

Minutes of the Chailey Neighbourhood Plan Steering Group

29th March 2019

Present; Mark Evans, Katherine Matthews, Ken Jordan, Don Cranfield, Jack Cranfield, Stephen Avery, Donna Moles.

1. The Timetable

The timetable Donna has created was discussed. DM- the dates are as she would do it, Lewes DC may need to change this. Parish Council to sign off on 16th July? Will set previous dates back a week.

KJ- on 8th April DM to email copy to clerk and he will copy for Parish Councillors.

DM- Does the Reg 14 date work?

KJ- yes. 17th May is the Parish Meeting so it works well.

DM- you need to keep logging responses from Reg 14 as they come in. She has a template of how to log it. Need to nominate someone to do this e.g. clerk?

ME- Do we respond to comments?

DM- No. For each response we have to say how we intend to address it. We don't respond individually.

2. The Plan

DM is waiting to hear back from Natural England re buffer zones clarification.

KJ- need to look at views from link walk but also views looking in to Chailey.

DM- you need to mark these onto a map.

KM- when do we need photos to add into the plan?

DM- If you want to add in photos I would ideally need them next week but can add in up to 17th May.

SA- Are NPPF refs up to date? Think some refer to the old document e.g. HO1, HO6, ENV8...

DM to go through references again.

SA- para 1.2.5, explained drafting issues.

DM- doesn't want to chop part of the regulations out

SA- Can we make it clear it's a quote though?

DM -yes.

SA- foreward needs to be revised in terms of dates. JC to forward correct dates to Donna.

JC to look at front cover, if possible make it a bit less blurred, and get the text to stand out a bit more.

DM- ENV6- photos needed.

ME- Had a traffic meeting with highways last week- concerns over TRA3 and TRA4. Will send possible changes to DM to have a look at it.

DM- needs an electronic version of the designation plan.

KM- Mark forwarded by email a little while ago didn't he?

DM- A lot of Parish Council's use 'Parish online' software. ME's map is adequate at this stage till Lewes come back to us re plans.

3. Regulation 14

DM- Is a 6 week consultation that we are in charge of ourselves. DM to share timetable with Lewes. You need to assign people roles and sort out consultation info. Different communities do different things. Where will you have copies?

KJ- What about adjacent parishes?

DM- Put them on the list of consultees. She would suggest a separate Reg 14 meeting to discuss issues/ roles. KJ- could invite clerk.

DM- would suggest forming a list of consultees and forwarding it to LDC asking if sufficient?

ME- is the website good enough for stat consultees to look at the plan?

DM- yes. Will send out template for consultation for Reg 14. You could hold drop in sessions during the 6 weeks. Are you doing a response form or just getting people to email in? Are you going to do a summary e.g. of objectives, policies?

KM- Is it to be labelled draft?

DM- will be labelled as pre submission doc.

DM- Hasn't received schedule of evidence

JC- Is on page 42

DM- Would expect you to have at least one printed set of evidence.

SA- It doesn't mention survey carried out 10 years ago. Is useful- shows how opinion has changed, or not.

DM- Can include it on the list.

KM- Does all the evidence need to be on the website?

DM- yes, with the plan.

DM- Need to make sure the titles of the evidence are correct and as per list. Do you want a new email address so everything goes there? Don't forget to consult Lewes as a consultee.

DM to send consultation template.

4. Consultation Statement

Everything there you have got but she needs to be sent it. The more you put in the better.

JC has a long list.

DM- Anyone that we put on our list of consultees we have to tell them the Parish Council will pass on their details.

5. Basic Conditions Statement

6. A.O.B

SA- Will the examiner be local?

DM- They should not have an interest locally. After Reg 14 stage you should start thinking about examiners. They most probably will not know the area. Will probably be a choice of 1 or 2 or possibly 3. Usually you get some modifications. You probably will not get to meet the examiner. They are separate from PINS inspectors.

SA- Archaeology Report?

JC- Will do but has been concentrating on the draft recently.

DM- Photos, needs them now

SA- Photos are arranged in categories on dropbox. DM to look at this.

Meeting to discuss Reg 14 ASAP. Tues 9th April. Invite clerk.

KM and JC apologies for next meeting.