



Minutes of a Meeting of the Neighbourhood Plan Steering Group held on the Zoom platform on 2nd April 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:** - Lesley Durso, Maria Stack
2. **Minutes of the previous meeting**
The minutes of the Neighbourhood Plan Steering Group meeting held on 21 March 2024 were confirmed as a correct record and signed by the Chair
3. **Project Plan and Engagement Plan**
The Project Plan had been updated at the meeting on 21 March 2024. Further discussion centred on arrangements for the next Open event, so that a date could be publicised at the Annual Village Meeting on 12 April 2024. The public consultation would be on the draft to be sent for screening by the SDNPA in late April or early May, and the consultation period could run concurrently with the screening period of about six weeks. **ACTION: MB to check availability of the main hall; TP to publish the date in the May parish magazine.** TP reported that the posters commissioned at the March meeting were in preparation, and would comprise a series in varied sizes but of a standardised design, carrying the Group logo, and each dedicated to a particular topic. It was agreed that maps would be used to convey maximum information in as concise and accessible a form as possible. Text would be in a format that could be amended over time.
4. **Update on evidence gathering for each of the Plan themes**
The Group considered progress on the following topics:
 - Housing Needs Assessment draft from AECOM – comments submitted on behalf of the Group had been tracked in and AECOM would now sign it off. The document had to be formulaic and follow specific methodology for government purposes. It was acknowledged that this did make it feel generic and rather corporate, but it would also meet the requirements of being comparable and robust. It would be appended to the NP as an evidence base document. Once formally signed off, it should be published on the parish council website **ACTION: AE to send it to the parish clerk for publication when ready.**
 - East Dean and Friston Design Code draft from AECOM – this had reached a similar stage, with tracked comments being processed by AECOM. A formal sign-off should

come soon. This too would be published when ready. The actual Neighbourhood Plan would be more user-friendly than the appendices containing the evidence bases.

- Non-listed heritage assets – JT had prepared a spreadsheet giving details of some 135 significant local assets, of which approx. 35 were already listed. The remainder needed to be edited down to meet given criteria and maximum numbers. **ACTION: AE to fix a daytime Zoom meeting to complete this, and circulate criteria, examples and possible groupings; JT, TP, LD and MB to attend if available.**
- Local Viewpoints – JT had prepared another spreadsheet with accompanying photos, from which a selection should be made. **ACTION: AE to fix a daytime Zoom meeting, as above.**
- Local Green Spaces – JT had updated the information previously circulated, and it was noted that some information remained to be checked, namely (i) ownership of the grass area outside The Fridays; (ii) ownership of the thicket at Birling Gap; (iii) status of the Went Way allotments; and (iv) the Bowling Green. **ACTION: KL to write to all landowners, AE to supply a suitable draft letter.**

5. Plan walk-through

AE had circulated the emerging draft Plan, representing a significant milestone in the Neighbourhood Plan project. There were some gaps:

- Tourism - there was a question whether a tourism policy could/should be drafted to add value to the over-arching Local Plan. It was thought likely that other policies in the NP on walking and cycling routes and facilities would probably cover tourism as well, though this would remain open for the time being.
- Community facilities – again there was possibly no need for a specific policy, as a list of non-policy aspirations (already drafted by MB) might suffice. The parish council already had a proposal under consideration from the Cricket Club, to rebuild and enlarge the cricket pavilion with extra facilities. **ACTION: MB to keep the Group updated.**

Members would be given time to digest the emerging draft Plan, which would be considered in more detail at the next meeting (*currently scheduled for Tuesday 14 May 2024*). In the meantime AE would welcome any comments, particularly on whether the draft had captured the essence of the discussions, but also on small errors, gaps, etc.. **ACTION: The Group must submit the draft to the parish council (next meeting Thursday 9th May 2024) to be signed off by them for submission to the SDNPA for screening.**

Members also discussed how best to present the lengthy draft at the Open Afternoon (*scheduled for Tuesday 7th May 2024*). One possibility was a read through, but there was also the prospect of using the posters previously discussed, one per policy, to convey the proposals in as concise and readily accessible a way as possible. However, the actual draft

should not be shortened, as the inclusion of context and explanations would increase its value for practical purposes in future.

6. **Photographic Competition**

The Group considered Report 6 circulated for the meeting on 21 March 2024. The Chair reported that as NPSG would be limited to 15 minutes for its presentation at the Annual Village Meeting, there would not be time to present prizes for the photo competition on that occasion. It was agreed that the prize in the Local Green Space category should go to Devi Lal for cherry blossom on the Greensward; the prize for a favourite public view should go to Jane Worrall, picturing the Downs with the memorial obelisk; and the prize for a notable building should go to Devi Lal for Friston Church. Photos taken by Group members were not included in the competition, but some would be included in the NP, e.g. Belle Tout rising like an island in a sea of mist, and a view of the village taken from the bowls club. **ACTION: MB/KL to liaise over the presentation of the prizes.**

7. **Annual Village Meeting Presentation**

The Group considered arrangements for participation in the AVM, Friday 12 April 2024, as follows:

- Draft posters – the specially commissioned posters would not be ready, but an update of the exhibition mounted at the Open Evening on 29 January would be used. **ACTION: MB/LD/JT/TP to organise this**
- Draft paragraphs for the Annual Village Report – the drafts as circulated were approved for inclusion in the Annual Village Report. Some stand-alone copies would also be dated and kept for future use, with the addition of addresses for the parish council website, Residents' Association website, and East Dean Village website.
- Draft presentation slides – members agreed on a sequence to be used, covering the purpose of the NP; its main points (spread over several slides); and the improvement of communications. Ideally, photos of Group members would be included, and name badges provided for all Group members on the evening **ACTION: MB/JT/TP to finalise the slides; KL to bring name badges.**

8. **Dates of future meetings**

- a) **Annual Village Meeting – Friday 12 April 2024**, both halls of the village hall, doors open 5.30 pm to browse displays, business begins at 6.30 pm
- b) **Dates of future Steering Group meetings** - the following are agreed:
 - Tuesday 14 May 2024
 - Tuesday 4 June 2024 (MB would present his apologies)
 - Tuesday 9 July 2024
 - Tuesday 3 September 2024
 - Tuesday 5 November 2024
 - Tuesday 7 January 2025
 - Tuesday 4 March 2025

There being no further business the meeting closed at 8.35 pm

Signed..... Chairman Date.....