

EAST HOATHLY WITH HALLAND PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on February 14 2018

1. **Apologies**; John Deane, Gina Cuthbertson, Jonathan Ritchie,
2. **Present**: Diane Knill (Chair), Tony Pope, Sue Cole, Jonathan Walker, Peter Brooke . Gill Kennedy, Victoria Crick, David Burrough,
3. **Minutes of the Meeting of January 11 2018.** These were agreed as a true record of the meeting and were signed by the Chair.
4. **Visioning Event January 24/25 2018.**
 - 4.1 It was agreed that this had been a very successful event which was well attended at both Venues (The Forge Hotel, Halland and the Pavilion, East Hoathly). There had been excellent feedback from residents who attended the events and who felt they were now engaging with the Neighbourhood Plan.
 - 4.2 The exact attendance figures were uncertain. The Chair was asked to enquire what the figures were as Feria had taken the attendance sheets.
5. **Design Forum March 7/8 2018**
 - 5.1. **Posters/Flyers.** The detail of this event required clarification. The wording on the posters must make it clear to the public that (a) they were invited to make presentations. (b) attend for whole or part of a day (c) drop in to sessions. Chair to contact Feria on this matter.
 - 5.2. If possible the Chair should establish if there would be a running order and if the running order could be set by the Steering Group. The detailed schedule supplied by Feria was not helpful. The Chair to contact Feria
 - 5.3. The SG agreed that developers should not be allowed to bring display boards or be given extra time beyond the 10 minutes allocated for each presentation.
 - 5.4. Feria to send a list of the presentations to DK prior to March 7/8.
 - 5.5. Would there be question and answer sessions? Chair to enquire.
 - 5.6. Letters of Invitation: The Chair had sent out over 50 letters of invitation and over 50 e mails to landowners, developers and local organisations etc. The Chair asked SG members that if they knew of organisations that she had not contacted that they themselves should send a letter of invitation. The letter had already been sent to all SG members and could be downloaded.
 - 5.7. The involvement of the primary school in the Design Forum was discussed. Gill Kennedy offered to contact the school to see if they could participate in any way on March 7 or 8. Lindsay Wiggins, Chair of the Govenors, had offered to act as a liaison with the school.
 - 5.8. Posters: It was agreed that the design and wording of the poster created by Jonathan Walker and approved by Feria should be used. David Vaughan had agreed to mailshot all residences in the parish with A5 flyers. Posters to be distributed as soon as they were available.

- 5.8. The Chair would be responsible for obtaining refreshments (tea/coffee/biscuits).Chairs/Tables might need to be borrowed from the Village Hall.
- 5.9. Chair to enquire what facilities Feria might require e.g. projection screen, leads etc.

6. Neighbourhood Plan Finances.

6.1. The Chair circulated a statement of income and expenditure to date. It did not include mailshot expenses as these had not yet been received. It also did not include Feria's expenses (travel, accommodation etc).

6.2. Income to date was 10200.00. Expenses 11980.57 both net of VAT.
Total expenditure would be higher when mailshots, Feria expenses etc. were taken into account.

6.3. The grant report to Groundwork UK had been submitted by the Chair.

6.4. Further funding would be sought from Groundwork after tasks 1- 6 outlined by Feria were completed.

6.5. Other sources for funding would be investigated.

7. Future Planning.

7.1. It was felt that a one day briefing session with Feria after they had submitted their report (task 6) would be advantageous. Chair to contact Feria.

7.2. Chair also to enquire from Feria the costs of working with them through tasks 7 – 16.

7.3. The Draft Wealden Local Plan was due to be published on March 31. This could have some implications for the direction of the Neighbourhood Plan.

8. Dates of Future Meetings.

Wednesday March 14 2018

Thursday April 12 2018

All Meetings will be held at the Kings Head, East Hoathly at 7:00pm.