

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 10 th November 2014																								
<i>Attending:</i>	<p>Cllr Susan Murray Chairman, Lewes Town Council Planning Committee Councillor I Eiloart Lewes Town Council Steve Brigden Town Clerk Emma Tingley 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>Friends of Lewes</td> <td>Audrey Jarvis</td> </tr> <tr> <td>Transition Town Lewes</td> <td>Kirsten Firth</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</td> <td>Susan Thompson</td> </tr> <tr> <td>Paddock Road Residents</td> <td>Dawn Boxall</td> </tr> <tr> <td>Transport Volunteer</td> <td>Vic Ient</td> </tr> <tr> <td>Lewes Phoenix Rising</td> <td>Jennifer Chibnall</td> </tr> <tr> <td>Lewes Phoenix Rising (Comm. Planner)</td> <td>Andrew Simpson</td> </tr> <tr> <td>Sussex Downs Society</td> <td>Liz Thomas</td> </tr> </table>	Clevedown Residents	Cllr S Catlin	Friends of Lewes	Audrey Jarvis	Transition Town Lewes	Kirsten Firth	Lewes & Ouse Valley Economics	Dr C Tingle	Lewes Seniors Forum	Richard Partridge	Diversity Lewes	Anthony Kalume	Cycle Lewes	Susan Thompson	Paddock Road Residents	Dawn Boxall	Transport Volunteer	Vic Ient	Lewes Phoenix Rising	Jennifer Chibnall	Lewes Phoenix Rising (Comm. Planner)	Andrew Simpson	Sussex Downs Society	Liz Thomas
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<i>Apologies:</i>	<p>Cllr Dr M Turner Mayor of Lewes Cllr Ruth O’Keeffe Lewes Town Council Cllr John Stockdale Lewes Community Land Trust Lucy Ruddy Nevill Residents Association Carina Morrisey Nevill Residents Association Anthony Dicks Making Lewes</p>																								
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1.	Cllr Susan Murray welcomed everyone to the meeting.																								
2.	The Notes of the Meeting held on 7 th October 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. It was noted that there was considered to be adequate cash available for the remaining stages, and a range of other sources to top up the money should it be needed. The Government’s Department for Communities & Local Government had announced further opportunities for Neighbourhood Planning Grants and the SDNPA had originally pledged more than had been received to date.</p>																								
4.	<p>PLANNING CONSULTANTS:</p> <p>The Sub-group had met and had a very productive meeting. The Group presented a draft invitation to tender (ITT) document to be published by Lewes Town Council. There was a general discussion and questions asked about the process. The ITT was offered for any comments which may be forthcoming, which would need to be considered by Wednesday 12th November in order for it to follow the proposed timetable. This would be initially be sent out to organisations known by the SDNPA to be successfully operating in the field. It could also be published on a Neighbourhood Planning Group operated by the online forum ‘LinkedIn’ and the Town Council website. If any of the NPSG had suggestions of further potential consultants they could submit details and the ITT would be forwarded on. The timeline for engagement of a Consultant was agreed as:</p> <ul style="list-style-type: none"> • Issue of ITT – Wednesday 12th November 2014 • Deadline for return of submissions – Monday 24th November 2014 																								

Continues..

	<ul style="list-style-type: none"> • Evaluation of submissions – Wednesday 26th November 2014 • Interview of prospective consultants – Monday 1st December 2014 • Notification of decision on submissions – Monday 8th December 2014 • Commencement of Contract – Monday 15th December 2014
5.	<p>DRAFT PROJECT PLAN:</p> <p>Amy Tyler-Jones had produced a Draft Project Plan which would be used as a starting point, based on the time-line that the NPSG had envisaged at an earlier meeting. The programme encompassed 14 tasks and sub-tasks. More tasks would need to be added at future dates. An owner column describing who would be dealing with different sub-tasks and a date column for key milestones. The document included a due date column which would be useful for milestones <i>e.g.</i> completion of the draft plan. The plan included a meeting schedule which could be used for setting dates for Steering Group meetings and Theme Working Group meetings. Another column would be added to join up the likely timetable for the Joint Core Strategy. The time scales shown on the plan were not definitive but indicative and the plan was open to change, and the period following the appointment of Consultants had been left flexible as it was anticipated that they would have significant input to the later stages. The draft plan would be circulated the Members of the group electronically.</p>
6.	<p>ECO-SYSTEMS WORKSHOP:</p> <p>The group had a copy of a document summarising details of the workshop held on 29th October 2014. Colin Tingle had pulled together key items and results from the workshop onto the document.</p> <p>Table R1 on the document summarized the first piece of group work where participants imagined themselves in the mindset of a site around Lewes and then brainstorming what different benefits came from those sites for Lewes and the community. A wide range of benefits was identified by the groups.</p> <ul style="list-style-type: none"> • 22 services from Ashcombe Bottom • 27 services from Lewes Brooks • An additional 3 services from Lower Ouse Floodplain • 20 services from Landport Bottom • 17 Lewes Downs <p>These were not comprehensive lists. Colin suggested that those who were at the workshop and those who had not attended might think about these areas and consider their view on the services and the benefits coming from those areas, and add to the list.</p> <p>For the second stage of the workshops the same groups chose an enterprise, business or organisation within Lewes and spent 10 minutes brainstorming which of the benefits businesses were getting from the surrounding areas. Each enterprise/business was placed under each of the themes. Again, it was suggested that the groups and those who did not attend the workshop might look at the document and come up with more connections and benefits for organisations arising from the local environment.</p> <p>The NPSG were asked to feed in more ideas by 21st November. It may be useful to hold another workshop when a Consultant had been appointed.</p>
7.	<p>FEEDBACK FROM TOPIC GROUPS:</p> <p>Transport – A transport document giving detailed results from the open day held on 16th August had been circulated to the meeting. The document covered Railways, Park & Ride, Car Parks, Bus Station, Bus Services, Lorries, Lorry transhipment point, Scaffolding and other topics. The use of the river would be incorporated in the transport topic. Vic Ient offered to convene a group to look at the Built Environment.</p> <p>Social, Community & Culture – Make contact with Community Leisure and Culture Group who had attended the Naturegain Workshop for new ideas for this topic.</p> <p>Sustainability – Would convene group meetings in January and start gathering ideas.</p> <p>Housing – Richard Partridge had joined the group to cover the Planning side of this topic. There was a need for a volunteer to help on the design side. It was suggested that “Making Lewes” group may have volunteers.</p>

	<p>Tourism – No representation at the meeting. Tourism overlaps between/underpins all topics.</p> <p>Business – There was no engagement on this topic. The Chamber of Commerce would be approached to reconsider their engagement with the Plan process</p>
8.	<p>DIGITAL CITIZENSHIP PROJECT:</p> <p>A document “Community 21:Digital Citizenship was circulated to the group explaining a project created by Action in Rural Sussex and the University of Sussex encouraging young people to participate and engage with local democracy, and concepts such as the Neighbourhood Plan. The Town Council had assisted with this at an early stage, and Cllr Murray had attended several workshops with local school students. It was anticipated that the project leader would attend a future LNPSG meeting to provide a more in-depth introduction to the project and explain its role in assisting development of a Neighbourhood Plan</p>
9.	<p>ANY OTHER BUSINESS:</p> <p>The Ecosystems Workshop had been filmed. Colin Tingle was asked to look at costings for editing the film as it may be useful as additional supporting evidence for the NP.</p>
10.	<p>The next meeting of the Group would be held on Monday 8th December at 7pm. The Chairman then thanked everyone for their attendance and contribution and closed the meeting.</p> <p style="text-align: right;"><i>Meeting ended 9:10pm</i></p>