



Minutes of a Meeting of the Neighbourhood Plan Steering Group held on the Zoom platform on 17th September 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, Cllr Fowler, Lesley Durso
2.	<p>Matters Arising</p> <p>Notes from the last meeting were noted on:</p> <ul style="list-style-type: none"> • Detailed plan for the consultation event • Letter from the Gilbert Estate • NHDA letters <p>Action: None</p>
3.	<p>Feedback from first consultation event</p> <ul style="list-style-type: none"> - Members raised the following points: <ul style="list-style-type: none"> • The Tuesday open afternoon went well. • The format worked well with plenty of things for people to see and read and steering group members to talk to. • People appreciated the opportunity to contribute, appreciative of the work that has gone into the Plan • There has been incredibly positive feedback. • There was a shortage of plans to look at. Another three copies of the Plan have been picked up today and members will need to make sure all the Plans out on loan are back for the 26th event. • Maps – people like to look at these. There should be more A2 key maps for people to look at. Could have another printed copy of the biodiversity report too as this was exceedingly popular. • Other matters raised by residents included the speeding of cars up Friston Hill and the lack of parking at Birling Gap. • Some comments on the design guide were received which were helpful. • We have photos and the attendance register from the open event to

	<p>record as evidence of consultation. Need someone on the door at open events to ensure everyone attending is recorded and youth engagement is pushed further.</p> <ul style="list-style-type: none"> • Have Climate Friends been consulted? They are aware of it from various sources but should be consulted directly. - Clerk to give feedback on summary of comments received. Responses were circulated ahead of the meeting detailing comments from the survey (hard copies), the NDHA letters, and general residents' comments. - Consultant to feedback on Survey Monkey results. Four responses to date, of which the majority are incredibly positive. Affordable housing will be tricky to deliver, but this is supported by residents. AE asked everyone to encourage as many responses as possible. Members asked if a new view of the village scape could be added to the Plan? AE said yes, this could be beneficial, especially if it is already a designated green space. - Website stats (PC&RA) The Clerk is awaiting sign-in rights from VisionICT to view Google Analytics. <p>Action:</p> <ul style="list-style-type: none"> • TP to get more maps printed, and another copy of the biodiversity report • FC to send a specific letter to Peter Williamson at Climate Friends asking for their comments. • FC to continue to pursue webstats. • Consideration to be given when agreeing a date and booking the village hall in January/February, to book further consultation sessions when other activities are taking place in the village hall. <p>AE advised that the Consultation Statement will be filled by the evidence that is being recorded to evidence community involvement. It also sets out how the Plan has evolved over time. AE will draft the Consultation Statement. There will be a Policy Conditions Statement too – all documents are then submitted to SDNP, and we will be under their time frame for the January/February final consultation. The consultation events will depend on when the SDNP launches the consultation, which they will manage. The steering group/Parish Council's role will be to hold events to publicise this consultation (section 16) over the 6 weeks. The SDNP will liaise with the Examiner whilst they are running the consultation. 2-3 examiners will express their interest in undertaking the work, and then the PC will liaise with SDNP as to which examiner they prefer. The SDNP will then engage the Examiner, who will receive all the documentation collated and presented. The Examiner is paid for by SDNP through a government grant, as is the final consultation. The referendum is run and funded by the Local Authority.</p>
4.	<p>Preparation for second consultation event (learnings from the first) Points were noted from the comments made earlier in the meeting.</p> <p>Action: For 26th September, TP create and circulate an updated version of the event plan.</p>

5.	<p>Consideration to extend consultation period (in view of phased posting of NDHA letters)</p> <p>Due to some phasing of the NDHA letters due to uncertainty over ownership, the steering group agreed to extend the consultation period by 2 weeks, to 27th October 2024.</p> <p>Action: FC to formally notify the Parish Council of this extension</p>
6.	<p>Project Focus</p> <p>It was agreed that there needs to be a change of focus of the steering group:</p> <ol style="list-style-type: none"> 1. to manage the plan document and its supporting documents and keep momentum with residents' engagement. This will require the Steering Group to keep the visibility of the plans' purpose high in the minds of residents. There will be a move away from collecting data and formalising the Plan, towards amending it based on comments received during the consultation. It is about keeping people engaged as it is a lengthy process; to keep awareness of it; sustain residents' continued involvement, enabling them to see how the Plan has evolved over time. 2. The steering group has taken responsibility for putting the Plan in place. The Parish Council are now required to have more involvement going forward so they can be full advocates for it. The Parish Council now needs to take ownership of the Plan and demonstrate their commitment to it. It is a planning document, so it is essential that parish councillors understand it and know how to use it as part of the planning process, as a key tool. Also, that the Parish Council understand issues raised in the plan which could benefit from implementation by the Parish Council over time. <p>The main uses of the Plan were discussed and identified as follows:</p> <ol style="list-style-type: none"> 1. Engagement with the SDNP on a variety of issues, including planning 2. By the Planning committee of the Parish Council as part of their decision-making process 3. The Parish Council using the suggestions in it to shape the Parish Council's forward planning and budgetary considerations, i.e. around Tourism. It should be the Blueprint for the Parish Council's focus. 4. For residents to use the resource information in it – biodiversity, history information, etc. <p>Once the Plan is amended, the Parish Council will have to sign off the submission version that goes to the Examiner. In the meantime, the draft version should be circulated to the Parish Council for feedback on how usable they find it in support of planning matters, for example. The Planning Committee should be quoting it now in responses to planning application scenarios.</p> <p>Action:</p> <ul style="list-style-type: none"> • AE to present to the Parish Council on how to use the draft Plan from a planning perspective – what the policies are in it and how they facilitate them on an ongoing basis. Members of the NPSG to be invited to the discussion. FC/AE/MB/PS to get a date. • FC to put it on the Parish Council October agenda for formal response to the draft Plan as part of the consultation process • MB to formally invite all parish councillors to the consultation event on 26th September in support of providing a formal response to the Plan

7.	<p>Review of Financial Position</p> <p>Members noted the following:</p> <ol style="list-style-type: none"> 1. The first grant provision of £6950 saw £6723.06 spent, with £226.94 unspent and repaid. This is now closed. 2. The second grant provision is due for immediate release, in the sum of £7920.00. £6950 consultant costs and £970 for project costs. 3. The Parish Council's contribution in 2023/24 was £862.87. 4. The Parish Council have budgeted £3000.00 in contribution to the Neighbourhood Plan process, for the 24/25 budget year. <p>Action: FC to report on finances at each meeting. All payments to go through the Clerk (grant spend must be shown separately in the Accounts)</p>
8.	<p>Outstanding Actions</p> <p>Nothing in addition to those agreed above.</p>
9.	<p>Next steps post the consultation</p> <ul style="list-style-type: none"> - Referendum planning. Discuss with SDNP this week to agree generic timescales for the remainder of the process. <p>AE remains the 'master' of the Plan. The Steering Group will agree its responses to people's comments. Then the Plan will be amended, if required, based on the consultation comments.</p> <p>Members considered how to de-register a local green space that it is no longer appropriate to be registered. It was noted that this must be done through a review of a Local Plan or Neighbourhood Plan i.e., at the time such a plan is reviewed. The designation could then be rescinded. Plans are reviewed on a regular basis, although this is not set out in statute. Usually this is done if there is a meaningful change at the national level, or if a new Local Plan is implemented or changed. If there is to be a meaningful change to the Neighbourhood Plan such as adding a new policy, a further consultation exercise will need to be undertaken.</p> <p>Members noted on NDHAs, the NDHA designation does not carry any legal weight in the planning system, such as requiring owners to do anything. It is more of a celebratory designation. A Local Authority can take the heritage value of a non NDHA into consideration in planning matters, even if not designated as a NDHA in a Neighbourhood Plan. A Local Authority can recommend to an owner that they should consider designation.</p>
10.	<p>Date of Next Meeting</p> <p>5th November 2024 at 7.30pm - AE in person.</p>