

East Dean & Friston Neighbourhood Plan



Shaping East Dean, Friston, Birling Gap and Crowlink for the future

Minutes of a Meeting of the Neighbourhood Plan Steering Group held in the Small Hall of East Dean Village Hall, East Dean BN20 0DJ at 7.30pm on 20th August 2019.

Present:

Cllr Lesley d'Urso – (Chair)
Cllr Mike Keller
Peter Williamson
Annemeike Milks
Bob Salmon
Jane Tatum
Megan Davis
Sue Pettifor
Cathy Vine

In attendance: Diane Williamson (Minutes in the absence of the Administration Assistant)

Apologies: Tim Bryant, Joan Colin, Bernie Ewer, Vanessa Farmer, Nicky Osborne

1. Update from the Chair: The Chair welcomed all present and introduced the meeting
2. Minutes of the meeting held on 21st May 2019 to be confirmed and signed as a correct record
3. Consultation to date at Fete, Village Meeting & Steering Group brainstorm has led to 93 responses
4. Proposal for a communication strategy which will be the priority for the group, rather than the creation of a separate sub-group. Ideas for maximising contact of people included:

Actions in bold

Famers Market **(Cathy and Sue)**

Presence at Bank Holiday Show – with post box – **Lesley**

Visit to Care Home with possible Coffee Morning – **Lesley to enquire**

Dedicated Facebook Page – **Annemeike**

Public Meeting with AIRS or SDNP – well publicised.

Peter will contact AIRS with village booking diary and invite identified specialist to the next NPSG meeting

Redesign questions and feedback form with headings and prompts -**Annemeike**

Add another feedback form to October Village magazine with an article in October magazine:**Lesley will discuss with Tim**

Leave feedback forms at Barns Stores – **Lesley**

5. Date of Next Meeting

17th September 2019 8pm in East Dean Village Hall

Signed.....(Chair) Date.....

1. Chairman's Update

The Chair reported on the following matters:

- The pamphlets for residents had been printed and were ready for distribution
 - A questionnaire had also been prepared for handing out at the Village Fete on 20 July 2019
 - The Residents' Association was requested to publicise the pamphlet and questionnaire at their AGM
 - The SDNPA's Communities Lead (Chris Paterson) might be able to attend the Fete
 - Group members were requested to sign up to a rota for manning the stall at the Fete, or give their names to LD.
- 2. Minutes:** the Minutes of the meeting held on 21 May 2019 were confirmed as a correct record and signed by the Chair. The Chair thanked Jane Tatum for providing this record.
- 3. Draft report to the parish council:** the parish council had requested a timeline for the Group's work and a spreadsheet was in preparation. This would be completed following the appointment of a new Administrative Assistant. The council hoped to confirm an appointment at their next meeting on 1st August 2019.
- 4. Update on NP information sharing:** presentations had so far been given to the following groups: the Badminton Club; Coffee for Carers; the Cricket Club; the Hedgehog Street; the Local History Group; Micheldene W.I.; the Parochial Church Council; and a date had been arranged for the Bowls Club.

5. **Village Fete – next steps:** some explanatory leaflets would be made available at the Fete but the majority would be delivered to households. JT kindly offered to cover Birling Gap. Jane Bryant would cover Crowlink and the old village. Boxes for responses would be available in the Village Hall and the Barn Stores; when the Hall was closed responses could be posted through the letter box. The leaflet and questionnaire would also be available on the council website and the village website.

Members were concerned that the entire content of the leaflet had been condensed onto a single sheet of A5, making it difficult to read. No proof copy had been sent despite the obvious drawback to this format. A vote was taken as to whether the leaflet should be sent back, but by a narrow margin it was agreed to use it immediately, offering a larger print version (for which the council would pay) to anyone who wanted it. Follow-ups would also be sent by all possible means.

The draft A4 questionnaire for use at the Fete was shown to members and approved. LD would have 100 copies printed, plus a poster. Residents who completed a questionnaire would receive a free raffle ticket for entry into a prize draw with several prizes kindly donated for the purpose. The top prize was a £25 voucher very kindly donated by the hairdressers in Downlands Way.

Members discussed whether questionnaires should be identifiable in some way e.g. by house number or postcode. It was agreed that this should be optional so that no one should be discouraged from completing one. It would be useful to see the distribution of responses but it was recognised that anonymous responses were more likely to be frank.

There would be a further opportunity to canvass opinion at a Macmillan Coffee Morning to be held at The Grange, by kind permission.

6. **AOB** - the following points were raised:

- Analysis of questionnaire responses – online questionnaire collation services were available and should be investigated as an alternative to manual collation. **LD would present the analysis to the next Group meeting.**
- Village utilities – it was suggested that the Group should consider the support of the local Post Office, or at least the provision of an ATM machine. The District Councillor, Michael Lunn and Maria Caulfield MP were lobbying on this topic, but the central Post Office had a programme of closures it was intending to complete by 2020, and the signs were not encouraging.
- Biodiversity report – a full report on the parish had last been prepared in 2009 but it would be useful to have an up to date survey done for comparative purposes to identify trends. **KL would follow this up.**

7. **DATE OF NEXT MEETING:** Tuesday 20 August 2019 at 7.15pm in East Dean Village Hall.

Signed..... (Chair)

Date.....