

## Minutes of the Neighbourhood Plan Steering Group

03/05/2019

**Present; Stephen Avery, Don Cranfield , Mark Evans, Ken Jordan, Stephen Treharne (Parish Clerk), Katherine Matthews**

- ME- Version 4 of draft is with CHEC, will have 60 copies done. Will need to be delivered to various places by 17<sup>th</sup> May.

KJ- Is happy to help distribute.

- ME- June Chailey News, do you want Reg 14 notice in again? Also the three dates when the Steering Group are available, are they confirmed?

KJ- Yes, all booked. 31<sup>st</sup> May 2- 4.30pm

15<sup>th</sup> June 12-3pm

21<sup>st</sup> June 6-8.30pm

DC to ask Jack which he can do.

- KJ- To SA, can you put the plan on the website?

ST- Should be on the front page, with comments form and the appendices, not the evidence.

Should go up to the web a couple of days before the 17<sup>th</sup> May.

SA- Will aim to put it up on the Monday before.

- KJ- Who will contact the statutory consultees?

ST- He has list and letter he can use. He will give to SA to send out on or just before 17<sup>th</sup> May.

ST- Handed out copy of draft letter to look at for stat. consultees.

ME- Copy to go in Chailey News for June?

Agreed. ST to do this.

- KJ- Are Parish Councillors to get a copy each? Yes

KM- Have the Parish Councillors looked at draft yet?

ST- Yes. They've all been invited to comment.

KJ- When the new Parish Council meet they will be invited to agree it.

DC- Can other members of the Steering Group have a paper copy too?

KJ- Yes, agreed.

- KJ, SA and ME had a meeting together earlier in the week, they agreed to add an appendix of photos. Is everyone happy with that?

DC- In final version will have to look at balance of photos as the majority are of North Chailey, South Chailey is not considered.

KJ- There will be a chance to adjust photos at a later date.

ME- We can discuss photos over the next few weeks

SA- To make a draft and put in dropbox for group to view.

- KJ- The status of other appendices?

Glossary of terms- fine

Area Designation- ok

Maps- Lewes to provide 4 maps plus a map showing protected trees but will take some weeks to produce.

Schedule of Evidence- Is it up to date and accurate? ME volunteered to look through it but not till mid June.

KM- Hasn't Jack done a list? KJ- Can ME liaise with Jack on this

ST- Appendices should be printed as well (not evidence). Print 20 copies? Agreed.

KJ- Shall we put the Character Appraisal and Green Spaces doc on the website? Agreed. SA to do.

SA- Is Jack doing an archaeology document? He has found a document on the archaeology of Chailey which he will put up to web.

ST- Is happy to print any appendices if not too many pages.

ME- Thinks it is acceptable to tell people to look at the website for documents.

DC- Offers to do any scanning if necessary to put docs up to web.

- KJ- Do we want to put something on Chailey chat? ST to draft something to put on.

SA- What about church websites to put links? It was agreed not to do this.

KJ- Can we decide what to put in Chailey News? Agreed to put a copy of letter and comments form.

- KJ- We need to record comments as they come in etc.

ST- He has a proforma from DM to record info. He has also looked at a comments form- he handed out different comments forms from other Parish Councils which were discussed. It was agreed to produce a form based on Holt Parish Council template. ST to create our own version. Will forward to Steering Group, Donna and Lewes beforehand.

KM- Suggested we don't ask for a signature as will only have to be redacted.

- ME- Are we having a banner? It was agreed yes, ME to circulate a possible text. 3 copies required.

ME- What about JC's leaflet? KJ- We don't need it for the Parish News.

SA- Can put it on web

KM- Could have some copies in the Reading Room for public sessions.

ST to do something for noticeboards, to use ME's text?

KJ- Need 2 different posters, 1 encouraging people to comment and 1 for locations where the plan is deposited. ST to do.

- ST- Who will coordinate any emailed comments? DC to do. Paper copies to ST.

DC- we will all help coordinating the comments.

ST- Lets see how many replies we get.

KM- Just to confirm we do not respond directly to people in response to comments.

- Next meeting 18<sup>th</sup> July

KJ- Do we invite Donna and Julia Edwards? Yes, JC to invite.

Agreed minutes of last meeting

