentage stage payments to be changed to 40% - 50% - 10%

The above changes to the Agreement were made by FB

The Agreement was signed by JS ( Chair PC )

### **7. Project Plan Progress**

7.1 JH requested GH to give details of progress against Tasks and Milestones. GH advised that some tasks completion dates had not been met and others needed attention.

Target Date Completion

Mid March

Identify Key Stakeholders Statutory and Local – Not completed - Ongoing

Prepare initial SWOT Analysis – Completed

End march

Gather all existing evidence mapping and known studies – Not Completed - Ongoing

Call for Sites from potential developers. Posters on Notice Boards– Completed

End April

Run the next Open Day – In Progress

Stakeholder engagement. Stakeholder Lists need co-ordination – In progress

Focus Groups to submit agreed set of questions to AirS – Completed

## 7.2 Updating and Monitoring Ongoing Progress against Project Plan

JH asked if AirS was updating the Project Plan and monitoring progress.

FB advised that this was the responsibility of the Steering Group to ensure all parties go along with the indicated timescales to ensure completion of tasks and deliverables as projected.

JH asked GH to update and monitor progress against the Project Plan on an ongoing basis.....**Action GH**

## 7.3 Immediate Actions to be undertaken to bring Project Plan back on timeline

### 7.3.1 Stakeholder List

Initial List from GH of 43 entities updated by LG. GH has circulated a list of 70 Commercial names and addresses. FB has provided list of Statutory and non Statutory stakeholders. These lists need to be updated and completed as soon as possible as Stakeholder Engagement has to be completed by End April. See Item 14.1.

JH stated the Stakeholder Lists need to be co-ordinated on a data base. This task was allocated to RF as she has experience of handling data bases.....**Action RF**

### 7.3.2 Traffic Surveys

Collect all traffic surveys for the last 18/24 months.....**Action DW**

### 7.3.3 Wivelsfield Parish Community Questionnaire – February 2012

Review and update final report in order to assess what information can be used .....**Action JH**

7.3.4 A general/broad based report on the history of the Parish, areas of archaeological interest and listed buildings and any other topics of historical interest in the Parish.....**Action SB**

7.3.5 FB has sent Biodiversity Link to LG – Request Biodiversity study from Sussex Wildlife Trust for Environment Focus Group.....**Action LG**

7.3.6 AirS to send templates for 2 page Focus Group Reports.....**Action FB**

7.2.7 Send copy of NP Logo to FB.....**Action GH**

## 8. Neighbourhood Plan and Housing Needs Surveys

8.1 The two surveys were signed as follows:-

JS - Chair PC signed the Housing Needs Survey

JH - Chair NPSG signed the Neighbourhood Plan Survey

8.2 Surveys to be sent out by 22 April.....**Action AirS / Steering Group ??**

Request surveys to be returned by Mid May – Thursday 15<sup>th</sup> May.....**Action FB**

8.3 Neighbourhood Plan – Location indicator – Change to Post Codes.....**Action FB**

8.4 Obtain list of Post Codes in Wivelsfield Parish and forward to Airs FB. List to be obtained to allow interpretation of Post Codes on returned surveys.....**Action DW**

8.5 AirS FB to advise date to receive Post Code Lists to facilitate interpretation of returned surveys .....**Action FB**

8.6 Add NP Logo to the Neighbourhood Plan Survey.....**Action FB**

**9. Changes agreed to questions in surveys.....Action FB unless otherwise stated**

9.1 Neighbourhood Plan Survey

Q2 HN suggested Age Groups 0-4, 5-10, 11-16, 17-25, 26-50, 51-65, 66-75. 76+

Q3 Population numbers & Housing in last 20 years.....**Action Housing and Devel Group**

Adjust Boxes. Use Rural Survey Numbers ex Lewes

Rewrite Introduction

Q5 Delete as in Housing Needs Survey

Q6 Give example of non-residential development

Remove No Opinion

Q7 Remove no opinion

Q8 AirS to send a link to explain this further

Q9 Change to Housing and Development

Q12 Add Other

Q 13 & 14 Remove No opinion

Q15 To be repeated for for Q 14 and 14

Change needed to required

Q16 Remove No opinion

Q 21 Remove

Q 25 Add Where Bus is going to.....Burgess Hill, Haywads Heath, Lewes, BH Station, HH Station, Wivelsfield Station, Other

Q 26 Change to read ...."If NO"

Q 28 Add Protect Green Gaps – Buffer Zones between Wivelsfield and BH / HH

9.2 Housing Needs Survey

Remove box for PC Logo

This is a well tried and tested format used on a national basis. It was agreed there was no need to make any changes to this survey.

**10. Community 21**

10.1 Investigate Training and agree date for visit.....**Action RF ND DW**

10.2 FB recommended viewing [www.community21.org](http://www.community21.org) website

10.3 LG's daughter may be included as a user. Good to show that younger members of the community are being involved. Decision to be made after SG visit.....**Action RF ND DW**

**11. Landowner Engagement**

11.1 Posters have been displayed on the appropriate Notice Boards

Deadline for responses has been set at 14 April

11.2 AirS FB has sent letter to LG to be issued to interested parties

If landowners respond issue copy of AirS letter, thank them and advise we will revert.

The following 3 sites were named as requiring letters .....**Action LG**

Thakeham Homes / Valebridge Road

Springfield Industrial Estate opposite Baldocks Garage

Kingsway off Janes Lane – it has since been confirmed this is the 480 house site in

MSDC Burgess Hill. Need to confirm this is not being confused with another smaller

developer application to the Parish Council.....**Action GH**

**12. Theobalds Residents**

Need to advise Parish Council that local residents are unhappy with possible housing developments.....**Action SB**

**13. Next Open Day**

The date of the next Open Day is to be rescheduled and will take place after the Survey results have been received by the Steering Group from AirS.

FB confirmed that the cost for the analysis of the returned Surveys has been included in the contract quote.

The date for the Open Day has been set at Saturday 7<sup>th</sup> June 2014

It was agreed that the venue should be the Wivelsfield Primary – School Hall

Contact to be made with the school book the school hall if available.....**Action LG**

It was also agreed to ask if the PTA could provide refreshments etc.....**Action LG**

**14. Immediate Tasks ( not including Action Points )**

14.1 FB advised that the Chairman needs to send letters to all Stakeholders. This is scheduled in the Project Plan to be completed by end of April.....**Action JS**

This will require the Stakeholder Lists to be consolidated and updated with postal addresses for all Stakeholders. (See also Action Point 7.2.1 for consolidating Stakeholder Lists on a data base ).....**Action LG**

14.2 As the number of Stakeholders on the various Lists is in the order of XXXXX names/entities GH volunteered to help LG with the administration of preparing the necessary documents for the Chair to send to Stakeholders. This was accepted by the Chair.....**Action GH**

14.3 FB advised Focus Groups to start looking at other possible data sources applicable to their topic to assist with the production of Focus Group Reports.....**Action Focus Groups**

14.4 FB advised obtaining Biodiversity Report from Sussex Wildlife Trust. See Item 7.2.5 .....**Action LG**

**15. Date of Next Meeting**

Focus Groups Meeting – Thursday 24<sup>th</sup> April 2014 – Renshaw Room, Village Hall

The meeting closed at 10.00