

**Inaugural meeting of Rogate and Rake Neighbourhood Plan Steering Committee  
Sunday 20th October 2013 at Terwick Wood**

**Present**

Elizabeth Brown	EB	Chair, RPC
Sarah O'Brien-Twohig	SOBT	Vice Chair, RPC
Richard Dollamore	RD	SDNPA
Ken Freivokh	KF	
Miranda Montagu	MM	
Nick Jacobs	NJ	
Sebastian Price	SP	
Paddy Walker	PW	Interim Chair, NP process
Simon Ward	SW	

**Apologies**

Charles Hicks	CH
Nick Keith	NK
Shon Sprackling	SS
Stephen Taylor	ST

<b>Narrative</b>	<b>Action</b>
<p><b>Introduction</b></p> <p>PW welcomed the meeting and thanked attendees for volunteering to join the Neighbourhood Plan's Steering Committee. PW provided an agenda for the meeting. EB proposed that PW be confirmed as Chairman of the NP process. This was seconded by KF and unanimously approved by those present.</p>	
<p><b>Progress report</b></p> <p>PW detailed the progress made to date on producing a draft NP including the Plan's website and database (now with circa 275 names of parishioners who have requested they be updated on the Plan and/or have volunteered to help in the process). It was thought that this represents coverage of some one third of the Parish's 700 families. While encouraging, efforts will continue to increase this email penetration. PW reported that the database would be handed over to ST, Steering Committee member responsible for Communication and Consultation.</p> <p>It was agreed that a short teach-in on how to use the website be arrange for the forthcoming Consultation event.</p>	<p><b>ST</b></p> <p><b>PW</b></p>
<p><b>Village store</b></p> <p>PW noted that the Rogate Village Store had set up a NP office with hard copies of the website content on the walls and a PC set up to allow parishioners without Internet access to access the website. This would become key as the website's questionnaire was developed following the forthcoming Consultation process. PW agreed to provide EB with materials for a similar office at the Rake store.</p>	<p><b>PW</b></p>

PW agreed to ask Paddy Cox to return the Parish Council maps.	<b>PW</b>
<b>Steering Committee composition and other stakeholders</b>  EB and SOBT agreed to ask Peter Davey to join the Steering Committee. EB will also ask both Eric Piper and Val Farron to join the Committee from Parsonage.  PW reported on meetings held with CDC, SDNPA and with Paddy Cox.	<b>EB</b> <b>SOBT</b>
<b>Public Consultation processes</b>  The forthcoming Public Consultation and Stakeholders' Workshop were discussed. PW outlined the evidence based that was now being collected (CDC, SDNPA, responses through the website, the Parish 2007 Plan, Kirdford and other neighbouring Plans) and how this would form the basis for Studio LK's processes.	
<b>Enquiry by design</b>  RD outlined the role of an enquiry by design and process for a SWOT analysis on the Parish's positives and negatives. It is likely that a 2nd workshop will be required in the process to discuss and define building standards, coding and a definition of sustainability that is appropriate for the Parish NP. NJ, KF and MM agreed to work with RD on this issue for the NP. The Kirdford document would be a basis for this work.	<b>NJ</b> <b>KF</b> <b>MM</b>
<b>Subsidiary topics</b>  SW raised several subsidiary issues that the NP should cover including recycling (emphasised by KF), fracking, traffic, livery, gravel and parking amenities throughout the Parish. SOBT agreed to liaise with Studio LK on the issues raised through post-it notes during earlier public meetings on the NP.	<b>SOBT</b>
<b>Transport, public realm, movement, access and parking</b>  EB and SP agreed to work on the NP's consultation and policies on transport, public realm, movement and access. Their collaboration would also cover public parking.	<b>EB</b> <b>SP</b>
<b>Agriculture and the environment</b>  SW agreed to lead on land owner liaison, forestry, farming, countryside management and land-based commercial activity. His work would also cover D1/D2 permissions and the Parish's historical assets.	<b>SW</b>
<b>Leisure in the Parish</b>  SOBT agreed to work on tourism, youth/elderly issues, leisure and Community Life. This last topic would require liaison with other on the Steering Committee.	<b>SOBT</b>
<b>Document editing and version control</b>  PW agreed to coordinate an editing team to coordinate the draft NP document.	<b>PW</b>

<p>He would involve ST and CH and the Parish Clerk in this group. Additional members to the Steering Committee would similarly be assigned to the issue groups detailed above.</p>	<p><b>ST</b> <b>CH</b></p>
<p><b>Kirdford model</b></p> <p>The Kirdford draft plan was then discussed in detail as a useful framework for Rogate's own document. It was confirmed that the Steering Committee would use the Kirdford document as a key precedent and that the structure and Rogate would copy the format of that document.</p> <p>The Kirdford policies were discussed in detail and the overarching policy of a sustainable community was agreed.</p>	
<p><b>Possible development sites</b></p> <p>Several possible development areas within the Parish were discussed as follows;</p> <ul style="list-style-type: none"> <li>- Site opposite the Garden Centre in Rake</li> <li>- land north and south of A272 between Rogate Garage and Fyning lane</li> <li>- the Sun Pub, Rake</li> <li>- Site opposite the Sun Pub, Rake (Rakelands)</li> <li>- Site of the garages, Parsonage Estate in Rogate</li> <li>- field site off Parsonage Estate</li> <li>- Rogate Village Green area</li> </ul> <p>SOBT agreed to liaise with Studio LK on these sites in advance of the Consultation.</p>	<p><b>SOBT</b></p>
<p><b>Other matters</b></p> <p>PW agreed to circulate hard copies of the Kirdford draft NP document to Steering Committee members.</p> <p>RD agreed to liaise with Studio LK on using Google maps for the forthcoming Consultation event.</p>	<p><b>PW</b></p> <p><b>RD</b></p>
<p><b>Next meeting</b></p> <p>A 2nd meeting of the Steering Committee would be arranged for late November following the forthcoming Studio LK event and delivery by Lita Khazaka of a draft document for consultation.</p>	<p><b>all</b></p>