

**Neighbourhood Plan Steering Group Committee Meeting 18<sup>th</sup> December 2017 5.30 p.m. The Village Institute.**

Present: John Pilcher ©, Glynis Tucker, Robin Tait, Stephen Burley, David Goodall, Teresa Killeen, Ann Cook, Liz Young, Sheena Carmichael, Francesca Nowne

Apologies: James Robson, Daniel Studholme, John Poole, Caroline Morris and Peter Sewell

SC circulated a list of what needs to be done over the next couple of weeks:

- Four page leaflet is being printed and will be ready on Friday - Filling envelopes will be done on 28<sup>th</sup> December at Westbourne from 10 am – volunteers were requested to assist.
- JP and AL will be putting the boards up on the morning of 28<sup>th</sup> December.
- Letter to statutory consultees announcing the consultation period and how to find the draft plan to be sent out by the clerk.
- Unsuccessful owners of land should be contacted by the clerk to notify them that their site has not been included and where they can view the draft plan.
- Web site is now active and therefore consultee letters can be sent out now.
- Call for sites: owners whose land has been allocated and the owners of identified green spaces owners will also be written to by the clerk.
- The correct boards will look similar to the front of the four page leaflet but in A2 size.
- Envelopes have T N P details on the exterior
- Address labels of all addresses on the electoral role = 1654. It was agreed that the print run should be increased for the envelopes and leaflets. LY and TK to ask the printers to run off 1675.
- The printed draft plan will be received on Friday 22<sup>nd</sup> December - Distribution points will be The Village Store, all pubs, Smokery, Schools, Pharmacy, Cafes - 700 are being printed. It was agreed to have an additional 200 leaflets printed to be available on Christmas Day when the churches are full. JP and SB offered to take them to St. Marys and St. Peters.
- Responses can be through the web site via survey monkey, or by printing a copy from the web site and some hard copies (400 printed) will be provided with the printed plans.
- Questionnaires should be returned to the collection points (similar list of venues) holding the plan.
- The website now hosts all the evidential documents.
- All street champions will receive a copy of the plan - It is hoped to achieve 50 champions who will be offered coaching in how to get the best response rate. It was felt that it would be useful to attempt to simultaneously collate email addresses for the data base.
- LY hoping that street champions will entice responses by word of mouth or using small events such as coffee mornings in strategic places.

SC explained that the six week period provides a time for people to put forward their comments. The two day event towards the end of the consultation period, will be held on 1<sup>st</sup> and 2<sup>nd</sup> February 2018. It is hoped that the street champions will start their work towards the end of January and encourage attendance in the last fortnight of the consultation period. The boards should be dismantled on 14<sup>th</sup> February 2018.

All comments received must be responded to by the Parish Council.

All documentation will then handed over to Rother District Council and from that point there can be no local alterations to the draft. Rother will open a further consultation period and thereafter it will be sent on to the examiner.

Volunteers were requested for hosting the pop-up events during the Regulation 14 consultation period. It was agreed that some dates and venues should be planned so that member of the Steering Committee can offer their services.

All members of the Steering Committee thanked Liz, Sheena and Teresa for their hard work in preparing the draft plan for the consultation period.

Date of the next meeting: Monday 22<sup>nd</sup> January 2018 - 5.30 p.m.