

Minutes of the Steering Group for the Ticehurst Neighbourhood Plan

25th September 2017 6.30 p.m. Village Hall, Ticehurst

1. **Present:** J Pilcher ©, S. Carmichael, T. Killeen, P. Sewell, A. Cook, L. Young, D. Goodale, D. Studholme, J. Poole, R. Tait, J. Robson, P. Reeves, S. Burley,
2. **Apologies** for absence: G. Tucker, C. Morris and C. Hughes
3. **Minutes** of the Meeting held on 21st August 2017 were approved and signed by the Chairman.

4. **Survey** - S C reported that lessons have been learnt during this process. 175 residents had responded (11%) with the best return rate coming from Springfields and Farthing Hill. DS explained that he had spoken to many residents asking them to respond. Disappointing results from Stonegate (4) and Flimwell (12). SC reported that she had observed what neighbouring parishes work (Robertsbridge and Salehurst) - with a 5 m long poster at the cross roads, with a running tally of responses and number of days left to the deadline which was changed everyday. This was felt to be an effective way of grabbing peoples' attention. They had also made use of street champions covering 20 – 25 houses each enabling people to spend longer on the door step. Outlying properties had received a postal survey and members of the group reported that the outlying areas took a long time to reach and the survey result had shown that they did not respond. It was agreed that street champions would be a good idea for Ticehurst to copy.

Regulation 14 questionnaire will not include a copy of the plan, so residents would need to access it on line. Both Robertsbridge and Sedlescombe had exhibitions for Regulation 14 over one or two days, as did Hawkhurst and thought needs to be given to be ready to organise that here - in Robertsbridge they used post it notes for comment. Robertsbridge parish office held the plan in their office for each morning for a week. It was agreed that the SG need to co-ordinate an effective method of improving responses for Regulation 14. DG suggested having a two day exhibition and have people filling in forms at the event. TK commented that there had been no electronic option of responding and suggested that there should be several different means to allow people to respond. DG suggested putting the questionnaire in an envelope it to distinguish it from junk mail. JPoole reported that the question about income brackets had put people off filling in and returning the questionnaire. To enter quiz respondents had to provide an address - DG suggested an envelope response might encourage more responses and also lessen confidentiality concerns. LY reported that 31 respondents did not provide an address.

Street Champions - LY reported that she has collated names of people who are willing to assist - everyone was asked to think of people to approach to lessen the demand on individuals time and secure a better response rate - RT was asked to could email subscribers to the web site.

JR reported that the Regulation 14 survey will be in the region of 8 x A4 pages but people will need to have looked at the draft plan to be able to respond. The survey will only refer to the policy number, the actual document would be about 60- 70 pages long. It was agreed that using street champions and a public event would maximise responses. Pages of the draft document/policies could be displayed on a screen providing the information. FN suggested asking the pubs for assistance by holding a copy of the plan. PR suggested offering a £500 cash prize as an incentive.

RT asked whether it would be worth investigating Survey Monkey as a means of seeking opinion with hyper-links to the plan.

LY reported that she and TK would pick the prize winner for the survey and publicise the gifting of the token. It is intended to photograph the event and promote it in the Village Store.

5. **Green Spaces** – Jpi reported that he and AL had visited and photographed green spaces that met the criteria and have now redrafted policy R4 - in principle it remains the same but with some additions. Paragraphs 72, 76 and 77 of the national planning policy have been included which had previously been omitted. A new green space at Flimwell cross roads had been added (where the finger post stands) that is owned by ESCC Highways or Highways Agency. Criteria to consider each site will collate points for each of the nominated 14 green spaces. JPI and AL were thanked for their work on this policy.

6. **Design Guidance Update** - JR distributed draft guidance to members of the steering group and has been in communication with Richard from Fera. It is important to consider the design of pattern of settlement from outside the area looking in as well as the actual development. He reported that design and access statement requirements have been eroded over the years, and are now limited to larger designs but that it was felt in a village it should be encouraged for all sizes of development. He reported that the Hilbury Field development design had been sensitive to the area and was a good example of the standard that should be delivered. The High Weald Unit may have some interesting and useful information that can be used. The type materials that would be acceptable could be quite detailed and provide good guidance to would-be developers. Guidance has to be flexible to allow for innovative design as well as traditional, depending upon the setting. Street furniture and lighting have an important impact on areas and providing examples of good practice and also what we want to avoid could be included in the policy. Sustainability – e.g. energy use - the requirements are handled by building regulations so it might be best to list items that focus on local issues and materials. A balance needs to be struck and not to be too prescriptive. It was agreed that the key element is quality. JR pointed out that parking standards need not be included (RDC have policy on this) and it was agreed that if RDC have acceptable policies we could just refer to those.

JR agreed to look at each of the headings in relation to each of the specific sites put forward for consideration.

Committee members were asked to consider the draft document and make comment so that a second document could be produced, looking to finalise by the end of the month. SC requested that the work be done as soon as possible as it would be advantageous to provide input for the outline permissions currently granted to make them aware of the local requirements in advance of producing plans. It was agreed that quality and

design is of the utmost importance for future development in the village. It was also agreed that extensions to properties should require a design statement.

7. **AECOM and Feria** - TK reported that a meeting had taken place with AECOM on 22nd August 2017, the notes of which had been distributed to committee members. Each site was walked and Ivan Tennant will produce the evidence based policy review. He had wanted everything to be finalised before working on the project. SEA is progressing - fairly innocuous and no major issues and they will work in tandem. He said that he wanted the household survey report to be linked with the housing policy as evidence to support the policies and felt that the design brief would be very useful. TK LY and SC will re-look at the policies with that in mind, following the household survey results. The team will be talking to Ivan on 2nd Oct and Feria are visiting on Thursday afternoon (28th September) and will identify the elements that are missing, recognising gaps in the policies and bolstering them up. It was agreed that all policies should be constantly reviewed in the light of inspector comments on other emerging plans. JP commented that he felt that more guidance is needed from Feria. Nick seemed to provide positive guidance with a lot of experience. Feria will analyse the survey results from Survey Monkey and produce. Caroline Morris has invoiced for only 3 hours although it took over 6 as she is providing some assistance pro-bono and is willing to join the committee.

8. **Regulation 14** plan – Dealt with under item 4 on the agenda. - moved up and dealt with under the survey agenda item.

9. **Any Other Business:** SC reported that Sedlescombe went for a judicial review about Street Farm site but the ruling against them, citing the lack of RDC's 5 year supply. Robertsbridge have an independent examination underway, specifically looking at the Mill site on a flood plain.

PR Sir Malcolm Campbell will be on Bewl tomorrow world water speed record holder.

It was agreed to reconvene the communications group prior to Regulation 14. DG, R,T CH, LY and TK

10. **Date of the next meeting** - 30th October 2017 6.30 The Village Institute.