

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 8 th December 2014																						
<i>Attending:</i>	<p>Cllr Dr M Turner Mayor of Lewes Steve Brigden Town Clerk Emma Tingle Admin Support Amy Tyler-Jones S. Downs. Nat. Park (SDNPA) Neighbourhood Planning Officer Neville Harrison S. Downs. Nat. Park (SDNPA) Planning Committee Member</p> <p><i>Community organization representatives:</i></p> <table> <tr> <td>Clevedown Residents</td> <td>Cllr S Catlin</td> </tr> <tr> <td>Lewes Community Land Trust</td> <td>Cllr J Stockdale</td> </tr> <tr> <td>Friends of Lewes</td> <td>Audrey Jarvis</td> </tr> <tr> <td>Lewes & Ouse Valley Economics</td> <td>Dr C Tingle</td> </tr> <tr> <td>Lewes Seniors Forum</td> <td>Richard Partridge</td> </tr> <tr> <td>Diversity Lewes</td> <td>Anthony Kalume</td> </tr> <tr> <td>Cycle Lewes/Egrets Way</td> <td>Susan Thompson</td> </tr> <tr> <td>Paddock Road Residents</td> <td>Dawn Boxall</td> </tr> <tr> <td>Nevill Residents Association</td> <td>Carina Morrisey</td> </tr> <tr> <td>Sussex Downs Society</td> <td>Liz Thomas</td> </tr> <tr> <td>Lewes Town Partnership</td> <td>Rosie Eggar</td> </tr> </table>	Clevedown Residents	Cllr S Catlin	Lewes Community Land Trust	Cllr J Stockdale	Friends of Lewes	Audrey Jarvis	Lewes & Ouse Valley Economics	Dr C Tingle	Lewes Seniors Forum	Richard Partridge	Diversity Lewes	Anthony Kalume	Cycle Lewes/Egrets Way	Susan Thompson	Paddock Road Residents	Dawn Boxall	Nevill Residents Association	Carina Morrisey	Sussex Downs Society	Liz Thomas	Lewes Town Partnership	Rosie Eggar
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<i>Apologies:</i>	<p>Cllr S Murray Chair LNPSG Cllr R O'Keeffe Lewes Town Council Kirsten Firth Transition Town Lewes Vic Ient Transport Volunteer Lucy Ruddy Nevill Residents Association – Lucy Ruddy has withdrawn from her position as representative for the Nevill Residents Assn. due to family commitments.</p>																						
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1.	Cllr Dr Micheal Turner welcomed everyone to the meeting and took the Chair in Cllr S Murray's absence.																						
2.	The Notes of the Meeting held on 10 th November 2014 were agreed as an accurate record.																						
3.	<p>BUDGET:</p> <p>The Group had an up to date budget sheet showing expenditure to date. This showed £20,000 anticipated funding from Lewes Town Council for the year 2015/16 which had been agreed by the Council's Finance working party but would be formally decided by Council at their meeting on 11th December. The SDNPA had given a grant of £6,000 earlier in the year. Further grants from the SDNPA of £10,000 and £5,000 from the Department for Communities and Local Government were anticipated. The sheet showed estimates of expenditure and an informed estimate (£20,000) of the cost of a referendum.</p>																						
4.	<p>PLANNING CONSULTANT:</p> <p>The Sub-group delegated the task of selecting consultants had sent out an Invitation to Tender (ITT). 17 Consultants had expressed an interest in the ITT which had been promoted direct to known prospects; online (<i>LinkedIn</i>) and by word of mouth. This had resulted in 5 actual bids for the work. Each member of the group scored each of the five bids, with 70% of the assessment weighted towards qualitative criteria, of which there were 5 elements, and 30% towards cost. The top three bids were invited to interview on Monday 1st December. The group had made a unanimous decision to recommend one of the prospects, and the Steering Group received a summary of the process and discussions which had led to this position. Lewes Town Council would be asked to approve this at their meeting on 11th December. Once approved, dates could be discussed with the consultant regarding an inception meeting with the Group and it was suggested and agreed that the next meeting</p>																						

	would be deferred until some mutually-convenient dates could be distributed.
5.	<p>ECO-SYSTEMS:</p> <p>At a previous meeting there had been discussion about the possibility of holding another workshop once a Consultant had been appointed. This would perhaps also benefit members of the LNPSG who were unable to attend the workshop held on 29th October. It was suggested that after the inception meeting with the Consultant it could be established what knowledge the consultant has of Ecosystems and necessary induction and training could be then offered together with those. Colin Tingle would work with Amy Tyler-Jones on a simple guideline statement to define Ecosystems and why/how it applies to the Plan. Neville Harrison would send the group a link on Ecosystem services from application within the South Downs National Park.</p>
6.	<p>FEEDBACK FROM TOPIC GROUPS:</p> <p>Social, Community & Culture – Wait for the Consultant to be appointed and take guidance.</p> <p>Housing – Wait for the Consultant to be appointed and take guidance. Richard Partridge was having talks with “Making Lewes”.</p> <p>Tourism – It was identified there was a need to create new opportunities. The Government were looking to cut Business Rates. Some shops in Lewes were unable to stay open because of Business Rates.</p> <p>Transport – There was no representation at the Meeting.</p> <p>Sustainability – There was no representation at the Meeting</p> <p>TC explained that the Consultant proposed to hold a three-day public workshop programme, and would wish to see what work the group had done to date. It should then be possible to refine future work by segregating what could be used to form visionary policy statements, and that which could be ‘converted’ into valid planning policy.</p>
7.	<p>NEXT STEPS:</p> <p>Invite the Consultant to the next meeting. Topic group leaders would be asked to prepare reports on their topics to form an initial briefing for the Consultant.</p>
8.	<p>ANY OTHER BUSINESS:</p> <p>Concern was raised that there was no input on the Business Group. It was hoped that once the Consultant was appointed one or two of the key Businesses in the town could be persuaded to engage with the Plan process, and that this might lead to others.</p>
9.	<p>The date of the next meeting would be decided once the Consultant was appointed and the LNPSG would be consulted through Google Groups. The Chairman then thanked everyone for their attendance and contribution and closed the meeting.</p> <p style="text-align: right;"><i>Meeting ended 8:10pm</i></p>