**PEACEHAVEN & TELSCOMBE NEIGHBOURHOOD PLAN**

**STEERING GROUP AGENDA**

Thursday 18th January 2018 6:30pm

Telscombe Town Council Civic Centre

1. Apologies for absence

Cllr Ann Harrison, Cllr Dave Neave, Cllr Joanna Wilkins, Cllr Tim Armour, Alan Sargent, David Williams, Julia Winkler

(Running late Neil Watts)

1. Minutes of Previous meeting 16/11/17 (amended to 14th December 2017)

As the Group had not had chance to read the minutes prior to the meeting. The Chair read out the minutes in full, minor adjustments made and the amended minutes attached at end of this document.

There was general agreement they be

approved and agreed as a true and accurate record by those present.

1. Chair updates

The minutes of 14th December 2017 set out the first meeting totally Chaired by CG and set the way the meetings would run and what were the expected outcomes of each meeting.

The A259 had dominated the SG earlier meetings so it was best that an update be given at the beginning and then we moved on to consider other matters relevant to NHP

The Futures as set out in Consultant Nov 2017 letter to be considered at this meeting.

1. Secretary Position vacancy

It was explained to the group that the role of Secretary was vacant still .

Nancy Astley, Town Clerk at Telscombe Town Council who had been supporting the group has resigned.

Claire Lacey, Town Manager at Peacehaven explained she was unable to take on the role, due to conflicting interests as Town Manager for Peacehaven, although was happy to minute the meetings for the foreseeable future and report back to both Councils.

Nominations were requested for the Secretary role. There were none.

1. Introduction of Representatives

Laurence O’Connor provided an update on behalf the A259 “Action Group” and their presentation to the Transport Scrutiny Panel at LDC on Monday 15thJanuary discussing the Economic, Air Quality and Social Impact of the congestion on the A259 from Newhaven to Rottingdean. The “Big Petition” across the 3 petitions achieved 17,000 Approx signatures

Lloyd Russell – Moyle MP Peacehaven and Kemp Town – gave an introduction and overview of the A259 update. A meeting convened by Keith Glazier ESCC had invited both Lloyd and Maria Caulfield. This would be held shortly. He will also put forward the A259 Action Groups wish to send a rep or reps to the high level meeting across all 3 councils, 2 MPs SDNP. i. As a Labour and Cooperative Party MP he had been able to speak to a person of importance at Coop Head Office who could also confirm whether the Meridian site was allocated in previous Call for Sites. In response to the presentations of Futures1,2 and 3, he informed that Lewes Town had planned for a reform of their shopping area over 30 years ago, and the Town Centre in the level area is still taking shape now. The Group needed to look at a longer pattern of change and the demographic could be profiled through research, The larger the change and need for infrastructure the more housing would be needed for increased population. . He advised that residents may wish to know of the advances which had been made to date and to celebrate those in the information boards at NHP at the First Conversation meetings with the Public.

Thea Petts (Neighbourhood Planning Officer Lewes District Council and Eastbourne Borough Council) – introduced herself and updated the group on her role and where the Group should be at this time. She reiterated that as Peacehaven Council was the signing authority, the Steering Group were responsible for reporting back to PTC and TTC and should be managing their own finances.

**Questions** were asked about the 255 homes in Core Strategy 1 and 2

It was thought that at a previous meeting 187 had been identified, so which figure should we be working on.?

450 homes at Hoddern Farm , where do they come in the figures are they pre Core Strategy 1?

**TP** to report back

1. **Finance and Grants**

Chair sought clarity on who was responsible for budgeting?

The answer was the SG was and as such should have a budget presented at monthly meetings.

Clarity on the grants, budgets set aside by Peacehaven Council and Telscombe Council saught.

A review of O’Neill Homer contract was undertaken with confirmation given that the SG can adjust how we use the allocation through services offered by Consultants.

**CL , Town Manager at Peacehaven** provided info

Grant Application update

PTC £5,000 budget / Earmarked Reserve

TTC £ Unknown

Expected cost £14,000 plus VAT to ONeill and Homer

Total invoiced to date £1,000 – Stella Newman at TTC to confirm if this has been paid.

Town Manager Claire Lacey to confirm process for next phase of Grant fund (on confirmation from Locality) at next meeting.

Thea recommended screening options (F1,2,3) alongside a Strategic Environmental Assessment and a Sustainability Assessment.

Town Manager / Claire Lacey updated the Group on their finances – Awaiting the Locality team response to the grant awarded late last year. A grant application would shortly be made (March) for further DCLG funding. One invoice for O’Neill Homer was outstanding and with the Telscombe Council RFO for payment. This would be split 1/3 Telscombe and 2/3 Peacehaven. PTC has £5,000 in an Earmarked Reserve to support the NDP SG and it was the responsibility of the Council to make provision for them for example with signing off payments through the correct procedures.

7,**Task Group Presentations – on Futures**

Housing - Alan Sargent, Ann Harrison, Laurence O’Connor

The representatives from this group were not in attendance to provide the overview.

Business/Employment - David Williams, Viv Carrick

Overview attached at the end of these minutes.

Community Wellbeing - Neil Watts, Viv Carrick, David Williams, Sue Griffiths, Pat Bowman, Christine Bowman

Overview attached at the end of these minutes.

Environment Heritage and Design - Julia Winckler, Sue Griffiths, Neil Watts, Ann Harrison, Laurence O’Connor, Peter Seed

Verbal overview ( Written to be provided at next meeting.)

Concerns about Future 3 as presented in Consultant letter Nov. 2017 as it did not take enough notice of Greenspaces and unhappy at concentrating all retail within a narrower stretch along A259.

Many residents in various live in groups along the strip development and need local shops.

All agreed the rework of the Meridian crucial as it is the largest site and is stuck in the 1970’s.

Each part of the NHP area has it’s unique characteristics which need to be emphasised and built on.

It was suggested that the SG looks at the Futures again and alter them to a bespoke version for our area.

1. **Update from O’Neill Homer** ,

 direction planning and other documents are in a central file which is available for consultation at PTC offices.

Town Manager , CL read out the email from the Consultant as below -

“Thank you for your call on Friday and it was helpful to understand the new arrangements. As promised. I have attached out quotation, project plan and vision note for your information in case you don’t have any of these. The project plan attached was issued on October and the project is about 2 months behind, i.e. the first conversation (item 2.05 on the programme) now likely to be in February.

Our next meeting with the group is scheduled after the ‘first conversation’ when I hope to combine with a meeting with Thea to advise Lewes DC which ‘Future’ is preferred by the community. **With their own analysis of the pros and cons, the SG have enough information to frame this first conversation, not forgetting this is about the possibilities not the solution.** So until this is completed we won’t know the preferred spatial strategy to guide the plan. In the meantime, let me know if the group would like me to look over and comment on the scope of the conversation that the group intends to undertake, **or whether they need each of the three futures illustrated.** Each illustration would probably take about ½ to ¾ of a day to create and would be a simple conceptual representation of each Future which we would prepare as an A1 size pdf to go on presentation boards etc. **If this is of interest, we might be able to use some of the 8 days follow up support (item 2.02) in the programme for this.**

This led into the next agenda item - Marketing

1. **Marketing – Website and Social Media**

The Chair of the Group gave an overview of the previous Website and social media pages. These were not sufficient to provide full inspection online to residents – partly due to the name of the Plan to be referred to as “The Peacehaven, Telscombe and East Saltdean Plan”. As such the Group agreed for Peacehaven Council proposal to design a new page which would be linked to the PTC and TTC websites..

Peacehaven Enews will incorporate up to 500 words monthly to inform residents of the updates for SG and proposed dates of First Conversation.

It was discussed that Leaflets should go out to 8000 homes in Peacehaven and Telscombe, along with the Peacehaven and Deans Directories. Quotations will be sought by Town Manager of Peacehaven and delivered at next Meeting for approval. The Vice Chair ,VC suggested that the Local Directories may not charge. The Chair considered that to ensure all residents were informed a separate flyer need to be produced. The SG could use part of the Budget to achieve this and for professional help with web-site and social media. The Budget will come from the Earmarked reserve. This must be reported to both Councils.

The First Conversation Event will be staffed by Group Members possible dates for Peacehaven , Meridian Centre on Mon 12/3, Sat 17/3, Fri 23/3, Mon 26/3, Wed 28/3 – Town Manager to liase with Telscombe and East Saltdean as all Communities need to be included.

These ‘Drop Ins’ will be endorsed as evidence and data collection for the NHP. 9 Members offered to support. This will be advertised on Website, Social Media and by leaflet.

More Members will be consulted to deliver these events – Town Manager. CL suggested referring to the original 28 Community Groups who had expressed an interest in November 2016 and will email them all to confirm if they still wish to attend/support.

Proofs of boards (A1 size) will be drawn up by the Consultant at a cost of ¾ day already budgeted for. Charities, schools and other groups will be informed and invited to the Drop in sessions. Claire Lacey informed the Group that Southwater Parish Council had run a similar concept to F3 in 2012 and would be happy to host a daytime event, to meet with their Clerk and Chair of the Council to show them how it had worked there. Date to be confirmed with Clerk Cathy Tobin prior to 22nd Feb.

1. Further Update from LDC

Thea Petts informed that the Group targets set by O’neill Homer were achievable. Activities completed so far include Meeting the Neighbourhood Planning Officer, Creating the Steering Group, Identifying how the Community will be involved and Drafting the Work Programme (Futures 1, 2 and 3).

The Town Manager provided a draft list of response to Core Strategy 2.. The NHP must comply with LDC strategic policies and would confirm if the 255 home allocation could be through the NHP. Informed that it was not advisable to identify home sites of 6 or less, start from zero. Confirmed that the Plan would be set to work towards 2030.

Pat Bowman requested the Core Strategy Documents be made available to the Sub Group – Town Manager informed these were in hard copy in the PTC office and would be available for the next SG meeting.

**Laurence O’Connor wished to clarify what would count as ‘windfall sites’ and will draft an email query for TP to respond.**

TP suggested that a further grant which may cover any Scoping Report which may be needed as there are 2 SSI sites which may be affected they are Lewes Down SAC and Castle Hill, Newhaven or Woodingdean? .

**TP to clarify**

Chair mention that Localism Act and Devolution were issues which will affect our Plan

Lloyd Russell- Moyle asked what land Lewes DC were devolving back.

**TP to find out**

**Next Meeting**

Chair suggested that all should spend the next month ,

* Firming up on re-writing bespoke Futures 2 and 3
* Looking in more details of pros and cons of futures
* Attending drop in sessions at PTC working in Coffee area.
* Find a way to involve Councillors
* Chair and Town Manager to present to Councillors where the SG has got to and where we are Going
* Chair, CB and Cl to write 500 words to go out to Communities.
* Plan and produce Leaflets
* Progress Web site and Social Media
* Produce Feedback form for First Conversation

 **Next Formal Meeting – Weds Feb 21st 2018 18:30 at Peacehaven Community House, Meridian Centre, BN10 8BB**

**Attended - Thea Petts Lewes DC, Chair, Cathy Gallagher (Saltdean Residents Association), Vice Chair, Viv Carrick (Peacehaven Focus Group), Sue Griffiths (Community Orchard),** Cllr. Ann Harrison (Peacehaven Town Council), **Pat Bowman (Telscombe Residents Association),** **Neil Watts (Telscombe Community Church & Scouts), Christine Bowman (Telscombe Residents Association), Claire Lacey , Town Manager(Peacehaven Town Council)**,, **Laurence O’Connor (Peacehaven Focus Group), Peter Seed (Ramblers Association),** , **Joan Goldrich ( Resident), Lloyd Russell-Moyle MP.**