

Minutes: Tasset and Greystead NDP Steering Group meeting held on 27th August 2013

Present: Preston Hoggan (Acting Chair) Rex Cooper (Secretary), Megan Nixon, Anne Munroe, Gerry Gregory, Jenny Ludman (representing NNPA)

1. Introduction and welcome new member

The new member joining the group is John Holland, although he was not present at the meeting.

2. Apologies

None

3. Minutes of the last meeting

Anne was thanked for doing the minutes for the last meeting, and they were agreed as a true record.

4. Matters Arising

There were no matters arising

5. Report on update to the Parish Council and clarification on NPSG/PC relationship

Preston reported back on his recent attendance at the Parish Council meeting on 21st August, where he reported progress on the NDP. It was noted that there are a number of new members on the Parish Council, who are not necessarily familiar with the NDP process, and it was agreed to circulate minutes of all NDPSG meetings to the Parish Council for clarity. Preston provided them with a copy of the Executive Summary of the NPD process, which it is hoped will help to inform new Parish Council members. They were also updated on the situation with regard to funding, and it was confirmed to the Parish Council that funds for the NDP process are held by the National Park Authority, and cannot be delegated to the Parish Council.

6. To receive and comment on visual presentation of questionnaire data

Unfortunately Lesley was unable to attend the meeting, and this item has been deferred to the next meeting.

**Action: Rex to confirm Lesley's attendance at the next meeting**

7. Design Guide. To consider the details of the tender documentation

There was much discussion about the design guide, and the format it should take, but also about the tender process, and how this should be carried out. Advice from NNPA would be appreciated and it was agreed that they would be consulted on the availability of templates for tender documents. It was felt that the Cuckfield Design Guide and Landscape work was a good template on which to base work at T&G, but that these are very lengthy documents, and that the T&G Design Guide will not necessarily need to be on that scale.

Jenny Gillatt has offered to undertake the work on an "expenses only" basis, and it was agreed that further clarification should be sought on what that meant. There was then some discussion with regard to tendering, and whether it was fair to tender to other architect firms when the group

already have an offer to do the work almost 'pro bono'. It was agreed that a tender would be sent out to architects, asking to tender for 'expenses only' work, and that some clarity would be provided as to what that meant.

Jenny agreed to put together some sort of tender document, which would outline exactly what kind of work is sought, as the breadth and scope of work sought is at present rather unclear. It was agreed that there were useful documents already in existence which could provide a basis for any work, such as the Historic Atlas and the Jubilee Book.

**Action: Jenny to provide a tender document with scope of work prior to next meeting**

8. Housekeeping matters to explain Steering Group future meeting procedure

As Darrell will be away until later in the year, it will be necessary to have a replacement Chair for the meetings. Preston suggested that this should be in the format of a "rolling chair", and all members of the group would take their turn. The chair for the next meeting will be Gerry.

John Holland was officially co-opted onto the Steering Group - proposed by Rex and seconded by Preston.

9: AOB

Gerry expressed concern about the project plan falling behind schedule. This is particularly likely now that the group are going to need to employ external advice via consultants to produce some parts of the document.

Gerry agreed to update the Project Plan based on the likely new timescales. Rex agreed to provide Gerry with a "Neighbourhood Planning Tool Kit" which contains Project Plan Gantt chart templates.

**Action: Gerry to update Project Plan prior to next meeting**

6. Date of next meeting

Anne gave her apologies in advance of the next meeting. Next meeting will be:

**10th September, 9:30am, Tarsset Village Hall**