



Minutes of a Meeting of the Neighbourhood Plan Steering Group held in the Small Hall of East Dean Village Hall, East Dean BN20 ODJ at 6.30pm on 11^h February 2020.

Present: Cllr T Bryant – (Chair), Cllr L D’Urso (Vice Chair), Cllr P Seeley, Cllr D Wild, Bob Salmon, Jane Tatum, Cathy Vine, Bernie Ewer, Peter Williamson, Annemeike Milks

In attendance: D Picknell (Administration Officer)

Apologies: Cllr M Keller, Cllr K Godden, Megan Davis, Sue Pettifor and Vanessa Farmer

1. Chairman’s Update

The Chair reported on the following matters:

- Objectives need to be discussed in Focus Groups and skills should be identified. The Vice Chair circulated objectives to the group.
- The SDNPA was contacted and a representative would attend the next NPSG meeting. Concerns and questions from the Steering Group for the SDNPA Communities Lead (Chris Paterson) would be sent by e-mail to the Vice Chair.
- Contact was made with Shipley Parish Council as their Neighbourhood Plan was adopted and the rural area is similar to this Parish. Liaison was agreed between Councillors from this Parish and Shipley. **ACTION: LD/TB**
- Members of the Neighbourhood Plan Steering Group were encouraged to view the Shipley PC website.

2. Minutes of previous meeting: The minutes of the meeting held on 20th August 2019 were confirmed and signed by the Chair as a correct record.

3. Update on Community feedback: A good response was received from residents on the feedback forms and from the Village Fete. This was collated into an Excel Workbook. The Workbook would be forwarded to the Steering Group for information. **ACTION: DP**

4. Draft NPSG Terms of Reference: An updated draft NPSG Terms of Reference was reviewed with no objections. This document would be presented to the Parish Council for approval and adoption.

5. Draft Objectives on the East Dean & Friston Neighbourhood Plan

The Steering Group agreed 4 objectives as follows: -

- 1) **Housing and Development- key area a):** To ensure all new development is of high quality design, adheres to construction management plans and supports the defined needs and wishes of the community, is located within the existing village of East Dean and Friston and the hamlets of Birling Gap and Crowlink.

- 2) **Environment, Heritage and Countryside- key area b):** To maintain enhance and protect the rural setting and character of the Parish and improve access to and enjoyment of green space for the benefit of all. To encourage and protect biodiversity and to protect heritage assets.
- 3) **Traffic and Transport – key area c):** To enhance accessibility and traffic safety for all across the Parish, including the reduction of traffic speed. To protect the character and nature of the parish from damage by poor traffic management.
- 4) **Community, Infrastructure and Business – key area d):** To secure communications infrastructure that provides for the day-to-day needs of residents and businesses. To support small business development and employment opportunities for the parish.

6. Working Parties

Members of the Steering Group volunteered for inclusion in Working Parties listed in an Appendix 1 (to follow). Persons not present were recommended for inclusion and the Chair agreed these persons would be contacted. **ACTION: TB/LD/DP**

7. Additional resources and new members

New NPSG members were proposed and it was agreed for them to be contacted by members of the Steering Group and those interested reported back to the Chair.

8. Digital Media Campaign Awareness

A Parish Councillor informed the Steering Group of the importance of a Digital Media campaign and E-Surveys. The Steering Group agreed for this to be developed to encourage awareness of the Neighbourhood Plan and target residents who use social media for information. **ACTION: DW/AM**

9. **A.O.B.** The Vic Chair informed the Steering Group of the importance of documentation of their meetings in preparation of the Neighbourhood Plan and advised that a “Working Party Report Template” would be provided for this purpose. **ACTION: DP**

10. **Date of Next Meeting:** Tuesday, 10th March 2020 at 6.30 pm in the Small Hall, The Village Hall, Village Green Lane, East Dean.

There being no further business, the meeting closed at 8.00 pm

Signed.....(Chair)

Date.....