

Worth Parish Council

Minutes of the Copthorne Neighbourhood Plan Steering Group Monday, 12th August 2019 at 10.00am

Present: Cllr Phillips (Chairman) Mr Livesey
 Cllr Dorey Mr Woodward
 Cllr Casella
 Mrs Cruickshank (Administrator)

Also Present: Mr Andrew Metcalfe, Squires Planning

32 Apologies

Apologies: None
Absent: None

33 Declaration of Pecuniary and Other Interests

Mr Woodward declared an interest as a volunteer for The Scouts.

34 Minutes

It was agreed by all present that the notes of the Copthorne Neighbourhood Plan Committee Steering Group meeting held on 22nd July 2019 were a true and correct record.

35 Correspondence

There was no correspondence to note

36 Copthorne Neighbourhood Plan Survey

The Neighbourhood Plan Administrator advised that nearly all of the surveys had been distributed and the outlying roads have had the survey sent via the post. The remaining roads were allocated for distribution.

An extension to the return date to the end of September was agreed. The neighbourhood plan administrator will post notices with the collection boxes and post on the Copthorne Local FB page.

Cllr Dorey will draft a report considering what the group is hoping to extract from the survey results. This will be circulated for discussion at the next meeting.

37 Progress update- to consider work being undertaken and whether any evidence documents need to be produced. Work in progress includes.

a. Skeleton Neighbourhood Plan:

It was agreed the table of contents from the draft plan would be assessed, making sure all relevant topics are covered.

Paragraph 2. of the table of contents 'Copthorne Village' needs to be reviewed and updated, Cllr Phillips and the Neighbourhood Plan Administrator will look at this.

b. Local Heritage Assets:

An assessment of Heritage assets will be undertaken, it was suggested to set up a sub-group for this task, Cllr Phillips and Mr Livesey volunteered. Mr Metcalfe will send them a template to record their findings.

c. Open Space Assessments:

Cllr Phillips provided a list of open and green spaces, Mr Metcalfe will annotate a map including these areas and set up a template to record the information.

d. **Community Facilities:**

As this topic is covered in the housing survey, most of this work will occur post survey results.

38 Communications

The Neighbourhood Plan Administrator advised updating the Neighbourhood plan website page is in progress.

Mr Woodward suggested putting banners around the village to publicise work on the Neighbourhood Plan.

39 Date of next meeting

The next meeting of the Copthorne Neighbourhood Plan Steering Group will be held on Monday 2nd September at 10am

The Meeting closed at 10 .52

Chairman: _____

Date: _____