

**Neighbourhood Plan Steering Group**

**Agendas and Meeting Notes**

**Commence 20th February 2014**



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 12th May, 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. Funding awarded

4. Highways response to sites

5. Robinson Road

6. Lewes District Council – Masterplanning for Town Centre

7. School consultation – Assembly 14th June, School Conference 7th July

8. AOB

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 31st March 2016, 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. Affordable Housing – Housing Policy Officer, Lewes District Council

4. Updates – Funding applied for, additional support, Champion event, East Grinstead event, Highway response to sites, Town Centre, CCG view on health infrastructure.

5. Steering Group write ups:

* Housing – (SM)
* Good Quality Design and Image
* Open Space Health and well-being
* Environment, flood risk water quality and biodiversity
* Town Centre
* Transport and Access
* Economy and Employment
* Other areas – Enterprise Zone, Maritime Zone, East Side

6. AOB

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

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Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 31st March 2016

Venue – 18 Fort Road

In attendance: Cllr Graham Amy, Cllr Tony Bradbury, Cllr Keith Corbett, Judith Ost, Pat Clark, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from – Jane Scott, Jacque Fox |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | Leighton Rowe gave update on latest District Council approaches to affordable housing. Any development of 3 or more units has to have 40% or more affordable houses. % may be negotiated down if real viability issues.  Policy is not to have more than 10 homes gathered together (pepper potting). In Newhaven need identified for 1 and 3 bd homes. Last 10 years LDC delivered 0 homes.  Developers can build 60% open market 20% starter homes and 20% affordable.  LDC Local People tenure means that anyone that has been in area for 6 month (work or live) or lived in area for 2 out of last 5 years have priority. If we specify 10% rented could have 35% affordable.  North Street Lewes having 25 homes at 25m2 self contained bedsits for rental. 37 – 50m2 for couple | Look at options for keyworkers policy  Consider 10% rental  Look at 25 m square homes |
| 4. | Updates given by Pat Clark and Cllr Corbett on Neighbourhood Plan event in East Grinstead. Judith Ost gave update on AIRS Design event in Newhaven |  |
| 5. | Discussion as to who could make input to chapter writing Pat Clark and Jacky Fox – Town Centre  Cllr Bradbury – Health and Wellbeing  Judith Ost looking at design as well as others where she has information.  Cllr Corbett - Biodiversity |  |
| 6. | AOB - Cllr Corbett spoke of concerns on pollution levels at East Side. Also gave update on Biodiversity audit with maps  Pat Clark offered to look at building material used in the area for audit | Provide map for Pat Clark to carry out research |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 12th January 2016, 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. Visit from Officers of Planning Policy and Economic Development departments, LDC

4. Public meetings 21st and 28th January

5. AOB

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



Meeting date – 2.30pm 12th January 2015

Venue – 18 Fort Road

In attendance: Graham Amy, Judith Ost, Cllr Corbett, Jacque Fox, Angela Simmons, Jane Scott, Max Woodford (LDC), James Garside (LDC) Roger Foxwell (member of the public) Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from - None |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | Over view of Local Enterprise Partnership given by Max Woodford – Investment proposals (Port access road, flood protection, wind farm, UTC, Enterprise Zone EZ) EZ will simplify planningprocess business rate discount. Will come into effect April 2017  James Garside commented that Neighbourhood Plans must be fully justified. Focus on popularity of sites. Avoid too much detail. Policies need to be clear and concise. Examiner will remove anything that is not necessary. Deliverability of sites important and so needs to be actively promoted | Look into cost of having health check on plan to ensure robustness |
| 4. | Discussion about presentations at proposed public meetings. Sugestion that lots of maps provided to help public assess sites. AIRS will be present. Meetings at Denton 21st January 2pm and 7.30pm, Hillcrest Centre 28th January 2pm and 7.30pm. Steering group gave availability to attend meetings | SM to provide maps for meetings |
| 5. | AOB – Susie gave update that AIRS will give 3 days consultants time to work on SA/SEA. Clrr Corbett gave update on biodiversity audit |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 3rd December 2015, 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. Consultant opportunity

4. Timetable

5. Agent request for meeting – 15th December 2pm

6. Site appraisal work

7. AOB

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 3rd December 2015

Venue – 18 Fort Road

In attendance: Cllr Graham Amy, Judith Ost, Jane Scott, Cllr Bradbury, Pat Clark, Jacque Fox, Cllr Angela Simmons, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from - None |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | SM gave details of opportunity that AIRS have given concerning consultants time in Lieu of payment for consultation with schools that has not been actioned by AIRS. Allison Ketch has dealt with SA’s for NP in other towns and has suitable experience. Agreement to use this time for consultant to look at SA/SEA. Other approaches to consultants have been made to cover this work, but has not come about due to various issues. | Agree consultants working times and activity |
| 4. | Timetable discussed and slippage. Update timetable. New sites coming through and it is appropriate to consult with residents about them. Firm up approach to public meetings in January | SM |
| 5. | Agent requested meeting for Eastside – Scott Marshall consultant adviser for KSC to discuss proposals at Bevan Funnell building. Meeting date 15th December. Steering group invited |  |
| 6. | Site appraisal work – Site appraisal work now typed up ready for website. Steering Group discussed sites that don’t have sustainability support through appraisal. Even though we will ask highways to give a view on all sites a number of sites have not scored highly and therefore are likely to be removed from the list of potential sites. These are:  Site 2 – Land north of Palmerstone Avenue  Land South of Denton Drive  Plot 86 Harbour Heights  Meeching Down  Bay Vue Car Park  Plots 32 & 3 Charlestone Avenue  Land at Wilmington Road  Land South East of Holmesdale Road  Land North and rear of Mariners Wharf  Plots 50 & 55 Westdene Avenue  Will wait for consultation feedback to see if overwhelming support for these sites |  |
| 7. | AOB |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 26h November 2015, 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. Update regarding insert for Newhaven Matters Magazine

4. Press Release on Enterprise Zone.

5. Confirmation on Numbers

6. Site Identification work

7.AOB

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 26th November 2015

Venue – 18 Fort Road

In attendance: Graham Amy, Judith Ost, Jane Scott, Pat Clark, Jacque Fox, Angela Simmons, Cllr Bradbury, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from – Cllr Corbett |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | Susie discussed Newhaven Matters insertion to include list of sites being considered, meeting dates and information on Neighbourhood Plan. Posters will be located around the town, Facebook, Press Release, Electronic news feed through Haven News to promote meetings.  Venues for consultation. Denton parish hall may be preferable venue than Denton Social Hall | Steering Group members to look at Newhaven Matters insertion  SM to look at venues for consultation |
| 4. | Susie advised Enterprise Zone for Newhaven in Autumn Statement. Not totally sure of implications yet on NP. LEP will be writing Economic Plan for area. LDC will provide map of areas affected. EZ alleviates need to apply for planning permission in most cases and gives business rate relief. More details will follow. | SM to pass on details to members when known |
| 5. | Discussion around what the total number of dwellings could come forward on sites identified so far. Comparison made with other sites recently developed for density per hectare.LDC advise 425 homes required | SM to work out total possible delivery |
| 6. | Site identification – More sites may become available in a town centre location. These would provide brownfield sites in sustainable location. |  |
| 7. | AOB |  |
| 8. |  |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 12th November 2015, 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. Discussion regarding insert for Newhaven Matters Magazine

4. Discussion regarding dates for consultation on sites.

5. AOB

6. Group to continue with site appraisal work

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

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**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 12th November 2015

Venue – 18 Fort Road

In attendance: Graham Amy, Judith Ost, Jane Scott, Cllr Bradbury, Cllr Corbett, Pat Ost, Jacque Fox, Angela Simmons, Susie Mullins

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from - None |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | SM alerted text deadline for Newhaven Matters and need to get message to residents and stress importance of consultation. Councillors of all parties on group and tha it is non-political. Suggestion that meetings are in the afternoon and evening to give people who work and have children at home the opportunity to attend. | SM to write text for magazine |
| 4. | Dates suggested for consultation – 2 weeks in January. SM to check to see availability of venues. | SM to check availability for venues in town and Denton |
| 5. | AOB – SM updated on new owner of Marine site which has previous consent for 300 homes. Owner wishes to develop for retail and town houses. If less than 300 homes delivered Newhaven will need to find sites for more development.  Susie updated group on Marine Cluster meetings. |  |
| 6. | The group carried on with appraising the 42 sites suggested for development |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 5th November 2015, 18 Fort Road

1. Updates

2. Steering Group to continue with site appraisal work



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 5th November 2015

Venue – 18 Fort Road

In attendance: Graham Amy, Judith Ost, Jane Scott, Cllr Bradbury, Jacque Fox, Pat Clark, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  a) Apologies received from – Cllr Corbett |  |
| 2. | Declarations of interest  B) Cllr Bradbury lives close to site in Valley Road |  |
| 3. | The group appraised sites. This was not done in isolation but as a group.  Cllr Corbett discussed biodiversity audit |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm Tuesday 27th October 2015, 18 Fort Road

1. Steering Group to continue with Sustainability Appraisal work



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 27th October 2015

Venue – 18 Fort Road

In attendance: Cllr Graham Amy, Judith Ost, Jane Scott, Cllr Bradbury, Jacque Fox, Pat Clark, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  a) Apologies received from – Angela Simmons |  |
| 2. | Declarations of interest  B) No declaration of interest were noted |  |
| 3. | Steering Group carry on with SA/SEA appraisal work | SM to type up |



Agenda

Newhaven Neighbourhood Plan Steering Group

Meeting date – 20th October 2015 – 2.30pm

Venue – 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. SA/SEA Site Assessment work

4. Forthcoming meeting on Marine area

5. AOB

**Note**

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

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Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 20th October 2015

Venue – 18 Fort Road

In attendance: Graham Amy, Judith Ost, Jane Scott, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  a)Apologies received from - None |  |
| 2. | Declarations of interest  b)No declaration of interest were noted |  |
| 3. | SA/SEA appraisal work carried out | SM to type up |
| 4. | Forthcoming meeting – SM updated group on meetings with Marine Cluster. Looking at issues arising out of potential development of Robinson Road and loss of slipways and hoists for boats builders. This impact needs to be bought to the attention of LDC and wider influence. | SM to keep group updated on Marine Cluster |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date –8th October 2015 – 2.30pm

Venue - 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. Updates

4. Sustainability Appraisal – Discussion

5. Next meeting dates discussion

6. AOB

7. Steering Group members will then carry out site visits to the following sites:

* LDC Offices, Fort Road
* Southern Water Pumping Station, Fort Road
* Western Avenue
* Fort Rise
* Westdene Avenue, Wilmington Road and Charlestone Avenue, Plot 86 Harbour Heights
* Neills Close
* Valley Road
* Town Centre (car parks)
* Royal Mail delivery Depot
* Old Conservative Club
* Land West of St Lukes Court, Town Centre
* Meeching Down
* Robinson Road,
* Valley Road

**Note**

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Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 8th October 2015

Venue – 18 Fort Road and Site Visits

Present: Judith Ost, Cllr Tony Bradbury, Jacque Fox, Pat Clark, Jane Scott, Cllr Corbett, Cllr Simmons, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  a) Cllr Amy |  |
| 2. | Declarations of interest  b)No declaration of interest were noted |  |
| 3. | Updates - Proposed consultation discussed |  |
| 4. | SA/SEA work discussed. Suggestion that all members be involved with appraisals | Organise templates for appraisals |
| 5. | Next meeting date of 20th October decided |  |
| 6. | AOB – Group to look at Telephone Exchange suggested. Still in use so no further action |  |
| 7. | Group carried out site visits to:   * LDC Offices, Fort Road * Southern Water Pumping Station, Fort Road * Western Avenue * Fort Rise * Westdene Avenue, Wilmington Road and Charlestone Avenue, Plot 86 Harbour Heights * Neills Close * Valley Road * Town Centre (car parks) * Royal Mail delivery Depot * Old Conservative Club * Land West of St Lukes Court, Town Centre * Meeching Down * Robinson Road, | Group comments on sites:  LDC offces – Support  Conservative Club – attention to be payed to height  Fort Rise area – Moth glade, ok in principle. Statement piece?  St Lukes – Badgers to the south. Likely highway issue, some members thought may have potential for few.  Western Road – Garage land and hardstanding only.  Garages Church Hill – Support  Neills Close – Sheltered Housing only  Car Parks – Support  Meeching Down – All objected  Robinson Road – Potential but attention to height and materials  Site west of Harbour heights – No support. Infringing on downland. Precedent of strategic gap between Newhaven and Peacehaven |
|  |  |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 24th September 2015 – 2.30pm

Venue – 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. ESCC (Highways) visit

4. Updates

5. Next Site Visits

6. Next Public Consultation

7. Site selection discussion

8. AOB

**Note**

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**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 24th September 2015

Venue – 18 Fort Road

In attendance: Jacky Fox, Pat Clark, Jane Scott, Cllr Keith Corbett, Cllr Graham Amy, Cllr Angela Simmons, Susie Mullins, Mark Valleley and William Cantell (East Sussex County Council Highways)

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from Judith Ost, Antony Bradbury, Paul Bevan |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | ESCC (Highways) visit   1. ESCC officers updated group on Highway Authority’s approach to Newhaven Ring Road. Key issues of ring road are lack of co-ordination of lights, short frequency, tight turns, poor visibility of junctions, air quality. 2. Consultants findings Option 1 – Improve highway infrastructure which is there already, Option 2 – North side becomes 2 way, Southside as bus lane and local traffic. 3. Option 1 considered to be best for reasons of capacity. 4. Funding for works will be requested by ESCC to Local Enterprise Partnership 5. Steering Group raised concerns regarding apparent full capacity of A259 at present and impact of additional development required by LDC Core Strategy. 6. New sites and highway impacts discussed. Consultation of new sites emerging in plan to be discussed with Alex Jack, Manager of Transport Development Control. | SM to get in touch with A Jack at ESCC |
| 4. | Updates   1. The Scoping Report for the SA/SEA has been sent to Natural England, Heritage England and Environment Agency with the 6 week consultation period starting 18thth September 2015 and finishing 30th October 2015. 2. SA/SEA labour intensive process, preferably a task to be shared. A group will work on the document over the autumn. 3. Recent meeting with Nina Ross Development Manager and SM discussed shortfalls of recreation space. Further meeting will take place to discuss this and potential for improvement. | SM/JS/PC/JF  Organise Audit of Open Space |
| 5. | Next Site Visits   1. Next day for site visits 8th October at 2.30pm, leaving from the town council offices. |  |
| 6. | Next Public Consultation   1. Suggestion that Information sessions held on both sides of the river to inform residents of short listed sites. Dates suggested 17th November Hillcrest Centre 10am-1pm and 5pm-8pm. 24th November |  |
| 7. | Site selection discussion |  |
| 8. | AOB None raised |  |



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Agenda and Meeting date – 2.30pm 6th August 2015

Sites Visited as part of site selection process for Neighbourhood Plan allocations.

Steering Group members Present: Cllr Amy, Judith Ost, Cllr Corbett, Cllr Bradbury, Jacque Fox, Pat Clark, Cllr Simmons, Jane Scott and Susie Mullins

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| **LDC SHLAA Reference** | **Site Address** | **Steering Group Comments on suitability** | **Further investigation i.e highways, utilities** |
| 33NH | Land north eastern end of Kings Avenue | Site partially under construction. Remaining woodland forms important part to edge of urban environment junction with South Downs National Park (SDNP). Also steep hillside and unsuitable for development. | No |
| 23 & 25NH | Hill Road | Fairly steep and sloping site. Environmental Assessment required particularly for land at southern end due to wooded area. Important to replicate line of topography and keep under ridge line. Natural buffer important between site and Hill Rise for residential impact and biodiversity corridor. Highways could be an issue. Site considered more suitable for 2 bed homes. Also suitable site for exemplary Sustainable construction and design. Access and highways could be an issue. In South Downs National Park (SDNP). Even so site enclosed and within context of developed valley. | Yes as willing applicant |
| 26NH | Land at the Crescent | Heavily wooded site which forms an important part of the character of this section of Fairholme Road. If need to find additional greenfield sites if sufficient brownfield sites not available, assess this general area further as leads onto other site which SHLAA finds acceptable.(Outside SDNP) | No |
| 27NH | Land at Crest Road | Land parcel considered acceptable by SHLAA. If this site allocated would make sense if landowner support to include other available land in Crest Road as visually reads as one land parcel area. Suitable for bungalow and low rise building so not to compete with the ridge line to the north-east. Outside SDNP | Yes |
| 50NH | South East of Palmerston Road | Relatively level site with residential use on 3 sides. In terms of visual impact if developed with single story dwellings similar to Howe Close to the South West it is considered that there would be no material impact on visual character of Mount Pleasant. In view of resident type that bungalows may attract, it is seen important that open community space is integrated into any development scheme to develop inclusive living environment. Suggestion that peripheral landscaping strengthened. (Outside SDNP) | Yes |
| 49NH | South East of Holmsdale Road | Site reads as part of the wider landscape and character of downland to the east of Denton. Within SDNP. | No |
| 18NH & 37 NH | Land south and east of Denton Drive | Heavily treed with TPO so development not practicable. Forms important context to Denton Church Conservation Area and earlier village setting. | No |
| N/A | Bevan Funnell, Eastside | Empty and derelict building that forms part of Eastside Industrial estate. Suggestion that this land could be used for residential use while retention of other industrial building to the east. Support generally for residential development of whole site. Development here could orientate towards recreation ground and improve context for other dwellings fronting green space. Site could deliver high density development. Possible conflict with employment protection policies In Core Strategy and National Planning Policy Framework. | Yes |
| N/A | Grays School, Western Road | Relatively level site with elevation in parts. Trees generally peripheral to the site with some more in the site interior and support for their retention. | Yes |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – Thursday, 23rd July 2015 – 2.30pm

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Updates from last meeting
4. Consultant support update
5. Committed Sites update
6. Housing Sites – Discuss sites for allocation
7. Next Steps
8. AOB

**Note**

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – Thursday, 23rd July 2015 – 2.30pm

Venue – 18 Fort Road

Present: Cllr Amy, Jacque Fox, Pat Clark, Cllr Bradbury, Cllr Corbett, Susie Mullins

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  Cllr Simmons, Judith Ost |  |
| 2. | Declarations of interest  None |  |
| 3. | Updates from last meeting  SM discussed possible opportunity of carrying out masterplanning exercise on East Side and Town Centre. LDC not interested in investing in this work. Need to look at cost and time implications. Look for preferred scenario for the regeneration, look at traffic, parking, economic and retail of town centre and connectivity with eastside. Conceptual issues. Why is it dysfunctional? Include DM policies | Report back with cost implications |
| 4. | Consultant support update  Discussion concerning diversion of AIRS consultation support to working on SA/SEA | SM to enquire with AIRS possibility of diverting consultants help |
| 5. | Committed Sites update  SM gave update on number of committed sites set out by LDC  Marina 331 Parker Pen 145 Barrett 190 Foster Garage ?  Fire Station 8  Not in comittments Cantells – 66 Robinson Road ? |  |
| 6. | Housing Sites – Discuss sites for allocation  Suggestion that site visits organised |  |
| 7. | Next Steps  SM set out need for SA and Site appraisals. These will be carried out after site assessments |  |
| 8. | AOB  Discussion about need for Biodiversity corridors and linkages. Also identification of open spaces by open space group. |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – Thursday, 9th July 2015 – 2.30pm

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Updates from last meeting
4. Core Strategy Update
5. Consultant support update
6. Policy writing – Objective 6: Transport and Access, Objective 7: Economy and Employment
7. Next Steps
8. AOB

Next Meeting – To discuss

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Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm Thursday, 9th July 2015

Venue – 18 Fort Road

Present: Cllr Amy, Cllr Bradbury, Cllr Corbett, Jane Scott, Pat Clark, Jacque Fox, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  Cllr Simmons |  |
| 2. | Declarations of interest  None |  |
| 3. | Updates from last meeting Two small amendments made to latest objectives suggested by Cllr Corbett relating to biodiversity. |  |
| 4. | Core Strategy Update  Susie gave update on pending consultation by LDC on Core Strategy modifications. This includes allocation for 400 homes at Harbour heights. Also redefinition of the town centre as ‘District Centre’ rather than ‘local’ centre as set out in Core Strategy. This will give the town centre greater status which may support shops considering investing in Newhaven. |  |
| 5. | Consultant support update  Susie advised that Farrells had not come back or shown interest concerning masterplanning work. She suggested that making enquiries from other consultants could be a positive way forward and the group suggested that enquires be made.  Policy writing –  Objective 6: Transport and Access,  Ask ESCC about giving a presentation on Highway Study carried out in 2014. Innovative ways of separating people and traffic need to be devised. More facilities required at interchange such as secure bicycle parking, bus rest-over, car parking and taxi rank.  Objective 7:Economy and Employment  Suggestion of more flexibility of uses at Eastside in policy | SM to approach other planning consultants  SM organise presentation |
| 6. | Next steps |  |
| 7. | AOB  Suggestion made that audit required regarding open space usage and bio-diversity. Cllrs Corbett and Amy volunteered to carry out survey of sites and Susie advised that she would provide maps to support this work.  Cllr Corbett mentioned that Marion Coombs is the contact for Natural England.  Paul Bevan suggested that LDC be approached to see if they would financially support masterplanning work. Susie to approach Max Woodford from LDC.  Next Meeting 23rd July to discuss site allocations | SM provide maps.  SM to approach LDC regarding financing masterplanning |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – Thursday, 11th June 2015 – 2.30pm

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Updates from last meeting
4. Reassessment of draft objectives with particular reference to Objectives 3, 5 and 6
5. Discuss changes to policy areas from discussions at Item 2
6. If time policy writing, Objective 5 – Facilities and Services
7. AOB

Next Meeting 2.30pm 9th July

**Note**

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Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm Thursday, 11th June 2015

Venue – 18 Fort Road

Members present:

Cllr G Amy

Cllr G Smith

Cllr K Corbett

Paul Bevan

Judith Ost

Jane Scott

Jacque Fox

Susie Mullins NTC officer

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  Apologies  Pat Clarke  Cllr Simmons  Cllr A Bradbury |  |
| 2. | Declarations of interest  None |  |
| 3. | Updates from last meeting  Susie mentioned that she hadn’t heard from Farrells concerning potential work on the Town Centre. | SM to get in touch with Farrells to check level of interest in looking further at Town Centre. |
| 4. | Reassessment of draft objectives with particular reference to Objectives 3, 5 and 6  Members of the Steering Group have assessed objectives and a number of alterations have been suggested, so that Draft Objectives avoid duplication, are more concise and clear. This will also help repetition of planning policies. Alterations suggested by members are:  **Objective 1: Housing**  To meet the requirements of the Lewes District Proposed Submission Core Strategy, the Neighbourhood Plan will need to identify sites to deliver a minimum of 830 new homes for Newhaven. Housing development will:   * reflect the requirements of the Core Strategy, by an allocation for some housing on land at Harbour Heights, whilst ensuring that a material portion of the open aspect of the site is retained. * support the redevelopment of brownfield sites to housing where appropriate with due regard to ensuring the availability of employment for local people * ensure that developments include a suitable mix of housing to meet local needs including private warden assisted housing and provide a range of dwelling sizes to help foster a balanced community with homes in all sections of the market * provide adequate car parking according to the house type and location   **Objective 2: Good Quality Design and Image**  All future development will be well designed and will aim to:   * respect the scale, style and setting of the site with special reference to historic and maritime townscapes and infrastructure where development is in these areas, * use materials which respect their setting and the local character * be of the highest quality design * be energy efficient using energy saving technologies * be flood resilient * encourage innovative design. * provide additional areas of green space within new developments to meet new need * create linkages between neighbourhoods and developed areas and address gaps in existing networks by the creation of new rights of way where possible * provide appropriate public and private spaces around buildings * apply higher energy standards * exemplary design of new build such as green technology and vertical horticulture * encouraging development that uses combined heat and power technology * future proofing development against the impacts of climate change   **Objective 3:**  **Environment, Open Space, Health and Well-being**  The Plan will protect existing community facilities and services considered important for a vibrant community and support the development of new ones, which benefit local people and visitors by encouraging:   * new facilities for families, the elderly, young people and children * the provision of infrastructure including schools and medical services to keep pace with population growth * development which supports the provision of a new multi-function meeting space * the protection and improvement of existing open spaces and recreational facilities for all ages and assist in delivery of new open spaces. * seek opportunities for providing indoor recreation space for all ages * seek to provide substantial new provision of open space   identifying allotment site/sites  **Objective 4: Reducing flood risk, protecting water quality** and Biodiversity  The Plan will encourage new ways of reducing flood risk and water pollution throughout the town by:     * supporting the implementation of the Coastal Futures ‘Vision and Action Plan’ (identified in The Profile of Newhaven) * making sure that developments minimise the impact on water quality and subsequent health risks during flooding conditions * reducing the impact of surface water runoff and improving drainage while mindful of the impact of geological features such as springs * provide appropriate green corridors on new development sites * existing green corridors be protected and enhanced   **Objective 5: The Town Centre (taken as the area within the ring road)**  The plan will seek ways to improve the vibrancy and attractiveness of the Town Centre by   * an improved pedestrian focused town centre * retaining the town centre as a community hub * encouraging a diverse town centre with a range of uses and services * supporting development proposals that respect the ‘old town’ * supporting the provision of residential development in areas of the Town Centre outside of the defined core retail area * encourage high quality greening of the area   supporting ways to improve and repeat historic elements of buildings in the High Street   * as duplicated now at Objective 3   **Objective 6: Transport and Access**  The Plan will support new ways of managing the traffic in and around Newhaven by:   * encouraging pedestrian and cyclist safety through lower traffic speeds and traffic volumes * supporting cycling through the addition of new bike parks close to the town centre and creating a network of pedestrian and cycle routes which are accessible for the disabled * supporting local and strategic traffic management proposals to serve new developments * support the provision of a more comprehensive transport interchange facility in the vicinity of Newhaven Town Station with improved facilities for users of sustainable transport. * improving sustainable transport and pedestrian activity * providing safe and attractive cycle and walking routes, connecting all parts of the town to each other including key destinations   **Objective 8: Economy and Employment**  The plan will help businesses create jobs by:   * ensuring that existing employment sites are kept for employment use, where there is an identified need * supporting new employment uses in suitable locations including new mixed use development such as live/work units * supporting designations for specific areas of Newhaven to attract new investment * supporting refurbishment and environmental improvements to existing employment areas for adaptation and attracting new employment use * supporting development or uses that are associated with a positive visitor experience including recreational/leisure uses * encouraging tourism, arts and cultural uses | SM update objectives |
| 5. | Discuss changes to policy areas from discussions at Item 2  No alterations to policy areas discussed at earlier meeting. |  |
| 6. | If time policy writing, Objective 5 – Facilities and Services  Renaming of Objective 5 to ‘The Town Centre (taken as the area within the ring road)’. Retain pedestrian focused sub objective as this would not contradict the community feedback on allowing traffic to use the High Street.  Discussions concerning policy for Town Centre to include:   * Proposals in town centre to provide active frontages to help identify existence of town centre from ring road * High quality environment * Attractive pedestrian route between town centre and other areas of the town * Improve leisure/cultural facilities to help visitor and night time economy * Scale of development in keeping with historic frontages |  |
| 7. | AOB  Cllr Amy gave example of local members supporting the Neighbourhood Plans, with the recent decision of Councillors overturning officer recommendation to approve Bishops Lane development in Ringmer, based on work set out in the Ringmer Neighbourhood Plan.  Next Meeting 2.30pm 9th July |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – Thursday, 28th May 2015 – 2.30pm

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Visit by SCDA to discuss Police Station
4. New Members
5. Update from Last meeting
6. Policy Writing, Objective 4 – Reducing Flood Risk and protecting water quality
7. Policy writing, Objective 5 – Facilities and Services
8. AOB

Next Meeting 2.30pm 11th June

**Note**

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm Thursday, 28th May 2015

Venue – 18 Fort Road

Present:

Cllr Angela Simmons

Cllr Tony Bradbury

Cllr Keith Corbett

Jane Scott

Paul Bevan

Cllr Amy

Pat Clarke

Jacque Fox

Penny Shimmen present for Item 1

Susie Mullins

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  Cllr G Smith, Judith Ost |  |
| 2. | Declarations of interest  Cllr Amy in view of association with SCDA |  |
| 3. | Visit by SCDA  Penny Shimmen from SCDA advised that the organisation is looking to find a ‘Healthy Living Centre’ to support growing needs of health support, associated with local Doctors Surgeries. This would provide needs of ‘social prescription’. If possible could this be looked at as part of the Neighbourhood Plan. Centre would include café, workshops and training.  Exisitng potential of polyclinic was mentioned by Steering Group and benefit of consolidating various health associated facilities to provide a ‘one stop shop’ for health needs. Also possibility of providing mixed use of Centre with housing.  SCDA are still not clear on what their needs are in terms of space and they would look at this along with feasibility. | SM to continue discussions with SCDA |
| 4. | New Members~  New members Cllr Keith Corbett, Cllr T Bradbury introduced and absent Cllr Gillian Smith |  |
| 5. | Update from Last meeting  Susie mentioned that members of the Focus Group have offered to look at character areas within the town to help with writing design policies. Also highlighted that LDC had sent out press release to state intention of selling land of for development in Newhaven and that this included Meeching Down. Susie advised group that feedback on consultation didn’t support development on this land. Also the area is an SNCI and not identified in Core Strategy as a strategic site and contrary to LDC SHLAA. |  |
| 6. | Policy Writing, Objective 4 – Reducing Flood Risk and protecting water quality  Consideration given to other examples of policies regarding flooding circulated prior to the meeting. Policy approaches supported:   * development proposed will have no detrimental impact on surface water run-off in the towns surface water catchment area * development proposed is entirely self sufficient in its ability to manage surface water run off * Parking spaces and driveways associated with new development will be required to have permeable surfaces | Susie to check reference to water discharge of no more than 80 litres a day. |
| 7. | Policy writing, Objective 5 – Facilities and Services  Group noted emphasis of Objectives on Town Centre. Suggestion for group to revisit objectives before next meeting and discuss any changes then. |  |
| 8. | AOB  Suggestion that NTC looks into requesting ‘A Bank on Wheels’ for the town  Next Meeting 2.30pm 11th June | SM to write to national banks to request possibility of mobile banking for the town. |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – Thursday, 14th May 2015 – 9.30am

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Update from Last meeting
4. Policy Writing, Objective 2 – Good Quality Design
5. Policy writing, Objective 3 – Community Quality of Life, Health and Wellbeing
6. Vacancies in Steering Group
7. AOB

**Note**

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Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 9.30pm Thursday, 14th May 2015

Venue – 18 Fort Road

Present

Cllr Judith Ost

Cllr Jane Scott

Cllr Graham Amy

Pat Clark

Jacque Fox

Susie Mullins

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  Apologies: Cllr Angella Simmons, Paul Bevan |  |
| 2. | Declarations of interest  None |  |
| 3. | Updates from last meeting  Susie advised that she had not had a response from Farrell Architects concerning their interest in working up a masterplan for the Town Centre in Eastside for the Neighbourhood Plan.  Traders Surveys circulated |  |
| 4. | Policy Writing, Objective 2 – Good Quality Design  Group put forward a number of suggestions for policies relating to good design as follows:   * Generic policy for different design in different places * More playing fields * Cycle parking at bus stops * Large development should have neighbourhood areas to foster community spirit * Enough space for bins/utilities in design of building * Comment that Barrett homes work with RSPB regarding design * New development should link with existing not be separate or impinge * Design should go beyond minimum efficiency in energy * Harbour Heights: * Wide green routes following desire lines allowing cycling and walking (group identified 2 types of walking, leisure and essential) * Badgers at Harbour Heights, require wildlife assessment on this site * Special care on quality of materials due to extreme weathering on this site * Development should have regard to hillside location and minimise overlooking * Should provide a suitable mix of housing |  |
| 5. | Policy writing, Objective 3 – Community Quality of Life, Health and Wellbeing   * Football pitch required. Land at Denton Corner may provide an opportunity as this is one of the few flat areas locally * Seahaven academy has an area of open space * Shakespeare hall could be improved upon to encourage use of the hall. |  |
| 6. | Vacancies in Steering Group  Susie mentioned that there would be vacancies in the steering group for Councillor Membership following the political changes |  |
| 7. | AOB Next meeting 28th May at 2.30pm |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 30th April 2015 – 2.30pm

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Update from Last meeting
4. Sustainability Appraisal
5. Offer from Farrell Architects
6. Policy writing – Housing
7. AOB

***SA Objectives***

*1. To ensure everybody has the opportunity of a decent home.*

*2. To ensure that all groups of the population have access to the services that they require, in terms of the number of facilities and being able to reach them.*

*3. To provide for education, skills and lifelong learning to: meet the needs of the local population, and meet local employment needs.*

*4. To improve the population’s health.*

*5. To reduce crime and fear of crime.*

*6. To reduce noise and pollution levels.*

*7. To maintain and improve cultural, social and leisure provision.*

*8. To maintain and enhance built and historic assets.*

**Note**

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It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 30th April 2015

Venue – 18 Fort Road

Attendees:

Cllr J Ost

Cllr Jane Scott

Paul Bevan

Pat Clarke

Jacque Fox

Susie Mullins

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  No apologies |  |
| 2. | Declarations of interest  None |  |
| 3. | Updates from last meeting  Susie explained that the comments in the Town Centre Surveys were being collated by AIRS and that feedback will be available at the next meeting. Survey for Traders in Town Centre is being distributed by hand. | SM t distribute Traders surveys |
| 4. | Sustainability Appraisal  Susie explained that as we will be thinking now about policies for the NP it is important to have a Sustainability Framework in place. This is different than the objectives of the NP. These are objectives against which emerging policies will be tested to see if they are the most sustainable options. Discussion around list of suggested objectives for consideration. See below for outcomes:  ***SA Objectives***  *1. To ensure everybody has the opportunity of a decent home.*  *2. To ensure that all groups of the population have access to the services that they require, in terms of the number of facilities and being able to reach them.*  *3. To provide for education, skills and lifelong learning to: meet the needs of the local population, and meet local employment needs.*  *4. To improve the population’s health.*  *5. To reduce crime and fear of crime.*  *6. To reduce noise and pollution levels.*  *7. To maintain and improve cultural, social and leisure provision.*  *8. To maintain and enhance built and historic assets.*  *9. To promote the conservation and wise use of land and enhance the landscape character of the Town.*  *10. To maintain the local amenity, quality and character of the local environment.*  *11. To enhance the biodiversity of the Town and its hinterland.*  *12. To reduce the level in growth of car usage.*  *13. To support a high quality environment in terms of air, soil and water quality.*  *14. To mitigate against the risk of flooding.*  *15. Improve energy efficiency*  *16. To reduce the production of waste and use waste as a resource .*  *17. To maintain a prosperous local economy for the local population and beyond..*  *18. To enhance the vitality and viability of the Town Centre.*  *19. To encourage and accommodate investment.*  Susie advised that she would send off the amended Sustainability objectives to the Statutory Authorities for the formal consultation.3. | SM to send off SA objectives to statutory authorities |
| 5. | Offer from Farrell Architects  SM advised that since the presentation on Masterplanning Farrell Architects had been in touch to say that they would be happy to help Newhaven TC with materplanning ideas for the NP with particular reference to the Town Centre and Eastside areas. Susie explained that there is some money remaining in the NP budget and that although not the normal rate that Farrell Architects would command, if they were to use Newhaven as a test case and example, they might be happy with a token amount for the work that they do.  Paul Bevan reiterated that many studies done of Newhaven and that important to think about delivery. Susie advised that discussion with Farrells had indicated this and that any work would be expected to be lifted and dropped into NP, with work being based on consultation so far. | Suggested that next steps would be to invite Farrells down to meet and discuss with Steering group. |
| 6. | Policy writing – Housing  Discussion centred on policies that we would want based on objectives worked up. Susie suggested that she send some examples round for next meeting. In view of uncertainty about Harbour Heights as examiner has yet to make decision on whether to allocate in the Core Strategy, group suggested that we look at Good Quality Design and Community Quality of Life, Health and Wellbeing. |  |
| 8. | AOB  Next meeting 9.30am 14th May. |  |



**Agenda**

Neighbourhood Plan Steering Group Meeting

Meeting date - 26th March 2015 - 2.30pm

Venue - 18 Fort Road.

1. Introduction and Apologies
2. Declaration of Interest
3. Matters from last meeting
4. Update on Eastside
5. Meeting with Eastside landowners: Hugh Burnett
6. Nick Gray, Graham Bell at 3pm.
7. Next steps

**Note**

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Agenda**

Neighbourhood Plan Steering Group Meeting

Meeting date - 26th March 2015 - 2.30pm

Venue - 18 Fort Road.

Present – Clly Amy, Cllr Ost, Jacque Fox, Pat Clark, Cllr Simmons, Susie Mullins

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  None |  |
| 2. | Declarations of interest  None |  |
| 3. | Matters from last meeting - update  Vision and objectives changes circulated |  |
| 4. | Update on Eastside  SM gave overview of Core Strategy approaches to Eastside in terms of employmet retention. Also discussed value of improving sense of place of area surrounding recreation ground. Group fed back aspirations for improving quality of buildings in this area. High density, high quality buildings. Proximity to sustainable transport hub also might attract student type accommodation. |  |
| 5. | Meeting with Eastside landowners: Hugh Burnett Hugh Burnett unable to attend |  |
| 6. | Nick Gray, Graham Bell at 3pm.  Nicky Gray and Graham Bell gave their view on redevelopment of their sites owned at Eastside. Buildings at the end of their natural life. Will cost money to refurbish. Would promote residential development on this land as well as mixed use.  Bevan Funnel been broken into small units  Owners can’t sell to build new employment sits – unaffordable.  Flooding also an issue |  |
| 7. | Next Steps  SM suggested we start to look at aspirations for policy writing. | SM to let members know if things to consider when writing policies |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date/time – 12th March 2015 - 2.00pm

Venue – 18 Fort Road, Newhaven

1. Introduction and Apologies
2. Declaration of Interest
3. Apologies
4. Updates from last meeting
5. Revision of Vision and Objectives
6. Update on RBS meeting
7. Eastside sites
8. AOB

**Note**

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date/time – 12th March 2015 - 2.00pm

Venue – 18 Fort Road, Newhaven

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  None |  |
| 2. | Declarations of interest  None |  |
| 3. | Apologies  None |  |
| 4. | Updates from last meeting Residents questionnaire finalised | SM to arranged for survey to go in Newhaven Matters |
| 5. | Revision of Vision and Objectives  Continued work looking at Vision and Objectives | SM to update suggestions |
| 6. | Update on RBS meeting  SM updated group of meeting with Josh Brushfield who leads at RBS on land assets. It is RBS’s intention to sell land in Newhaven before the end of the year. There are a number of RBS sites which could be promoted for development. |  |
| 7. | Eastside sites  Discussion about masterplanning exercise for Eastside sites |  |
| 8. | AOB – Discussion about information in next Newhaven Matters MagazIne. |  |

**Present: Cllr Amy, Cllr Simmons, Cllr Ost, Cllr Scott, Paul Bevan, Jacque Fox, Pat Clarke Susie Mullins**



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 26th February 2015

Venue – 18 Fort Road.on and Apologies

1. Declaration of Interest
2. Introduction and Apologies
3. Declaration of Interest
4. Terms of Reference – Amended Copy
5. Steering Group membership
6. Town Centre Residents Survey questions
7. Town Centre Traders Survey questions
8. Revision of Vision and Objectives
9. AOB
10. Terms of Reference – Amended Copy
11. Steering Group membership
12. Town Centre Residents Survey questions
13. Town Centre Traders Survey questions
14. Revision of Vision and Objectives
15. AOB

**Note**

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 26th February 2015

Venue – 18 Fort Road

Present:

Cllr Judith Ost

Cllr Jane Scott

Cllr Graham Amy

Susie Mullins NTC

Paul Bevan

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  None |  |
| 2. | Declarations of interest  None |  |
| 3. | Apologies  No apologies made |  |
| 4. | Notes of previous meeting run through.  New Steering group members Cllr Jane Scott and Paul Bevan were updated as to position of Core Strategy and what this means for housing numbers in Newhaven. |  |
| 5. | Update on Steering Group  New membership was discussed and SM advised that there is an additional nomination from NP Focus Group. New members will join Steering Group next meeting on the 12th March. |  |
| 6. | Town Centre resident’s survey  Survey example was discussed and a number of alterations to the questions suggested. It was also noted that it is important to differentiate between ‘Old Town’ and retail east of the river in the survey. The survey will be inserted into the next Newhaven Matters to be delivered at the end of March. | SM to alter questions as discussed |
| 7. | Survey of businesses in the town centre  Draft survey material was discussed and a number of alterations were suggested. These will be delivered to the businesses by Cllr Graham Amy and Cllr Paul Boswell in March. | SM to organise production and delivery |
| 8. | Amendments to Vision and Objectives  Following the production by AIRS of the feedback on the Vision and Objectives, it is now necessary to amend the draft Vision and Objectives in light of the comments made. Paul Bevan said that he would look at the Vision. Cllr Ost will look at Objectives 1 – 4 and Cllr Scott will assess feedback on Objectives 5 – 9. | SM to organise |
| 9. | AOB  Discussion about reopening access into Chapel Street from under road.  Susie to send out list of meeting dates. Next meeting on 12th March to change to afternoon at 2pm |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 12th February 2015

Venue – 18 Fort Road

1. Introduction and Apologies

2. Declaration of Interest

3. Apologies

4. Core Strategy Examination

5. Steering Group Membership

6. NP Terms of reference

7. Community 21

8. Youth Survey

9. AOB



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 12th February 2015

Venue – 18 Fort Road

Present:

Cllr Judith Ost

Cllr Angela Simmons

Susie Mullins NTC

Faustina Bayo (AIRS)

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and Apologies - Cll Amy |  |
| 2. | Declaration of Interest  None |  |
| 3. | Apologies  Apologies received from Cllr Graham Amy |  |
| 4. | Core Strategy Examination  Susie updated the group on the examination of the LDC Core Strategy and view of the examiner that more homes should be built in Lewes District and this could have implications for Newhaven. Also that the examiner has suggested that Harbour Heights be made an allocation but at this stage the extent of the development area is not known. | SM to keep group updated |
| 5. | Steering Group Members  The group discussed the need to increase the membership of the group, in view of Chris Bradshaw’s resignation and desire to have a broad section of the community on the group. It was agreed that to ask members of the NP Focus Group would be a good start as well as enlist additional Councillors. It was suggested that the timings of the meetings may need to change to help enlist people who have day jobs. | SM to invite Focus group members |
| 6. | NP Steering Group Terms of Reference  The draft Terms of Reference was discussed and alterations suggested by Cllrs Ost and Simmons | SM to alter and email to members |
| 7. | Community 21  Faustina updated group on merits of interactive mapping system. Group would look at ways to engage young people with this project. Sugested that there should be 5-6 editors. | FB to provide more information |
| 8. | Youth Survey  Faustina presented draft survey for young people to be submitted to schools. Amendments were suggested. Cllr Ost suggested that she attends local schools to get this project underway. Also suggested drawing competition. SM to liaise with Clerks assistant to make dates for visit to schools.  AOB - SM spoke about !st floor of new Library building and opportunities it could deliver | SM initiate schools |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 5th February 2015

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Outcomes on latest consultation
4. Lewes core strategy examination – Latest on Harbour Heights
5. Formally agree on the group Terms of Reference
6. Support for the Plan publicity across the town (publicity /campaigns/communications)
7. Visit to ‘One’ Brighton
8. Date for Diaries – 27th February 2pm
9. AOB
10. Introduction to community21

**Note**

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It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  Present. Cllr Ost, Cllr Amy, Cllr Simmons  Susie Mullins, Faustina Bayo |  |
| 2. | Declarations of interest  None |  |
| 3. | Outcomes on latest consultation  94 questionnaires returned. 8 by email  Discussion around how it was portrayed in Newhaven Matters |  |
| 4. | Lewes core strategy examination – Latest on Harbour Heights SM updated on Core Strategy examination and how policies will impact on NP |  |
| 5. | Formally agree on the group Terms of Reference  FB spoke to group about importance of terms of reference | Write up TORS and add to website |
| 6. | Support for the Plan publicity across the town (publicity /campaigns/communications)  Spoke about how to improve engagement. Suggestions that people don’t like official questions and are not interested. Low morale about toen and this is hard to break through. Suggested that leaflets delivered personally and handed out in shops and organisations  Banners?  Look at Young persons survey – When you are older, focus group to school, activites? best postcard? Best drawing? |  |
| 7. | Visit to ‘One’ Brighton  Group spoke about visit to One Brighton sustainable development. Things seen such as allotments on rooftops, shared community space, high sustainability credentials in building |  |
| 8. | Date for Diaries – 27th February 2pm |  |
| 9. | AOB |  |
| 10. | Introduction to community21 |  |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 27th November 2014

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Update
4. Newhaven Matters consultation
5. Morgan Cairn
6. AOB

**Note**

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Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 27th November 2014

Venue – 18 Fort Road

Cllr Bradbury, Cllr Amy, Cllr Simmins, Cllr Ost

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  None |  |
| 2. | Declarations of interest  None |  |
| 3. | Update  Website updated |  |
| 4. | Newhaven matters consultation  Schools consultation – News sheet  Where would you like to live? Where would you like to play?  Talk about topics that concern them | SM to put together questionnaire with Focus Group |
| 5. | Morgan Carin  SM gave update of meeting with Morgan Cairn and their continued interest in being part of Newhaven’s recovery. Architects for previous Marine development. |  |
| 6. | AOB  Important to look at connectivity  Audit trail. Review Open Spaces. LDC doesn’t have recent data.  ASK ESCC if they have spare land | SM to approach ESCC |



**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 16th October 2014

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Any updates on consultation feedback
4. Additional sites
5. Focus Group
6. November meeting
7. Next Consultation in December
8. Next meeting date
9. AOB

**Note**

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Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes – 16th October 2014**

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  Cllr Bradshaw, Cllr Amy, Cllr Ost, Cllr Simmons, Susie Mullins |  |
| 2. | Declarations of interest  None |  |
| 3. | Any updates on consultation feedback  AIRS have provided feedback which will be put on website | SM to organise website addition |
| 4. | Additional sites  Additional sites coming through from LDC and others. Additional consultation will need to take place |  |
| 5. | Focus Group  SM gave update on activities of Focus Group |  |
| 6. | November meeting  Discuss approaches to consultation for schools |  |
| 7. | Next Consultation in December  As have additional sites it will be necessary to inform and consult with community. New Newhaven Matters article discussed | SM to orgainse consultation approach with AIRS |
| 8. | Next meeting date  27th November |  |
| 9. | AOB  Transmanch Group meeting to discuss continuation of the ferry |  |

**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 7th August 2014

Venue – 18 Fort Road

1. Introduction and Apologies
2. Declaration of Interest
3. Introductions
4. Presentation by OVESCO (including pop up energy shop ideas)
5. Feedback on consultation so far
6. Focus Groups
7. Flood defence issues
8. AOB

**Note**

All members of the public are welcome to attend the Neighbourhood Plan Steering Group meetings.

It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

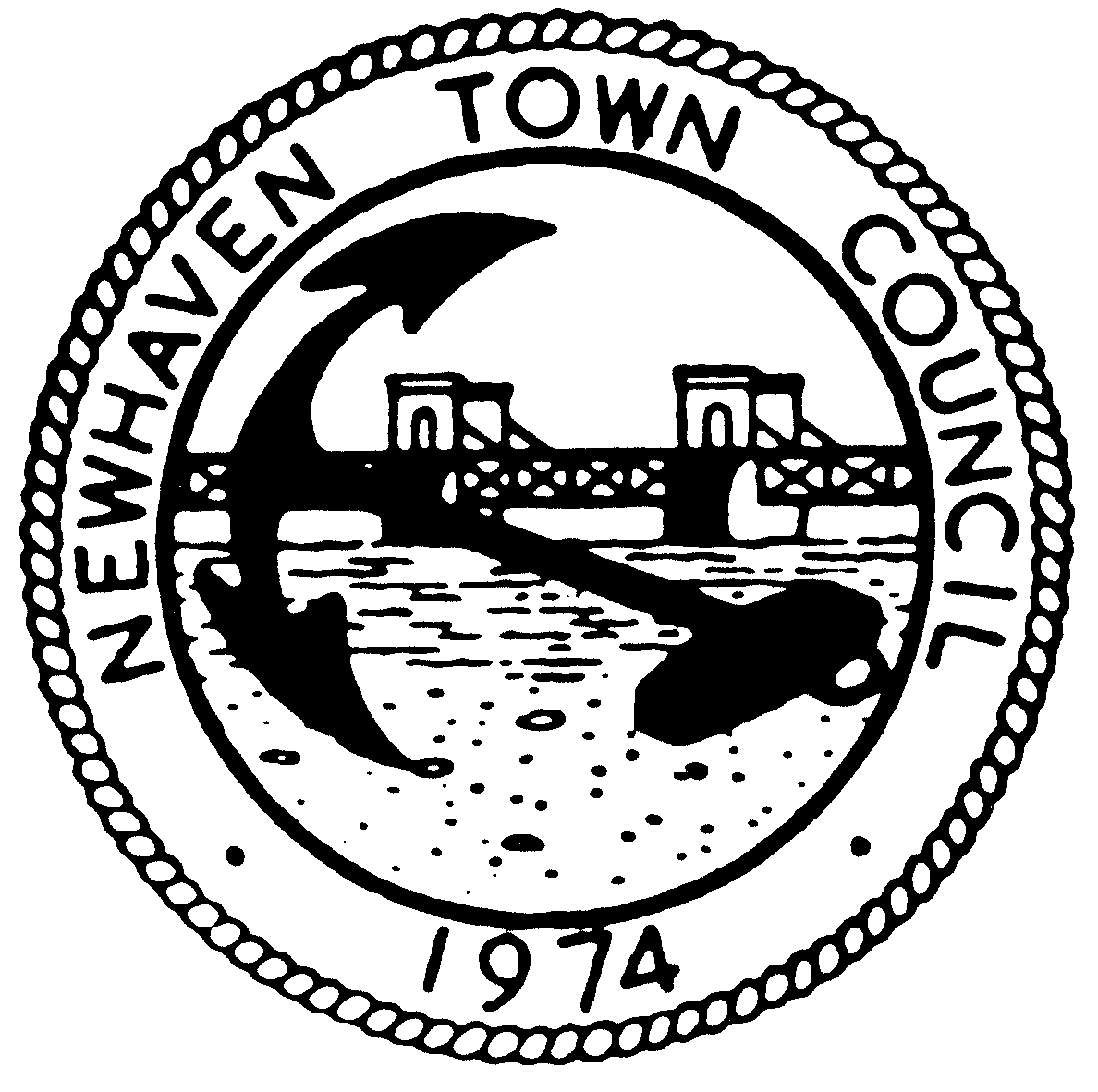
Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 7th August 2014

Venue – 18 Fort Road

In attendance: Cllrs Judith Ost, Chris Bradshaw, Ovesco (Chris Rowland, Ollie Pendered) Paul Bevan

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from Graham Amy and Jane Scott |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | Introductions – Update on outcomes of Fish Festival. |  |
| 4. | .Presentation by OVESCO  CR advised that NP should have a sustainability plan. SM advised that a SA/SEA will be carried out for NP.  OP talked about Community Energy South and opportunities for delivering renewable heating schemes which means reduced energy tariff for users.  District heating scheme alternative.  Advised that OVESCO run pop-up energy shops providing bill checking to ensure best value energy. Gave example of Harveys Brewary which gets free electricity and investors get 4% payback. Also valuable to find sites for PV micro generation |  |
| 5. | Feedback on Consultaion so far |  |
| 6. | Focus Groups – update on focus group activity |  |
| 7. | Flood Defence Issues  Chris Bradshaw updated group on work by and Environment Agency interactive mapping to show flooding issues for Newhaven.  New college to be flood resilient. Highlight need to make Eastside Flood resilient |  |
| 8. | AOB - None |  |

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**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2nd June 2014

Venue – 18 Fort Road

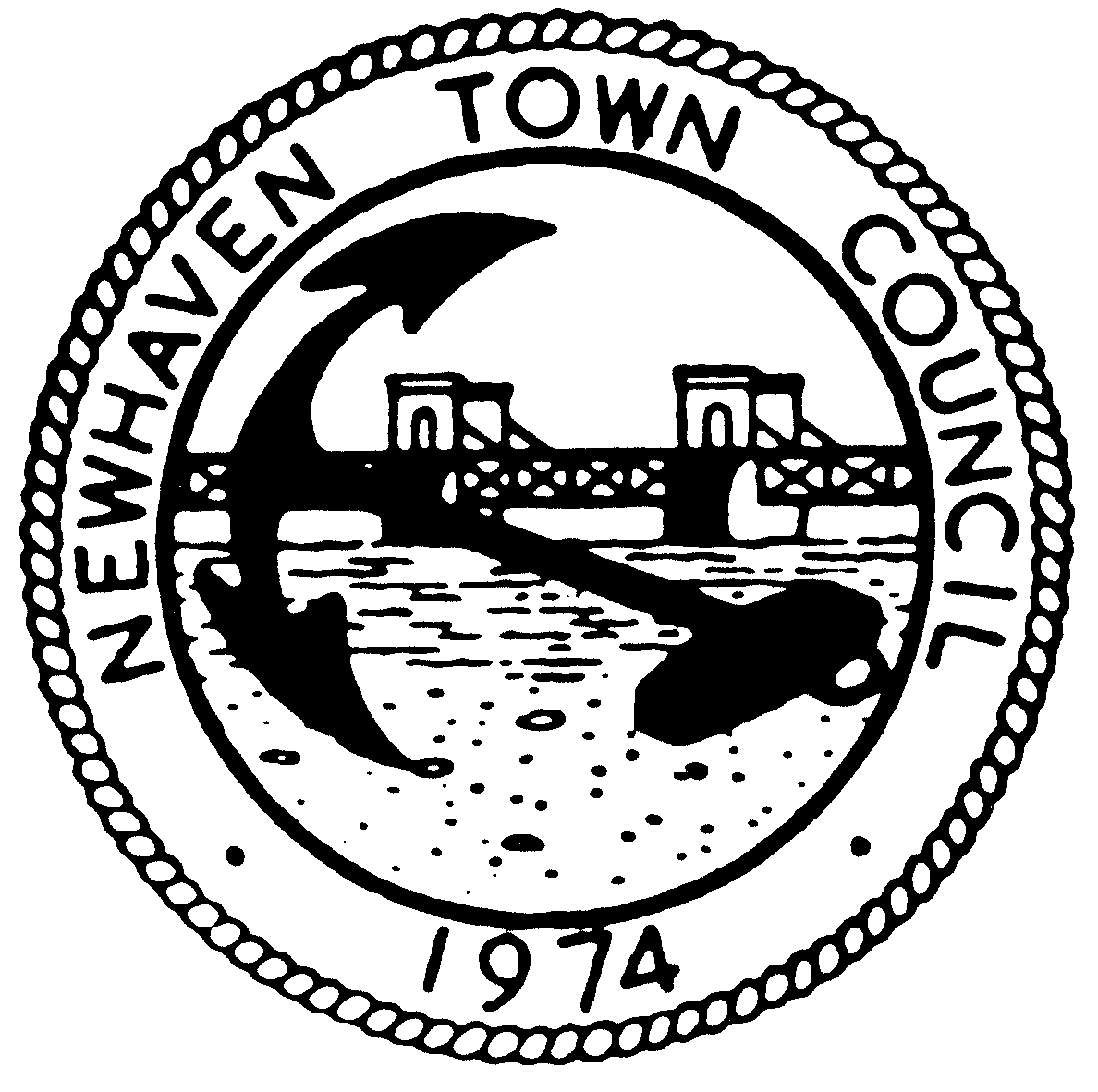
1. Introduction and Apologies
2. Declaration of Interest
3. Update
4. Call for Sites and SHLAA
5. Action in Rural Sussex meeting outcomes
6. Fish Festival - Launch of consultation period
7. Neighbourhood Plan Logo
8. Next Steps – Another meeting before Launch?
9. AOB

**Note**

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**Meeting Notes**

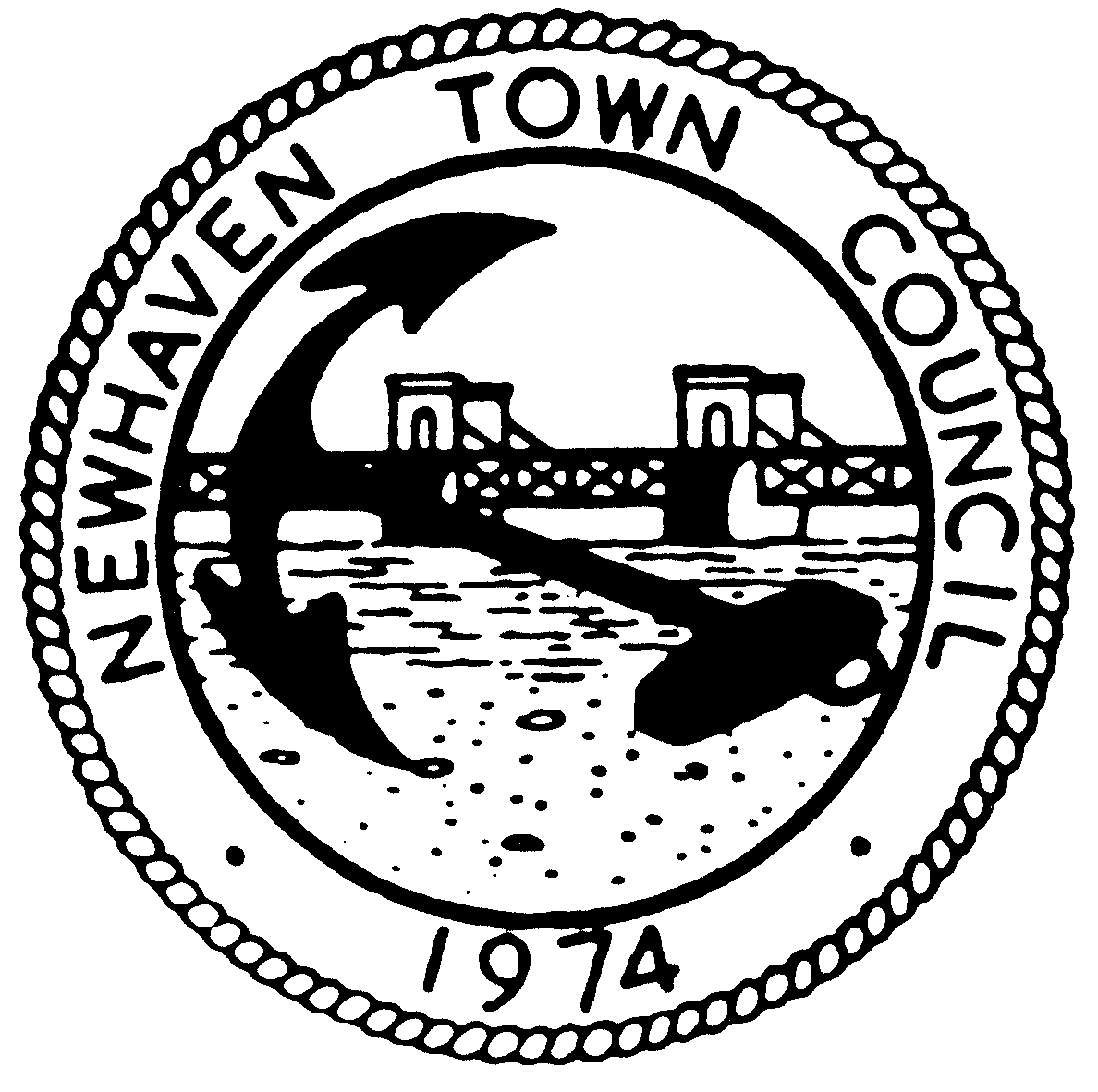
Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 2nd June 2014

Venue – 18 Fort Road

In attendance: Graham Amy, Jane Scott, Judith Ost

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from Chris Bradshaw |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | Update – New logo discussed, AIRS been informed of acceptance |  |
| 4. | Call for Sites and SHLAA.  Susie advised of need to carry out a call for sites consultation to add to sites included in LDC SHLAA study.  Call for sites will be carried out and Susie will write to people who may be interested in putting their land forward for development. Contact LDC and ESCC, for any sites that they would like to submit as land owners in the town. | Carry out Call for sites - SM |
| 5. | AIRs meeting outcomes – Discussion about running focus groups to support data collection and give overview of local opinion. Draw group from existing Citizen Panel members. Airs to contact |  |
| 6. | Fish Festival – Launch of Consultation  Posters to be displayed at:  Sainsburys  Library  Hillcrest Centre  Railway Station  Garden Paradise  Co-op  Lidl  Café at Denton Corn er  Takeaways (Fish and Chip Shop at Denton and South Road | SM to prepare for festival |
| 7. | Neighbourhod Plan logo  Revised logo presented to Steering Group. Happy with alterations | SM to organise new logo on documentation |
| 8. | Next Steps  AOB – Susie mentioned about local organisation OVESCO who are experts in community energy schemes. Would be useful to have presentation to understand more if they could contribute towards NP |  |

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**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 17th April 2014

Venue – 18 Fort Road

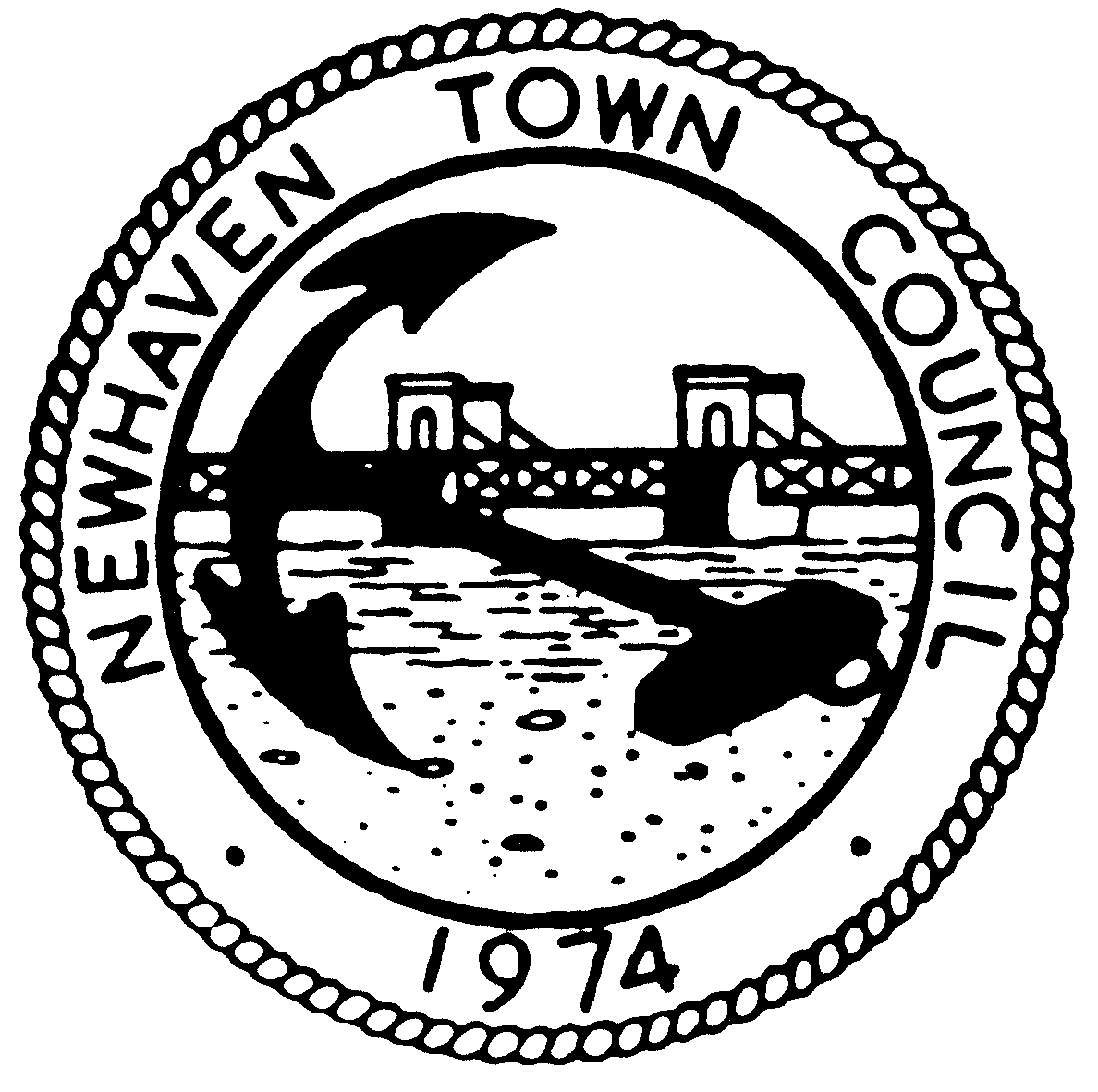
1. Introduction and Apologies
2. Declaration of Interest
3. Update
4. Airs Offer
5. ESSC request
6. Vision
7. Objectives
8. Title of Plan
9. AOB

**Note**

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**Meeting Notes**

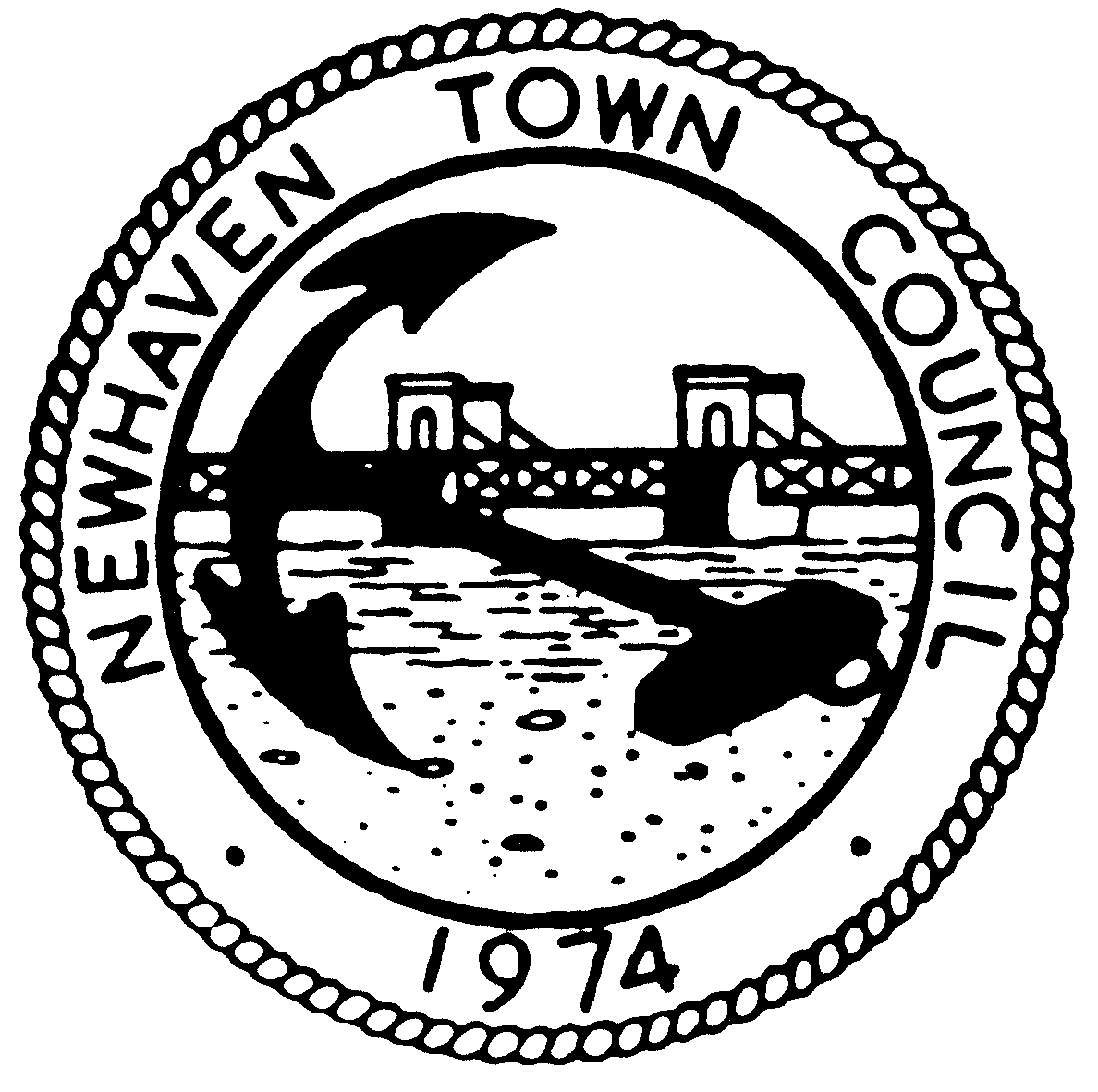
Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 17th April 2014

Venue – 18 Fort Road

In attendance: Cllrs Judith Ost, Chris Bradshaw, Graham Amy, Jane Scott

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| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  a) none |  |
| 2. | Declarations of interest   1. No declaration of interest were noted |  |
| 3. | Update – SM commenced writing Topic Papers for consultation |  |
| 4. | Airs Offer  SM advised that a new offer had been received from AIRs to provide consultation and Feedback support for NP process.  New fee was £18,000 as opposed to the previous offer of £30,000  Group minded to approve this latest offer for AIRs support. | SM to notify AIRS |
| 5. | ESCC Request  Invitation for SM to attend meeting with ESCC to learn more about consultant highways report. Susie will feedback findings from consultants report.. |  |
| 6. | Vision – First Draft of Vision worked through with amendments |  |
| 7. | Objectives – First Draft of Objectives worked through with amendments suggested. |  |
| 8. | Title of Plan – Logo for Neighbourhood Plan considered. Choice of borders discussed with amendments suggested. SM will look at art work again.  AOB – Discussion regarding vision and objectives identified in Public consultation in 2012 | SM report back on logo |



Agenda

Newhaven Neighbourhood Plan Steering Group

Meeting date – 3rd April 2014

Venue – 18 Fort Road

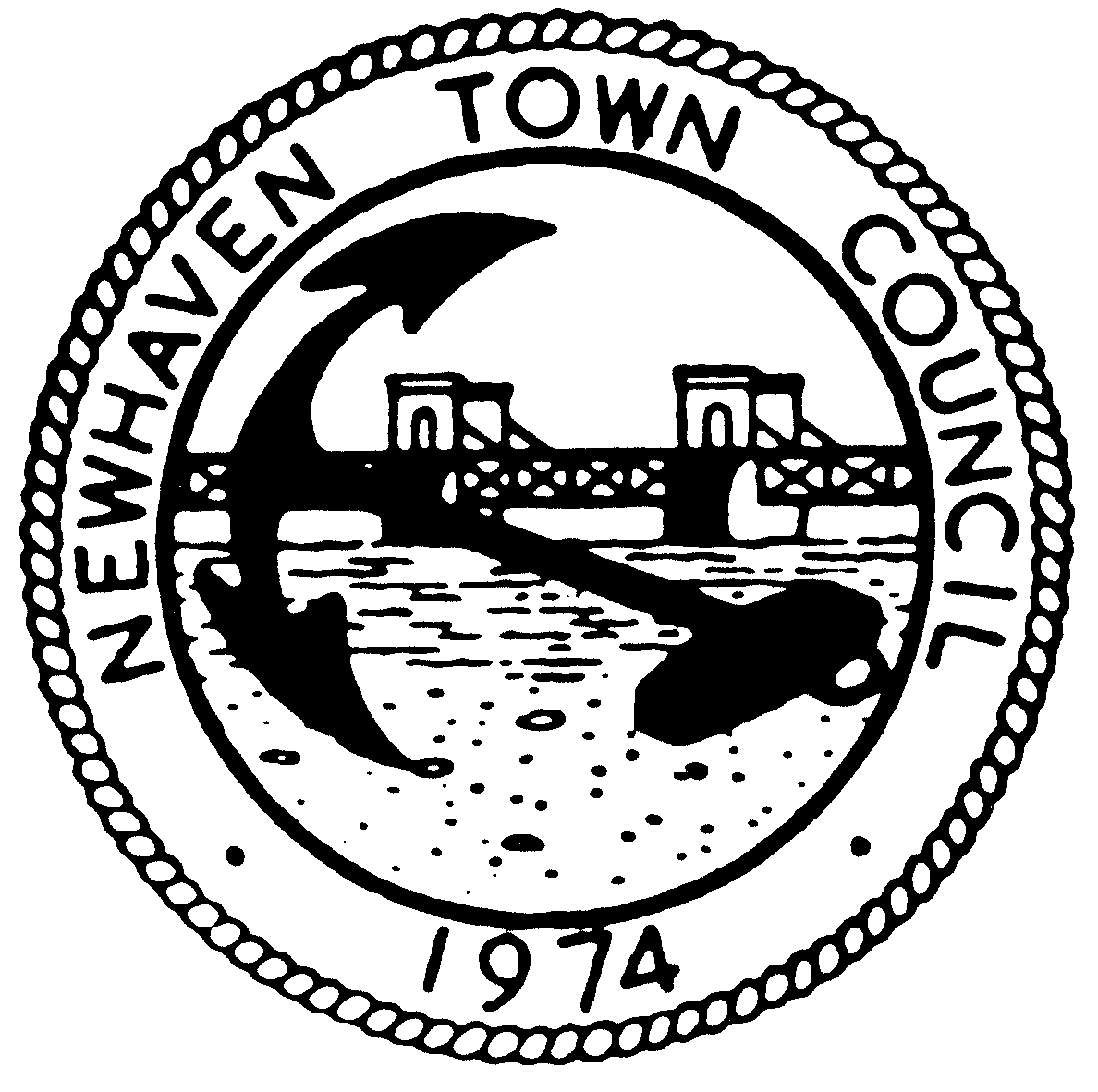
1. Introduction and Apologies
2. Declaration of Interest
3. Update
4. Vision
5. Objectives
6. The title/strap line
7. AOB

**Note**

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It may be necessary to consider particular items in confidential session.

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**Meeting Notes**

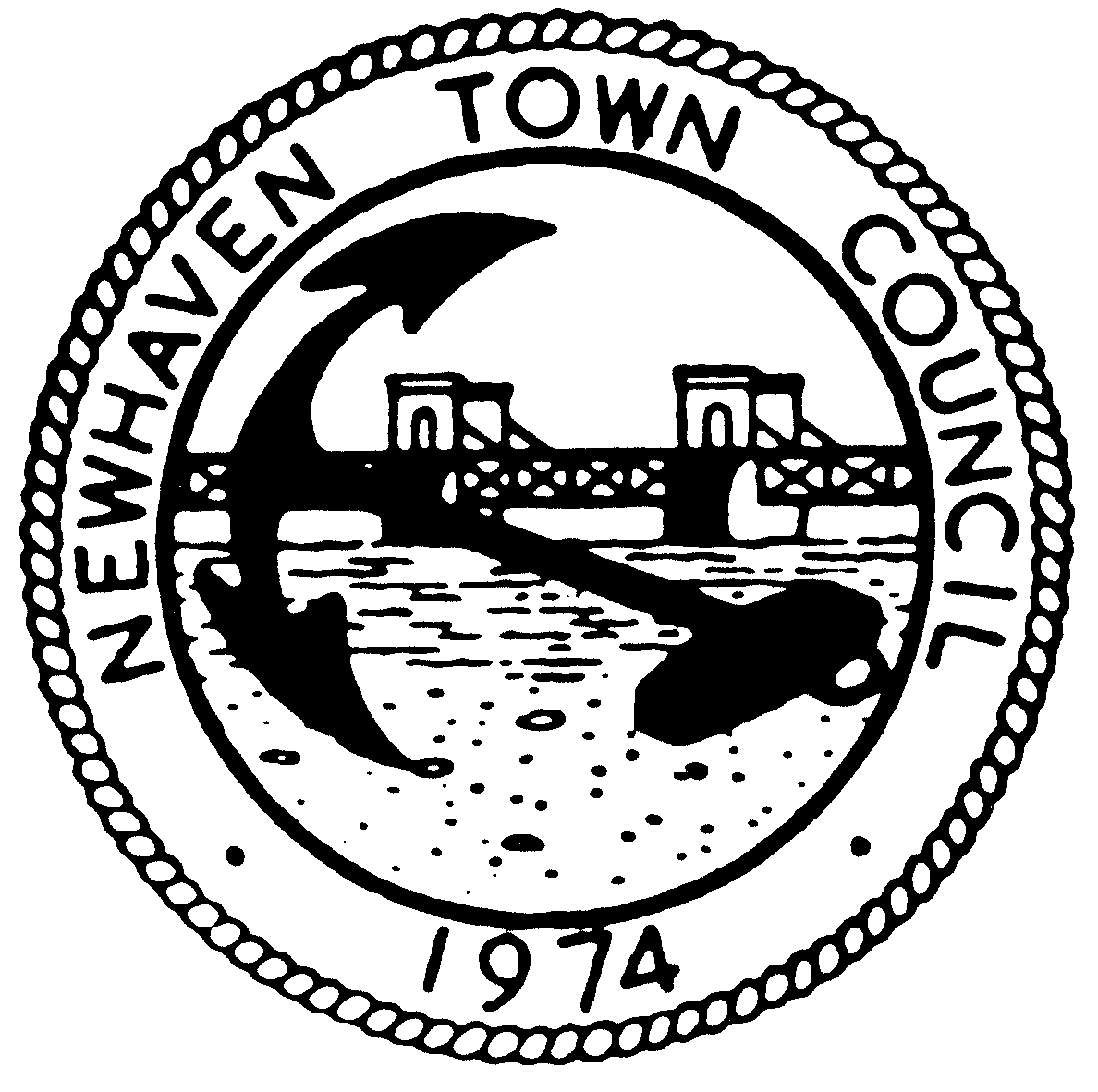
Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 3rd April 2014

Venue – 18 Fort Road

In attendance: Cllrs Judith Ost, Chris Bradshaw, Graham Amy, Susie Mullins

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies   1. Apologies received from Jane Scott |  |
| 2. | Declaration of Interest  None |  |
| 3. | Update – Group talked about Themes for plan. Suggestions were:   * Facilities * Housing * Environment and Open Space * Transport and Access * Visitor/Tourism/Employment   Discrete areas for consultation:   * Coast and Countryside * Denton and The Mount * Avis Way and New Road * East Side * Denton Island * Town Centre * The Valley * Meeching and Harbour Heights   Timetable update for website |  |
| 4. | Vision – Suggested that group look at 2012 Consultation on the Big Planning Event to see what community flagged up as things that were important and how they would like to see Newhaven change for the better. Also look at other studies that have been carried out such as Newhaven Strategic Netowork stufies and BBP Materplan carried out at a similar time. These will provide a good ‘starting point’ rather that consult with the community from a place of ‘no information’ or data. Concern raised that the community have been consulted many times before but no action taken. Important to build trust also in view of earlier decisions taken such as the building of the incinerator.   * Include health in vision * Place to live and work * Housing need * Sustainability and self sufficient with employment |  |
| 5. | Objectives. – To look at another meeting |  |
| 6. | The title/strap line – Group decided to keep name simple. Newhaven Neighbourhood Plan |  |
| 7. | AOB –  Suggestion that questionnaire be put out in newsletter  Advise SDNP of work on the Plan | SM to notify SDNP |

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**Agenda**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 20th February 2014

Venue – 18 Fort Road

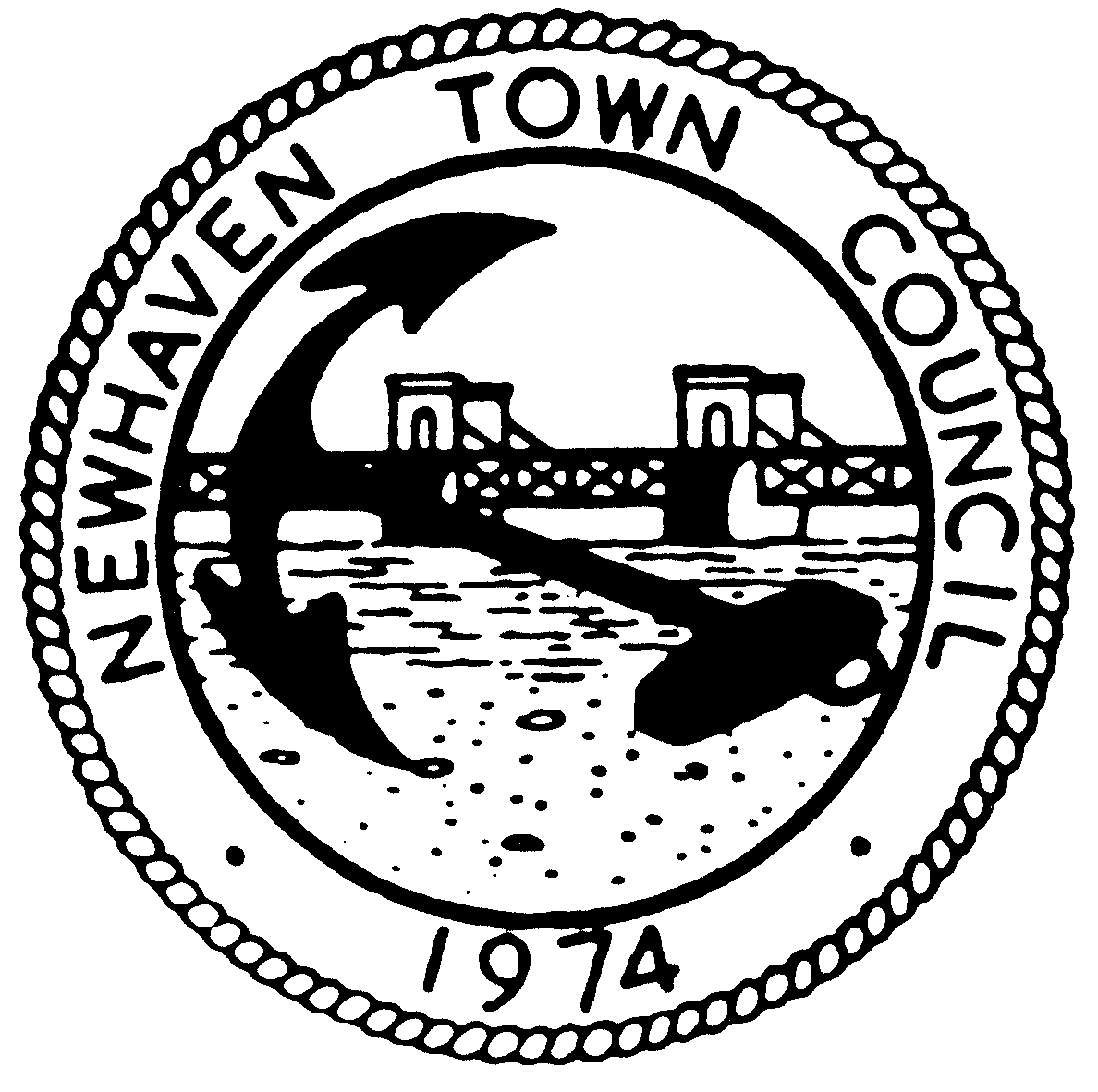
1. Introduction and Apologies
2. Declaration of Interest
3. Updates
4. Timetable for discussion (To be sent out W/C 10th February)
5. Application for financial aid to DCLG (Locality)
6. Steering group and resources
7. AIRS offer
8. Neighbourhood Plan character areas within parish boundary
9. Next Steps
10. AOB

**Note**

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It may be necessary to consider particular items in confidential session.

Where the need arises such items will be considered at the end of the Agenda.



**Meeting Notes**

Newhaven Neighbourhood Plan Steering Group

Meeting date – 2.30pm 20th February 2014

Venue – 18 Fort Road

In attendance: Chris Bradshaw, Judith Ost, Angela Simmons, Jane Scott, Susie Mullins

|  |  |  |
| --- | --- | --- |
| No | Item | Action |
| 1 | Introduction and apologies  a) Apologies received from |  |
| 2. | Declarations of interest  b) No declaration of interest were noted |  |
| 3. | Updates - None |  |
| 4. | NP Timetable.  a) Discussion about appropriate times to meet for members – Suggested that as no one works daytime would be fine, approximately every 2 weeks. Susie to develop timetable | SM to develop timetable |
| 5. | Locality financial aid.  a) Susie advised that application made to locality for financil support to help deliver the plan | SM to report back |
| 6. | Steering Group and resources  a) Discussion had regarding skill set of Steering group. Chris Bradshaw ex ESCC Planner will be helpful in preparing the plan. Ring fenced money in precept will also be great support. |  |
| 7. | AIRS offer  a) Airs offer discussed. Susie to query what proposal will cover and if there is potential to separate elements of the offer to focus on consultation. | SM to report back on Airs offer |
| 8. | Character Areas  a) CB suggested separating areas within the town for consultation and understanding of character areas. J.O supports public meetings all over town, Schools, Businesses  Next Steps  Invite Citizens Panel to form part of Consultation network.  SM to update it and ask existing members if happy to stay on  Citizens Panel  AOB  Check to see when Denton Summer Event is for possible consultation venue | SM to look at Denton Summer venue. Invite Citizens Panel and update data |