



Minutes of a Meeting of the Neighbourhood Plan Steering Group held on the Zoom platform on 9th July 2024, starting at 7.30 pm.

NPSG Members Present: Cllr Michael Bustard (Chair), Tim Pontin and Jonathan Timberlake

In attendance: Alison Eardley (Planning Consultant)

No members of the public were present.

1.	Apologies for absence: Cllr White and Lesley Durso.
2.	<p>Matters Arising</p> <p>Update on Heritage Assets (non-designated buildings and monuments) This has been completed and the draft circulated.</p> <ul style="list-style-type: none">• AE confirmed that the document is excellent and fully meets the requirements. It can be incorporated into the draft Neighbourhood Plan.• The existing location information is adequate, but AE will double check entries against the plan which will be included in the plan.• It was agreed to use the phrase 'Private Ownership' in the final version.• AE confirmed that it is fine to include elements such as street furniture. Content can easily be removed post draft but adding content is harder. <p>Action: Letters to be dispatched by locum clerk by the 2nd August 2024.</p> <p>Action: AE to double check entries against the map to be included in the plan.</p> <p>Private residents can request to be excluded from the Neighbourhood Plan. The contact letter is a courtesy, nothing in legislation requires it. The steering group can make a decision on whether a non-designated asset is included or not. The external examiner will make the final decision.</p> <p>JT confirmed that he has named contacts for the elements under South East Water ownership.</p> <p>Cllr Bustard reported that the tour of the village with Cllr Baker to review accessibility issues has been deferred. He will arrange a date so that information can be included in the draft plan prior to the start of the consultation period.</p> <ul style="list-style-type: none">• Cllr Bustard will be giving a short presentation to the local History Club.• Cllr Bustard needs to chase the cricket club for input.• Cllr Bustard has presented the winning prizes for the photographic

	<p>competition.</p> <ul style="list-style-type: none"> • Cllr Bustard has drafted and circulated the foreword for Neighbourhood Plan. <p>Action: AE (and other steering group members) to provide feedback on the draft plan There will be further opportunities to amend the forward after the initial consultation.</p>
3.	<p>Outstanding Matters</p> <p><u>Local Green Space letters</u></p> <p>Does the steering group want to review the responses from the recipients of the Local Green Space Letters before going out to consultation. This was not felt to be necessary as the recipients will have the opportunity to comment during the consultation period.</p> <p>Action: Cllr Bustard to incorporate Cllr Baker's feedback on disability issues into the draft plan.</p> <p>Screening opinion due back from SNDP by mid-July therefore by the 12th of August the steering group will be in a position to launch the Consultation Period.</p> <p>Regulation 14 Consultation period agreed as 2nd September – 7th October 2024.</p> <p>Prior to the 2nd of September the following actions are required:</p> <ol style="list-style-type: none"> 1) Write to all statutory consultees. 2) Website updated to state Regulation 14 Consultation period running from 2nd September – 7th October 2024. 3) Website content showing plan, housing need design and any other evidence uploaded. 4) Options made available to respond to consultation (online survey, email or letter). 5) Hard copies of plan available in accessible locations around the parish. Consider making a few copies available for loan. 6) Consultation events - 10th September (2pm – 5pm) and 26th September (6pm – 9pm) publicised. 7) Posters and banners placed around village. <p>The draft plan still requires the strategic environment assessment report.</p> <p>It was confirmed that funding has been requested for A2 posters and publicity materials as part of the grant application.</p> <p>Action: AJ to share list of statutory consultees with recommended text.</p> <p>Action: Request additional funding from Parish Council for five printed copies of draft plan.</p> <p>Action: Discuss publicity ideas at the next meeting.</p> <p>Action: JT to collate web information and co-ordinate uploading to site with the Locum Clerk.</p> <p>Action: AJ to produce survey monkey questionnaire – using existing template.</p> <p>Action: AE to check with SDNP when scrutiny response might be expected.</p> <p>Action: All to review A4 flyer and prepare comments for next meeting.</p>

5.	<p>Communication</p> <p>TP has circulated parish magazine content – will update with dates.</p> <p>TP confirmed Locum Clerk can upload content to the website.</p> <p>Action: Website content to be agreed with Cllr Bustard and uploaded.</p> <p>Cllr Bustard confirmed he can approve content without recourse to Parish Council.</p> <p><u>Publicity</u></p> <p>Seahaven Radio: The Steering Group can make use of a community slot to discuss the Neighborhood Plan.</p> <p>A stall will be available at the Wednesday Market, charge £12 per week.</p> <p>Action: Add to 13th August 2024 Agenda for discussion and creation of a rota.</p>
6.	<p>Date of Next Meeting</p> <p>13th August 2024</p>