



APC - NOTES OF MEETING ON NEIGHBOURHOOD PLAN – 6th February 2015

This meeting took place at White House at 5pm.

Present: Rachel King (RK), Project lead
Carol Henderson (CH)
Geoff Uren (GU)
Hazel Allinson (HA)
Geoff Conlon (GC)
Tim Simpson (TS)
Vicky Spiers (VS), Clerk

Apologies received from Leigh Cresswell, Jason Charman and Chris Cooper

RK advised that for governance purposes she would like VS to keep all records from Neighbourhood Plans (NP) meetings. All meetings to be minuted.

Broad update

RK advised consultation period is open on SDNPA website and also on APC's website, this period is open until 26th February 2015.

RK has negotiated the Memorandum of Understanding (MOU) with SDNPA – it has been amended to say NP will be run by APC with wider community involvement. RK has signed, now with SDNPA for them to sign, once this has been done RK will give to VS to keep.

Once the consultation period is finished and SDNPA have signed the MOU, APC will receive £5000 grant from SDNPA – hopefully by end of February. This will be used for publicity, running events, website set up etc.

Research

RK has been looking at some websites which offer advice and practical tools, she advised that Locality website seems the best, details community led activities and also publishes a toolkit which shows a point by point guide – RK will send a link round. All to have a look, she advised that APC are on track.

Other websites on resources not so useful. Locality are a hub of funding for grants which will be open for APC next year – up to £8000, we would need to write a business case to get this grant. With regard to the grant received from SDNPA, APC will need to account to the Park what we spend the money on.

RK summarised by saying key point is for her to send round the toolkit which provides information on each stage of what needs to be done.

Publicity

CH advised that Ditchling have been very helpful, Edwina Rowling did their publicity and she has emailed CH copies of poster, leaflet, questionnaire that she produced.

CH has produced a schedule using details of how Ditchling scheduled the stages of publicising their NP, we just need to fill in dates relevant to us.

Bob Trent (graphic designer) from Bury has given CH a quote for design of poster, leaflets and questionnaire for £1000 – this does not include printing. He has also quoted £200 to design a new logo. CH advised that Bob Trent has done work previously for Wiggonholt Association, SDNPA and Park Rangers, his work is based around rural and Downlands landscapes. RK thought quote sounds reasonable, CH said if other Parishes are using him then his prices must be reasonable, Bury are doing NP and are using him. All agreed his quotation is reasonable. CH asked if everyone was happy to go with Bob, all agreed. CH advised we will need to do content for leaflet/posters, CH and HA agreed to meet on Monday to go through publicity and RK will look at wording for leaflet.

With regard to logo, RK advised she thinks it would be good for Amberley to have its own logo which becomes symbolic to Amberley.

CH advised she had previously spoken to Mike Toynbee regarding printing and approx. costs for printing leaflets and questionnaire would be £500. GU said one key is getting printing done on good paper.

CH advised that Pam Keeble has agreed to do photographs for NP.

There was some discussion on how we would launch NP, GC suggested a flyer to each household? CH suggested leaflet with date of launch meeting.

Regarding website, it is detailed in MOU that Amberley must set up a website for our NP, Bob Trent has advised that he knows someone who can set this up for us. CH & HA to arrange meeting with Bob. RK will also have a look at some websites to see what we want to include in ours.

With regard to a launch meeting RK suggested an open meeting in the Church Hall, all discussed and agreed on 28th March for public meeting from 11am to 1pm for tea/coffee and cake – VS to book Hall.

Can use leaflet, poster, Parish magazine, Listserve and website to publicise. All thought leaflets need to be distributed by 18th March. HA advised primary school has a Friday flyer that we can also publicise meeting through.

CH said it would be good to get a representative from each area in Amberley i.e. Hurst Cottages, Crossgates, Houghton Bridge etc. RK thought this was a good idea as each area could also look at publicity.

RK advised that we need a meeting with a wider group of the community, HA advised we have the group of volunteers from the Community Plan who are still prepared to help. HA has spreadsheet with names and skills – HA and CH will go through and then email the people to check that they are still available to help. Went through some dates for meeting, RK will come up with some dates, possibly 19th, 25th, 26th or 27th Feb, she will suggest a couple of dates – all decided we would call the group Amberley Neighbourhood Plan Community Working Group.

RK advised that she is also working on a project plan, she will put what has been agreed at meeting today into the plan and email round.

Other thoughts for publicity was to have a stand at school fair and any other events, RK suggested 10km race, all to have a think what other events there are.

Finance

RK asked VS to look after budget of grants, we will need to keep a record of what we have spent, what expenditure we have coming up and how much we have left. This will need to be separate from APC account.

Content

RK thanked HA for sending round links to other NPs. HA said one surprise was the number of Parishes that did use professionals, especially for analysing the questionnaire results and for maps. CH advised that Steve Kennet has offered to assist us with questionnaire. HA has also got a list of all the English Heritage properties in Amberley. CH said Amberley Welfare Trust maybe able to assist us with older photos and maps, she will contact Grahame Joseph.

CG had reviewed Horsham Core Strategy 2007, he said his conclusion was that he could not find anything in it that we don't already know. There was some discuss over if these still apply to Amberley, do we need to refer to them in NP? For clarification RK said that she will have a further conversation with Amy from SDNP.

GU advised that he would review the National Planning Policy Framework and SDNPA Management Plan before we meet again.

RK advised that we need to move towards thinking about our Objectives of what we want to achieve, i.e. protecting the village against inappropriate development. These were discussed at the last meeting – VS has since asked RK for a list of these.

CH advised that Mr & Mrs Edge will be acquiring the Barns and they have asked APC for input on how they can be used for the community, so this could also form part of NP.

RK asked with regard to the Core Content how do we move forward? GC suggested looking at site allocations, CH said that we need to be careful what we ask for, any housing should be for key workers, affordable and for local people.

RK asked VS to have a look at Amberley's NP overall Vision, what do we want?

HA enquired about PADS, RK advised this would be updated and form part of NP. CH asked about Landscape Assessment, she advised some Parishes have paid for these to be done, something to think about. RK asked if someone could take this away to look at, review what another Parish has done, Kirdford have paid for one to be done, GC to do this – VS to let GC have Clerks details.

TS and GU will start to think about questionnaire content.

There is workshop on 26th Feb which HA and TS are attending.

Next meeting is 6th March at 6pm at Carol's to focus on preparing for launch to the community.

RK closed the meeting at 6.45pm

V.Spiers (Clerk)
10th February 2015