



**Steering Committee Meeting Wednesday 7<sup>th</sup> January 2009**  
**7.30pm Pavilion**

Present: Tom Hawthorne, Carole Nicholson, Peter Baker, Mac Gardiner, Kelvin Speirs, Jonathan Taylor, Michael Ward

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>	<b><u>Action</u></b>
<b>1. Welcome and Apologies for Absence</b>	Tom Hawthorne (TH), as Chair, thanked everyone for attending, especially as it was so early in the New Year and not previously timetabled.	
<b>2. Approval of Minutes</b>	The meeting approved the minutes of 2 <sup>nd</sup> December 2008 (08/005) and 13 <sup>th</sup> December 2008 (08/006). Matters arising would be discussed in more detail at the next scheduled Steering Committee meeting on Monday 19 <sup>th</sup> January 2009.	TH/CJN
<b>3. Review of Letter to Parish Councillors from R Taylor</b>	<p>The following points were noted by the meeting:</p> <ul style="list-style-type: none"> <li>i) That it was clear from the letter that RT expected the PC and VAP to work together 'towards one purpose, which is the ultimate good of the village';</li> <li>ii) That the letter was very much welcomed by the Steering Committee as it reaffirms that the VAP must be allowed to deliver those actions felt to be important to the village through the questionnaire, through use of the Constitution and the guidelines laid down and agreed with the PC;</li> <li>iii) The meeting agreed that the work being carried out by the PC Footpath Committee with ESCC on the Rights of Way Improvement Plan with the engagement of the VAP Footpath Team was a good example of how the two organisations can work in harmony together. It was noted that this had been an initiative already in train before VAP started, but had been able to embrace the VAP community;</li> <li>iv) That it was hoped that as a result of the letter it would be possible in all areas of overlap, such as Highways/Road Safety and Facilities, for the two bodies to operate together;</li> <li>v) KS and CJN were both of the view that, with the exception of the Voluntary Slow Down Scheme, that all other actions listed in the VAP Implementation Plan under Road Safety (ie reduction of speed limit in the outskirts of the village; possible reduction of the speed limit in the village and/or improved measures/signage to control speeding; review of road safety measures in three identified areas ie Half Moon, Plough and White Bridge, as well as parking issues) were legitimately the remit of the VAP to explore a range of options, and then engage with the PC to take issues further forward, with outside agencies, where appropriate. The meeting found this very helpful;</li> <li>vi) RT had said in his letter that should any queries arise, he should be consulted before proceeding. Should this not resolve the issue KS and CJN felt that the VAP could then ask for a meeting with RT and the particular PC involved;</li> <li>vii) It was agreed that TH should endeavour to meet with RT on a more regular basis.</li> </ul>	TH
<b>4. Road Safety Team</b>	<p><u>a) Role for VAP for VSDS</u>                      TH reported that the VAP Road Safety Team Leader had been advised by Katie Wride that she had decided to launch the VSDS on her own as she felt that as she had been working on it through Vale of Sussex it</p>	

	<p>was within her remit as a PC to do so. She had advised the Team Leader that she intended to launch the scheme at the panto. The VAP Road Safety Team had agreed with Katie Wride to stop all work on the scheme itself, but TH confirmed that the Team had agreed in its last meeting on 17<sup>th</sup> December that they stood ready as a resource should the PC decide it would like VAP to be involved in the future.</p> <p><u>b) Role for VAP on other Highways/Road Safety Issues</u> This had been discussed under item 3 vii) above. The conclusion being that the VAP Road Safety Team had a clear remit to carry on actioning the Action Plans set out in the VAP Book under Parking, Traffic and Speeding.</p> <p><u>c) Membership of Road Safety Team</u> The meeting asked TH/CJN to discuss the various issues above with the VAP Road Safety Team Leader to see if he might be persuaded to remain as a Team member.</p> <p>The meeting agreed, that with the benefit of hindsight, it was now recognised that road safety issues are of extreme importance to the community and it is always going to be a potentially emotive subject which would lead to intensive discussions between the VAP, PC, the community and outside agencies. It was felt that the Team would benefit from more formal engagement with the PC and VAP Steering Committee. It was agreed that three further members of the Steering Committee, including always one or two represented on the Parish Council, would join the VAP Road Safety Team to assist the Team in liaison with the PC and eventually outside agencies.</p>	
<p><b>5. Facilities Team – Playing Field Issues Generally</b></p>	<p>Following debate, the meeting agreed that the vision for the playing field area is as follows:</p> <ul style="list-style-type: none"> <li>• The best possible and affordable sporting and recreational facilities for the village community. Ideally and provided there was wide support in the community a new, high quality pavilion and enhanced playing field area;</li> <li>• Safe parking facilities near the station, which meet the needs of the community as a whole (more spaces for village commuters, better safety, less inconvenience for residents)</li> </ul> <p>The meeting discussed the various key stakeholders, and noted that it appeared that the main personalities and Village organisations were supportive of the potential for a new pavilion. It was agreed that this was an important aspect to ensure that there is goodwill behind such a project and that further soundings would be taken over the next few weeks to determine the level of support.</p> <p>The meeting noted that there is a PC Playing Field Committee meeting on 5<sup>th</sup> February 2009, which will be attended by members of both the VAP Facilities Team and the VAP Road Safety Team. KS had put an addendum on the last set of minutes asking people to come to the meeting with their thoughts on the possible proposal to build a new pavilion.</p> <p>It was acknowledged by the meeting that the remit had enormous potential with huge responsibilities and would need clear governance and reporting structures to be in place, which were agreed up front by all interested parties. It was agreed to revisit this after the outcome of the Playing Field Committee is known.</p>	
<p><b>6. Review of Proposals</b></p>	<p>One proposal had been received from Kate Gold the Environment – Recycling and Village Tidiness Team Leader. This was in regard to Cardboard and Tetra-Pak collection.</p> <ul style="list-style-type: none"> <li>• The meeting approved the tetra-pak proposal to submit a request to Tetra-Pak for a further collection facility to be placed in Plumpton at the Playing-Field recycling area. The meeting requested that CJN should liaise with Kate Gold to finalise the</li> </ul>	<p>CJN</p>

	<p>proposal for submission for approval to the Parish Council for 13/01/09.</p> <ul style="list-style-type: none"> <li>• The meeting was supportive of the cardboard collection proposal but sought further clarification of the ownership of the scout-hut area, and the publicity associated with the proposal. The meeting felt that the proposal should be circulated to the Sub-Committee for further discussion on 12/01/09.</li> <li>• The meeting noted the action to write an article giving clarity to the kerbside collection arrangements and requested that the PC be informed.</li> <li>• The meeting noted the action to arrange for collection of Christmas cards at the shop, in support of The Woodland Trust and requested that the PC be informed.</li> </ul>	CJN
<p><b>7. Roles and Responsibilities Paper</b></p>	<p>Prior to RT's letter, in response to certain PCs seeking clarification of the difference between the roles and responsibilities between the PC and the VAP, CJN had started drafting a paper setting out, for discussion, the current roles.</p> <p>It was clear from the paper that the PC was involved in virtually all actions, at least in an advisory capacity.</p> <p>The meeting found the paper useful. The meeting requested that CJN, if time allowed, should seek to keep the paper refreshed and ready for more formal discussion should the need arise.</p>	CJN
<p><b>8. Publicity</b></p>	<p><u>a) Magazine - February</u>  CJN presented an early draft of the first 4-page edition for the February 2009 magazine.  The four pages were being sponsored by the Village Shop for a period of 12 months. One page out of the four would be dedicated to 'Shoptalk'.  In February focus would be on Environmental issues as a lead-in to the Green Fair on 7/3/09.  It was felt that in all future editions there should be one page focusing on one Team's activities.  There were some amendments requested to the Shoptalk page, in particular. CJN undertook to ask the Business Team to refine the content. MW undertook to finalise the Environment sections and submit to CJN, ideally by 09/01/09.  CJN agreed to finalise the draft, taking into account comments from other SC members, in readiness for a short meeting after the Sub-Committee meeting on 12/1/09.</p> <p><u>b) Publicity Generally</u>  The following was agreed:</p> <ul style="list-style-type: none"> <li>i) that the Green Fair should be well-publicised in local newspapers, magazines with photographs taken and published in the newspapers after the event</li> <li>ii) that the Green Fair should be advertised in local shops in Lewes, Haywards Heath and villages such as Ditchling and Chailey</li> <li>iii) that there should be a good poster campaign in the village itself and in the School newsletter</li> <li>iv) that Norman Baker, Meg Stroude and representatives from LDC and AIRS be invited to attend</li> <li>v) that similar efforts be made for the Societies Day</li> <li>vi) that any other major decisions should be well-publicised at the appropriate time</li> <li>vii) that AIRS should be asked to do a feature article in their quarterly newsletter focussing on the Plumpton VAP</li> </ul>	<p>CJN  MW  CJN/  ALL</p>

