

NOTES OF MEETING

<i>Meeting of / between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP (LNPSG)																		
<i>Venue:</i>	Yarrow Room, Town Hall																		
<i>Date:</i>	7:00pm Monday 7 th July 2014																		
<i>Attending:</i>	<p>Cllr Susan Murray Chairman, Lewes Town Council Planning Committee Cllr R O’Keeffe Lewes Town Council Steve Brigden Town Clerk Emma Martin Admin Support Neville Harrison SDNPA Member</p> <p><i>Community organization representatives:</i></p> <table> <tr> <td>Lewes Seniors Forum</td> <td>Richard Partridge</td> </tr> <tr> <td>Clevedown Residents</td> <td>Cllr S Catlin</td> </tr> <tr> <td>Diversity Lewes</td> <td>Anthony Kalume</td> </tr> <tr> <td>Malling Residents & 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>Paddock Road Tenants Assc.</td> <td>Dawn Boxall</td> </tr> <tr> <td>Paddock Road Tenants Assc.</td> <td>Nicky Jonas</td> </tr> <tr> <td>Lewes & Ouse Valley Economics</td> <td>Dr C Tingle</td> </tr> </table>	Lewes Seniors Forum	Richard Partridge	Clevedown Residents	Cllr S Catlin	Diversity Lewes	Anthony Kalume	Malling Residents & Tenants Assc.	Brian French	Friends of Lewes	Audrey Jarvis	Transition Town Lewes	Kirsten Firth	Paddock Road Tenants Assc.	Dawn Boxall	Paddock Road Tenants Assc.	Nicky Jonas	Lewes & Ouse Valley Economics	Dr C Tingle
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<i>Apologies:</i>	<p>Chris Paterson S. Downs. Nat. Park (SDNPA) Statagic Lead Officer (Communities) Lucy Ruddy Nevill Residents Association Cllr J Stockdale Lewes Community Land Trust</p>																		
NOTES:																			
1	Cllr Susan Murray welcomed everyone to the meeting.																		
2	The Notes of the Meeting held on 2 nd June 2014 were agreed as an accurate record.																		
3	Matters arising: Susan Murray and Kirsten Firth had promoted the Neighbour Plan open day at the recent Societies Fair with posters and flyers. There had been good feedback regarding joining Lewes groups together; demand for policies to support more local businesses, and concern over the shortage of affordable housing.																		
4	CONSTITUTION: The group had before them a copy of a Draft Constitution/Terms of Reference. All Members of the group were in favour of adopting this.																		
5	BUDGET: A skeleton timetable had been produced at the meeting on 8 th May. To date the only expense had been for Emma’s time and the flyers produced for the Societies Fair. It was anticipated that the Open Day would involve larger costs, however it was hard to predict the cost of the day. It was agreed to defer this item to the next meeting when a more detailed budget could be estimated. It was agreed that the Budget should be a standing item on every LNPSG Agenda.																		
6	<p>The Meeting then moved on to review individual topic groups’ progress since the last meeting.</p> <p>Business – The Chamber of Commerce could not find any businesses in the Town to show any interest, however it was hoped that businesses would show an interest in the future and there would be support for businesses at the open day. The Chamber of Commerce only represents around 30% of businesses in the town. It would be helpful to contact the Business Development Officer at Lewes District Council who had recently held a Business Awards evening.</p> <p>Sustainability – Looking at various interactive methods to have at the open day with display panels covering:</p> <ul style="list-style-type: none"> • Flooding • Energy • Eco Systems • Nature Gain 																		

- Food Production

There would be photos and a short statement on the day. Kirsten had been in contact with Transition Town Totnes who were also creating a Neighbourhood Plan. It would be helpful to look at other events where the NP could be promoted and to start an archive of documents.

Housing - A large map of the town to be made available on the day where members of the public could pinpoint where they would and would not like to see houses. Chris Smith may be willing to help with the Housing group and Cllr Catlin expressed an interest in helping out with this group. It would be helpful to have a SHLAA map (*Strategic Housing Land Allocation Assessment*).

Transport – It was identified that traffic movement in the main high street of Lewes during the hours of 10am and 5pm was becoming a problem with lorries double parking. Members of the public would be asked their opinion on this matter. A presentation that had been before the Town Council’s Traffic Working Party could be used on the day.

Society, Community and Cultural – There was no representation on this group. It was agreed that links to the Cultural Spaces Audit would be useful to be distributed to the Group. Cllr Catlin would be happy to lead this group.

Tourism – There was no representation at the meeting. Tourism overlaps between topics.

NEIGHBOURHOOD PLANNING OPEN DAY 16th August 2014:

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The group then identified items that would need to be produced for the day.

- **Budget** – Colin Tingle would provide an estimate for his workshops. Others costs would include advertising, printing and catering.
- **Publicity** – The deadline for an advert in Viva Lewes is 15th July. An advert would be simpler than flyers and the information on the flyer could be used to create an advert. The cost of an advert was £420. It was suggested that Alex Leith be contacted and asked to interview a member of the group so a full page editorial could go with the advert to attract reader attention. Flyers and posters could be distributed to the original NP contact group list which the Town Council have. Ruth O’Keeffe would supply a list of all organisations that have attended the Societies Fairs over the years and they would be sent posters and flyers to promote the day. Friends of Lewes would be prepared to promote on their website.
- **Responsibilities:**
 - Welcome Stand** – Information on how the day will work.
 - Tea Reward Stand** – Ink pad with stamp. The more stamps collected offers a better reward.
 - What is a Neighbourhood Plan** – Material would be made available from Lewes Town Council and SDNPA.
 - Recruitment Station** – this would be near the tea/coffee area.
- **Carousel:**
 - Housing** – Large map of Lewes with pins to identify where housing should and shouldn’t go. Questions on what type of housing is needed in Lewes.
 - Transport** – Powerpoint presentation. Questionnaire on how traffic could be kept flowing in the town.
 - Sustainability** – Display panels, short statements, photos. Talks about local energy.
 - Tourism** – General material on how the NP would affect Tourism, Economy and Business.
 - Community Infrastructure** – Talk about Section 106 contributions/Community Infrastructure Levy. Have a list of community facilities, in new housing developments where would new facilities go e.g. Dr’s Surgery’s, schools etc. Suggestion boxes at each table.
 - Displays** – *Coastal Communities 2150* would be available to have a stand on the day.
 - ‘Making Lewes’** – Holding several workshops in September so it was not clear if they would be available on the day.
 - Diary Station** – For written contributions.

	<ul style="list-style-type: none"> • Presentations <p>Ecosystems Services – Have a workshop process which involves using a map of Lewes. Workshops normally have duration of 2 hours however this could be reduced to 1 hour. A display board presentation is also available. There is a need to raise awareness on ecosystems and an interactive display would be useful. An invitation to all groups on the original NP list could be sent. Colin Tingle would draft ideas on workshops and email to LNPSG.</p> <p>Housing – Chris Smith would not be available on the day so there would be a display on housing.</p> <p>Refresh – Tea, Coffee and Cakes would be available on the day and sandwiches for volunteers. Suggestion boxes near the tea/coffee area.</p>
8	<p>CLIMATE CHANGE ADAPTATION WORKSHOP 21st July 2014:</p> <p>A Climate Change Resilience Workshop being held at the Linklater Pavilion on Monday 21st July 2014 from 10.30 to 12.30 or 13.30 to 15.30. Details of the workshop would be sent to new members of the LNPSG.</p>
9	<p>MAKING LEWES:</p> <p>Four exhibitions were taking place in September with talks on sustainable architecture. These exhibitions were intended to engage members of public to think about how future buildings in the town should look. It was suggested that Making Lewes approach the Town Council for a Financial Grant.</p>
10	<p>ANY OTHER BUSINESS:</p> <p>It was reported that Phoenix Rising was seeking to create a Neighbourhood Plan for the North Street Area. Neighbourhood Plans were a Parish Council's remit and perhaps a member from Phoenix Rising could join the LNPSG.</p>
11	<p>The next meeting of the Group would be held on Monday 4th August at 7pm. The Chairman then thanked everyone for their attendance and contribution and closed the meeting.</p>

Meeting ended 9:30pm