

## NOTES OF MEETING

<i>Meeting of / between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP ( <i>LNPSG</i> )														
<i>Venue:</i>	Yarrow Room, Town Hall														
<i>Date:</i>	7:00pm Monday 4 <sup>th</sup> August 2014														
<i>Attending:</i>	<p>Cllr Susan Murray Chairman, Lewes Town Council Planning Committee  Cllr Dr M Turner Mayor  Cllr R O’Keeffe Lewes Town Council  Steve Brigden Town Clerk  Emma Martin Admin Support  Chris Paterson S. Downs. Nat. Park (SDNPA) Strategic Lead Officer (Communities)</p> <p><i>Community organization representatives:</i></p> <table> <tr> <td>Lewes Community Land Trust</td> <td>Cllr J Stockdale</td> </tr> <tr> <td>Clevedown Residents</td> <td>Cllr S Catlin</td> </tr> <tr> <td>Malling Residents &amp; Tenants Assc.</td> <td>Brian French</td> </tr> <tr> <td>Friends of Lewes</td> <td>Audrey Jarvis</td> </tr> <tr> <td>Transition Town Lewes</td> <td>Kirsten Firth</td> </tr> <tr> <td>Lewes &amp; Ouse Valley Economics</td> <td>Dr C Tingle</td> </tr> <tr> <td>Sussex Wildlife Trust</td> <td>Ian Hepburn</td> </tr> </table>	Lewes Community Land Trust	Cllr J Stockdale	Clevedown Residents	Cllr S Catlin	Malling Residents & Tenants Assc.	Brian French	Friends of Lewes	Audrey Jarvis	Transition Town Lewes	Kirsten Firth	Lewes & Ouse Valley Economics	Dr C Tingle	Sussex Wildlife Trust	Ian Hepburn
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<i>Apologies:</i>	<p>Neville Harrison SDNPA Member  Lucy Ruddy Nevill Residents Association  Chelsea Renton Making Lewes  Ian Eiloart Lewes Town Council  Dawn Boxall Paddock Road Residents</p>														

### NOTES:

1	Cllr Susan Murray welcomed everyone to the meeting.
2	The Notes of the Meeting held on 7 <sup>th</sup> July 2014 were agreed as an accurate record.
3	<p>NEIGHBOURHOOD PLANNING OPEN DAY 16<sup>th</sup> August 2014:</p> <p>The Group had before them a rough-draft budget provisionally outlining costs to date, and estimates of what the open day might cost and future costs until April 2015.</p> <p>A general discussion followed regarding the open day. Each topic group would require display boards and it was suggested that other Societies or Groups within the Town may have boards available to hire. Lewes Town Council might purchase some boards which could be used by the Council in the future. The Friends of Lewes have display boards which could possibly be borrowed. Maps would also be required by each group. TC explained that he could obtain maps in A0 size from Lewes District Council’s Planning Department, depicting the town and the area within the Parish Boundary, and asked everyone to let him know how many copies they might require.</p> <p>The discussion then moved on to banners to promote the event and to promote each group. The group was interested to see an example of a banner produced for a recent event which could be produced quickly at a cost of £60. After further discussion it was decided that two banners should be purchased, describing the five sectors the Neighbourhood Plan Steering Group is covering with images and text. Cllr John Stockdale agreed to work on designing the banners with a deadline of Friday 8<sup>th</sup> August.</p> <p>For visual displays individuals would need to supply their own lap-top and software.</p> <p>Each Topic Group Leader was then asked what equipment/stationery would be required for the open day. They were asked to ensure that detailed “shopping lists” were provided to Emma by the end of the working day on Thursday 7<sup>th</sup> August. Some groups suggested provisional requirements as:</p> <ul style="list-style-type: none"> <li>• <b>Transport</b></li> </ul> <p>The Town Council’s Traffic Working Party slide show would be available in A3. The slides would be shown on a display board.</p> <p>A trestle table available to place an AO Map.</p>

*Continues..*

A card table for a questionnaire with paper, pens and pencils.

Post-it notes, red marker, black marker and a ruler.

3 chairs.

A table would need to be provided for Roger Blake from Rail Future who has agreed to have a stand detailing the Lewes options for BML2 plus Marsh link.

- **Social, Community and Culture**

Three display boards

Three maps

Post-it notes

Red pins for existing facilities

1 trestle table, 1 round table and 1 card table

Writing paper and pens.

- **Tourism and Economy**

One display board for A3 questionnaire.

A table where public can complete a questionnaire.

- **Sustainability**

4 large display panel for A3 size pages of photo and text.

Flip chart

Post-it notes

Coloured felt tip pens.

- **Housing**

One display board

Large map showing shaded areas accepted for housing

Post-it notes

- **Lewes & Ouse Valley Economics**

Dr Tingle explained that a drop-in type day can be difficult to manage in his conventional format. There is a version of the LOVE workshop model that could be formatted as a game – the Big Benefits Game. The public could spend anything from 10 minutes up to 1hour 30 minutes if they wanted to. This gives a scope for the workshop and can be operated throughout the day. Items required:

1 Round Table

Display boards

Chris Paterson may be available to do an introductory presentation explaining what the Neighbourhood plan can and can't do. This explanation would also be available on A4 sheets on each topic table.

Audrey Jarvis volunteered to make suggestion boxes for each topic group.

Flyers would be distributed to the Library, Tourist Office, All Saints Centre, the Railway and Bus stations to promote NPSG meetings.

It was suggested that the caterer who serviced the weekly Town Hall market might be available to provide catering on the day.

The Corn Exchange would be available on Friday 15<sup>th</sup> August to set up the room. Cllr Murray, Cllr Catlin, Cllr O'Keeffe, Brian French and Audrey Jarvis would be available to help.

Cllrs S & R Murray, Cllr O'Keeffe, Cllr Catlin, Audrey Jarvis and Kirsten Firth would be available on Saturday 16<sup>th</sup> August to assist with the day.

**11** The next meeting of the Group would be held on Tuesday 7<sup>th</sup> October at 7pm. Each group leader would be asked to collate findings from the open day and report to the Meeting. The Chairman then thanked everyone for their attendance and contribution and closed the meeting. *Meeting ended 9:15pm*

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