

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

Attending:

Jason Stoner (Acting-Chair), Dave Wright, Sheila Blair, Angus Thwaites, Gordon Harper, Nick Dutt, Richard Jephcott, Rosemary Fair, Craig Bowden, Faustina Bayo (AIRS) and Liz Gander (Clerk).

Members of the public: Andrew Leen, Anne King and Anthony Padfield

1. Apologies for Absence:

John Wigzell, Ian Dawson and Jason Humphrey.

2. Minutes of the Steering Group Meeting held 10 April 2014

The minutes of the meeting held on 10 April were approved.

3. Summary of Recent Actions

Stakeholder letters and surveys (general and housing need) have been sent out.

4. Actions Outstanding

Traffic surveys - data to be obtainedAction DW

Community questionnaire - DW to take forward to get final version of analysis.....Action DW

History of ParishAction SB

All the above to be completed by end of May in preparation for 7 June open day

List of postcodes - essentially obtainable from address database

Community 21 - training to take place next Tuesday, 13 May.....Action RJ/ND/FB

Everyone to familiarise themselves with what the Community 21 site can offerAction ALL

5. Engagement with Young People

The primary school has agreed for all children to write/draw on a leaf shape showing what they like best about the Parish. Once results are received and sorted, focus groups to summarise relevant responses in their reports.....Action DW/RJ/AT/JW

Teenager questionnaire - it was agreed to ask Chailey School to help with gathering responses to the questionnaire.....Action LG

Rosemary to review and amend questionnaire wording prior to distribution.....Action RF

6. Planning & Content for Open Day

Advertising:

Wording for fliers to be forwarded by Angus this evening.....Action AT

Fliers to be produced and printed and passed to Anne by Monday.....Action LG

Anne to distribute fliers for hand delivery alongside survey reminders next week.....Action AK

GH to email everyone on his distribution list.....Action GH

Everyone on SG to make friends/neighbours/groups aware of event.....Action ALL

AJ to produce posters for boards along roadside and by green.....Action AJ

AJ to ask R Spencer to mention open day in the Middy column.....Action AJ

Fliers to be given to school for sending home via bookbags.....Action LG

Other prep:

LG to make hire company aware that we will wish to have display boards.....Action LG

RF to co-ordinate everything for the open day.....**Action RF**
Faustina to have survey results back to us by 4 June.....**Action FB**

7. To Review Progress Against Project Plan

Community 21 - need training quickly (earmarked for next Tuesday) and to confirm if Charlotte to be involved.....**Action RF/ND**

Open Day - need to discuss steps/timescales & to give detailed list to GH to update project plan.....**Action RF/LG**

Neighbourhood Plan website - RF to update NP section of website - info to be passed for putting up.....**Action RF/LG**

Surveys - went out a couple of weeks later than planned. Survey results to be available by 4 June.....**Action FB**

8. Next Steps

Focus Groups to work on their reports to be finalised by end of May.....**Action Focus Groups**

FB to send through examples of other parishes focus group reports, survey results and fliers for information.....**Action FB**

LG to chase Tal for screening opinion.....**Action LG**

Everyone to give regular feedback to GH re progress with actions so that the project plan can be kept fully up to date.....**Action ALL/GH**

9. Dates of Next Meetings

Focus Groups - 22 May

Steering Group - 2 June 2014