

Minutes of the Wivelsfield Neighbourhood Plan Steering Group Meeting
Held Monday 2 June 2014, 8pm, Renshaw Room, Wivelsfield Village Hall

Attending: Jason Stoner (Chair), Dave Wright, Gordon Harper, Craig Bowden, Angus Thwaites, John Wigzell, Nick Dutt, Sheila Blair, Rosemary Fair, Ian Dawson, Richard Jephcott & Liz Gander (Clerk).

1. Co-option of Focus Group Members to Steering Group

Whilst co-option had been discussed following the previous resignation of some members of the Steering Group, the Focus Group members decided they would prefer not to be co-opted.

2. Apologies for Absence

Jason Humphrey and Andrew Leen.

3. Minutes of the Meeting Held 8 May 2014

The minutes of the meeting held 8 May 2014 were agreed to be a true record and were signed by the Chairman.

4. Attendance at Meetings

The Chairman thanked everyone for their hard work with the NP process so far and acknowledged that there had been a lot of work to do on it recently. He reminded everyone of the importance of attending the monthly Focus Group workshops - as this is where much of the background work gets done - since no Councillors had attended the last one.

Thursdays were felt to be difficult for some people. The Clerk to email everyone to establish a preference for Wednesday or Thursday for the next Focus Group meeting and to book a room/notify everyone accordingly.

LG

5. Project Plan

a) The Clerk to chase Tal for the screening opinion.

LG

b) CB to look at what could be added to the Infrastructure Group's display board for Saturday's Open Day.

CB

c) Community 21 – Wivelsfield Community site now up and running – ND to be sent anything that needs to go up.

ND

d) Focus Group reports – new deadline for FG reports of 16 June (to allow time for incorporating relevant evidence from surveys).

6. Survey Responses

a) Survey Feedback – there was a 27% response rate for the general survey and 24% for the housing need survey.

b) Survey Results – there was a question over how we are going to feed back on the survey results. Only preliminary findings to be shown at Open Day. More detailed feedback to be given at Village Day. A flier and a Facebook page were other options suggested for feeding back the results.

7. Draft Focus Group Reports

Three out of four FG reports are underway, although many SG/FG members are feeling somewhat out of their comfort zone with this. JS to speak with Faustina for more practical guidance re content of reports, rather than samples that anyone could look up.

JS

8. Open Day Preparation

- a) Display Board prep – JS has invited the Chairs of each FG to his house on Tuesday evening in order to start putting together the display boards for Saturday.
- b) Site feedback – it was resolved that simple slips stating ‘site number’ and ‘comments’ would be used to gather feedback on proposed development sites at the open day. The Clerk will provide a box for comments to go in.
- c) Photos – ID agreed to take photos at the Open Day, in order to record the event.
- d) Guidance – JS to put together some guidance notes for SG/FG members re general dos and don’ts for the Open Day.
- e) Projector – JW said that we should be able to use the school’s laptop and projector to show the Community 21 website at the Open Day.

LG

ID

JS

9. Next Steps

- a) Open day prep – Tues evening.

10. Date of Next Meeting

- Wednesday 18 or Thursday 19 June – Focus Group workshop (date to be confirmed)
- Monday 7 July – Steering Group meeting

The meeting closed at 8.35pm