

Minutes of the Wivelsfield Neighbourhood Plan Steering Group Meeting  
Held Thursday 20 March 2014, 8pm, Renshaw Room, Wivelsfield Village Hall

**Attending:** Jason Humphrey (Chair), Dave Wright, Gordon Harper, Craig Bowden, Angus Thwaites, John Wigzell, Nick Dutt, Rosemary Fair & Liz Gander (Clerk).

1. **Apologies for Absence**

Ian Dawson, Ysanne Burns, Sheila Blair and Richard Jephcott. Jason Stoner arrived part way through the meeting owing to a prior commitment.

2. **Confirmation of target project plan timescales**

The project plan as it stands takes us into January/February 2015 for submission to the LPA, which is further away than the Group's preferred submission deadline of December this year. As such all agreed that the Group will try to tighten up timeframes for completion of different stages and run elements of the work concurrently where possible in order to work towards earlier submission.

Jason Humphrey agreed to separate out the Neighbourhood Planning section of the website to make clear that it is a project driven by, but not solely part of, the Parish Council and its work.

JH

Tal Kleiman (Neighbourhood Planning Officer at Lewes District Council) had confirmed that whilst the District Council would prefer to hold a NP referendum at the same time as elections in order to reduce the administrative and financial costs, they will hold one whenever is appropriate.

3. **Update on Grant Funding Application**

The grant funding application to Locality has been submitted and the Council is awaiting the result.

4. **Terms of Reference**

The proposed terms of reference were agreed subject to two alterations:

- a) The removal of bullet point three under the 'membership' section, which referred to the co-option of additional members.
- b) It was agreed that the number of Steering Group members to form a quorum would be set at three, to include at least one member of the Parish Council.

LG

5. **Feedback from Open Day Session at Annual Parish Meeting**

The Chairman wished to extend thanks to all those who had contributed feedback at last week's open event. The Clerk had collated the input received and had circulated the resulting SWOT analyses for each focus group's topic.

Each focus group will now use the feedback to come up with 3-5 questions to put forward for inclusion within the general survey that will go to all households in coming weeks.

ALL

6. **Additional Focus Group Volunteers**

Three people had expressed a wish to join a focus group as a result of the open event. Two more are understood to be considering it. The Clerk to pass details of the new volunteers to the relevant focus group Chairs, so that they may contact the volunteers to explain where we are with the NP process and to invite them to a focus group meeting.

LG/RJ/JW/DW

**7. To Review & Agree the Call for Sites Advert**

It was agreed that the call for sites advert will be put up on Parish Council noticeboards and photographed as evidence that this has been done. The advert will also be placed on the website for a minimum of three weeks.

**8. To Agree Revised Dates for Public Consultation**

Awaiting advice from Faustina Bayo (Action in Rural Sussex).

**9. Immediate Tasks**

- i. Focus groups to formulate questions to put forward for parish survey (all-by 27 March).
- ii. Identify key stakeholders (all – by 27 March).
- iii. Determine individuals to be trained in use of AiRS Community 21 Programme.
  - o It was agreed that Nick and Rosemary will undertake this training.
- iv. To add ratification of minutes from previous meetings to the next agenda as this item had been overlooked for tonight's meeting.
- v. To consider whether to request a biodiversity study from the Sussex Wildlife Trust.

**10. Date of Next Meeting**

Thursday 10 April

The meeting closed at 8.35pm