



**Steering Committee Meeting**  
**Tuesday 7<sup>th</sup> December 2010 08.00pm Committee Room, Village Hall**

Present: Tom Hawthorne (Chair), Carole Nicholson (Vice-Chair), James Anwyl, Kelvin Speirs  
 Mac Gardiner joined the meeting at 9pm.

Apologies: Oliver St John, Michael Ward  
 In Attendance: Paul Nicholson

<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) thanked everyone for attending	
<b>2. Formal Approval of Minutes</b>	The meeting approved the minutes of the last Steering Committee meeting held on 2 <sup>nd</sup> November 2010 (11/003). The meeting authorised CJN to place them on the VAP website.	CJN
<b>3. Matters Arising</b>	<p><b>3.1. Future Jumble Sale Date</b>                      At the last meeting, CJN had been asked to enquire whether the Voluntary Driving Scheme would like to use the date currently booked (29<sup>th</sup> January). It emerged that the VDS would indeed like to take ownership of a jumble sale but had agreed with Carole Burgon to postpone the date until 26<sup>th</sup> March 2011.</p> <p><b>3.2. Village Notice-Board – Conclusion</b>                      It was noted that two members of the Communications Committee had met with the residents concerned and that the matter had been satisfactorily resolved.</p> <p><b>3.3. Business Breakfast – 17<sup>th</sup> November</b>                      The meeting noted that this event had been highly successful with the Business Team establishing that there are at least 109 businesses operating in/around Plumpton and the event at the Half Moon had attracted over 50 of these, with excellent keynote speakers from Collabor8, Lewes District Council and Plumpton College. The Half Moon also provided an excellent full English breakfast and had been thanked for their support. Feedback since the event from participants had been very supportive and grateful with ideas emerging for future events. It is understood that at least three business transactions have resulted since the meeting. Participants had not been asked to pay for the event, but had been encouraged to make donations towards Honeybees and the Activity Scheme – a total of £250 had been raised with very grateful thanks received from the recipients.                      The Team are looking to hold a similar event in early Spring (possibly in April) which may have one key-note speaker with greater opportunity for participants to network.                      The Steering Committee congratulated Paul on the running of the event and asked that its thanks be given to the Business Team members for their hard-work in organising it.</p> <p><b>3.4. Plumpton Festive Fair – Feedback and Financial Out-turn</b>                      The meeting agreed that the event had been very successful with 32 stallholders. To date about two-thirds had sent back feedback forms all of whom had indicated that they would be interested in participating in future Fairs. The event had also been very well attended. CJN had provisionally booked Saturday 26<sup>th</sup> November 2011 for next year's Festive Fair. The meeting agreed with this date.                      It was noted that VAP had previously agreed that there should be two such Fairs each year (2010 had been the Village Fair and the Festive Fair). The meeting looked at the various options for a Spring Fair in 2011 and asked PWN to discuss with the Business and Plumpton Goes Green Teams as to appetite for such an event, and possible timings taking into account Climate Change Week (21-27 March), Easter (22-25 April), Royal Wedding (29<sup>th</sup> April) and Village Fun Day (10<sup>th</sup> July). CJN was asked to find out hall availability.                      The financial out-turn from the Festive Fair was as follows:</p>	PWN

<b>Stallholder tables</b>		330.00
<b>Costs:</b>		
Postcard advertising	52.63	
Poster printing	37.01	
Vouchers for 'Design a card competition'	70.00	
Raffle costs	22.05	
Donation to Sussex Wildlife Trust	25.00	
Printing of Fair brochure	5.80	
Village Hall hire	84.00	
<b>Total costs:</b>		-296.49
<b>Raffle income</b>		348.00
<b>Net surplus</b>		<u><b>381.51</b></u>

### 3.5. Emergency Plan

KS noted that the December Parish Magazine contained an article requesting both people who would like to be included on a list as likely to need help in the event of an emergency, and also looking for people willing to offer help in emergency situations. He indicated that he had two offers of help already and that he and Kathy Baker would review the responses during January.

### 3.6. Domain Name

The meeting noted that Stuart Green, the previous VAP webmaster, had advised that the domain and hosting renewals for [www.plumptonvap.co.uk](http://www.plumptonvap.co.uk) are due in January. The meeting agreed that these should be renewed and authorised OSTJ (who had expressed willingness to do this) to liaise with Stuart Green, who currently owned the domain name. The Committee noted there would be a small cost associated with this and approved the expenditure.

The meeting noted that the domain name [www.plumpton.uk.net](http://www.plumpton.uk.net) was also due for renewal. OSTJ had also found that [www.plumpton.org](http://www.plumpton.org) was also available. The meeting authorised OSTJ to purchase [www.plumpton.org](http://www.plumpton.org) and autoforward links to [www.plumptonvap.co.uk](http://www.plumptonvap.co.uk). The meeting also authorised the necessary expenditure for this. It was anticipated that the purchase of the two domain names would be no more than £50 in total.

## 4. Treasurer's Report

### 4.1. Income & Expenditure Summary

Total funds brought forward at 2<sup>nd</sup> November 2010 were VAP Bank £4,730.95; petty cash £113.72.

Movements since 2<sup>nd</sup> November, all previously approved by the Steering Committee, were reported as follows:

	Income	Expenditure
11/10 Sale of notecards	<b>37.50</b>	
11/10 Sale of hygrometers	<b>5.00</b>	
11/10 Sussex Print re VDS cards & walks leaflets		<b>--47.00</b>
11/10 VDS October donations and costs	<b>2.00</b>	<b>-29.76</b>
11/10 Festive Fair income and costs (incurred in November)	<b>678.00</b>	<b>-206.85</b>
11/10 Printing of Walks Posters		<b>-42.30</b>
12/10 Hall hire for Draught-Busting event		<b>-17.25</b>
<b>Total movements</b>	<b>722.50</b>	<b>--343.16</b>

This leaves total funds available (£ 5,224.01) as at 7<sup>th</sup> December 2010 as follows:

In Lloyds Bank current account: £ 5,000.95

Petty cash £ 223.06

of which £316.51 is restricted to the Voluntary Driving Scheme, £675.89 for the PAM project, £20 for notice-boards and £55 for Pavilion enhancements, leaving Generic Funds of £4,156.61.

### 4.2. Approval of Expenditure and/or Budgets

The meeting approved the following:

	<p><b>From unrestricted funds:</b> No further application for funds had arisen. The meeting noted that OSTJ would be incurring costs in renewing website domain names.</p> <p>The meeting also acknowledged that the 'train event' on 17<sup>th</sup> December might incur some costs by VAP on behalf of the community. PWN indicated that Southern had agreed to underwrite/sponsor most of the refreshment costs at the station plus publicity for the event and flyers in the January magazine advertising the new services. Whilst total costs might reach around £100, it was anticipated that the final net costs may be around £50. The meeting felt that advertising the new train timetable was linked to the action plan item to improve train services for Plumpton and was therefore justified expenditure, if necessarily incurred. PWN agreed to provide a schedule of costs incurred in due course.</p> <p><b>From restricted funds:</b> No application for funds had arisen.</p>	<p>OSTJ</p> <p>PWN</p>
<p><b>5. Arrangements for Train Event on 17<sup>th</sup> December</b></p>	<p>Paul Nicholson reported that he had met with Paul Wyborn and Sam Bryant of Southern to do a 'post-launch' audit of the Station Partnership Scheme and to make further arrangements for the 'Plumpton on Track' event on 17<sup>th</sup> December to celebrate with the community the start of the new hourly train service. The likely main aspects of the event will be as follows:</p> <ul style="list-style-type: none"> <li>• Meet at station at 11.00am</li> <li>• Station decorated with balloons</li> <li>• Brass-band will play Christmas carols and a 'Plumpton' fanfare</li> <li>• There will be light refreshments at the station</li> <li>• Speeches from PWN representing VAP and the Station Partnership Scheme, Richard Taylor representing the Parish Council, Tom Hawthorne as District Councillor, David Scorey representing Southern, and MP Norman Baker</li> <li>• The party will join the 11.44 train to Lewes</li> <li>• Southern are sponsoring the cost of the return train tickets and participants will be presented with a souvenir ticket</li> <li>• It is hoped that the Station Café at Lewes may greet the party</li> <li>• Pelham House are sponsoring champagne and canapés</li> <li>• The party will return to Plumpton on the 14.20 train for afternoon tea at the Winning Post</li> <li>• The Winning Post has agreed to sponsor the teas and light refreshments – including mince pies</li> <li>• Peter Baker had emailed nearly 200 households</li> <li>• Posters are going up shortly</li> <li>• The local societies and clubs would be advised including the WI, Care Club, Wildlife &amp; Habitat Group, Station Partnership volunteers, and all VAP and PC members would be invited</li> <li>• Arrangements are being made to ensure the event is well publicised in various media</li> <li>• Consideration is being given to whether participants might like to make small donations towards a village cause (this is currently being discussed with the Village Hall Committee).</li> </ul> <p>The meeting thanked Paul and the Business Team for planning the event with such enthusiasm and offered to help in whatever way required.</p>	
<p><b>6. Update on Facilities Team Progress</b></p>	<p>TH noted that KS had been nominated by the Facilities Team to become Team Leader following Beverly Barrell's need to stand down as Team Leader due to being abroad much more frequently. It was possible that Jonathan Taylor may assume the role in due course.</p> <p>KS reported that following extensive consultation by JA with users of the Pavilion, it would be timely for representatives from each of the users to be invited to join the 'pavilion project' team. JA had also consulted with PWN to attain potential non-sporting user requirements, and he also hoped to meet with Gina Hawthorne and PWN with KS to review possible approaches to drawing up a business plan.</p> <p>JA and KS reported that the aim was to have pavilion and carpark options available for discussion by the next Sub-Committee meeting on 25<sup>th</sup> January – most likely would be a) a straight replacement, or b) replacement with other</p>	

	<p>'business' activities. It was hoped that the options could then be taken through the Steering Committee and Parish Council shortly thereafter – not for determining a decision but for discussion and debate at that stage.</p> <p>KS also reported that Meg Cutts had joined the Facilities Team to take forward the Playpark project, following Jane Hildyard's need to step back from the project due to increased work commitments.</p>							
<p><b>7. Discussion on Housing</b></p>	<p><b>Update on Housing Needs Survey work</b></p> <p>The meeting noted the work being carried out by the Parish Council from the minutes of its meeting on 6<sup>th</sup> November. The Steering Committee agreed that PWN should ask Terry Thompsett (as the VAP Housing representative on the PC) if there was any news and whether any assistance was required from VAP at this stage.</p> <p><b>Update on Housing and SHLAA</b></p> <p>The meeting noted the discussions held at the Parish Council meeting held on 6<sup>th</sup> November with regard to its reaction to the SHLAA consultancy report submitted to LDC to inform its Core Strategy in due course. TH reported to the Steering Committee on the email he had written to the PC noting that the SHLAA is not in itself produced for consultation; it is not a statement of LDC policy and does not allocate land for housing, or permit a housing development on a site. TH explained that It is a study which identifies and assesses sites with the potential for housing and assesses when they are likely or could be developed. In undertaking the assessment the following broad criteria were applied: a) Site's suitability for housing in principle, b) the site's availability for housing and c) whether a housing development is achievable on the site (i.e would it be financially viable). The SHLAA is a technical piece of evidence which will feed into the Core Strategy and ultimately the LDF. The next part of the process is for LDC to start work on their Allocations Development Plan Document. The PC minutes indicated that as the SHLAA was not a consultation document it would not be responding for the present.</p> <p>The Steering Committee, however, felt that whilst this was right, it queried whether it might be appropriate for the PC and the community to assess whether some small-scale development might be acceptable to the community, especially in the light of the original VAP statistics in favour of small-scale housing within the parish envelope. It was felt that a pro-active approach that could be used to respond to LDC in due course might be a better option than 'doing nothing'. KS offered to attend the next PC on 14<sup>th</sup> December to discuss these issues with the PC.</p> <p>TH also noted that the LDC work was being held back by 6 months due to the District and PC Councillor elections due in May 2011 so that the new Councillors would be engaged with the process and have a proper time to respond. It was likely, therefore, that the Core Strategy would not be out for consultation until the second half of 2011 at the earliest.</p> <p>TH said that he was also considering engaging with the community in some way to explain how the SHLAA and the Core Strategy work.</p>							
<p><b>8. Progress Report</b></p>	<p>CJN tabled an updated matrix of action plans for discussion. The areas that were not as being behind the original timetable were felt to still be 'in play' as work was still continuing:</p> <table border="1" data-bbox="376 1608 1315 2087"> <tr> <td data-bbox="376 1608 842 1765">Reduction in speeding</td> <td data-bbox="849 1608 1315 1765">Speed Radar Boxes largely have reduced the perceptions of speeding. ESCC Highways are looking at certain measures for the longer term.</td> </tr> <tr> <td data-bbox="376 1769 842 1886">Village Tidiness/Reduction in Litter</td> <td data-bbox="849 1769 1315 1886">PGG Team is considering whether a 'litter-pick' event may be possible in Spring 2011. It was suggested the primary school could be involved.</td> </tr> <tr> <td data-bbox="376 1890 842 2087">Maintenance of Footpaths</td> <td data-bbox="849 1890 1315 2087">Footpath Team has helped to raise the profile of the village footpaths. Once the ESCC new digitised map is available it may be possible to design an alert system for the community to report problems. The Footpath Team was also starting to</td> </tr> </table>	Reduction in speeding	Speed Radar Boxes largely have reduced the perceptions of speeding. ESCC Highways are looking at certain measures for the longer term.	Village Tidiness/Reduction in Litter	PGG Team is considering whether a 'litter-pick' event may be possible in Spring 2011. It was suggested the primary school could be involved.	Maintenance of Footpaths	Footpath Team has helped to raise the profile of the village footpaths. Once the ESCC new digitised map is available it may be possible to design an alert system for the community to report problems. The Footpath Team was also starting to	
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		liaise with the Monday Group as regards repairs.															
	Perceptions of crime etc	VAP and PC have improved visibility of PCSOs to monitor speeding. Pressure is brought to bear by the PC on the need for further policing in the village – funding is an issue.															
	Defibrillator/responder service	Following the recent NHS event a person in the village has been identified that has been trained to use defibrillators. The Policing & Community Safety Team are engaged on this.															
	Further sporting facilities and children's playpark	The PC has laid a Basket Ball Court, which impacted on the dimensions of the playpark. Now that the size of the play area is known, the Facilities Team will be seeking tenders shortly for a new playpark. The Pavilion project is nearing the end of the consultation phase with sports' users. Work will commence shortly on drawing up the specification and business plan.															
	The meeting agreed that the matrix should be re-examined by the Steering Committee at the May or June meetings as the next key deadline for implementation of the 'medium' term actions is September 2011.																
<b>9. Any Other Business</b>	<b>9.1. January 2011 Magazine</b> The meeting agreed that this should include: <ul style="list-style-type: none"> <li>• Report from the Business Breakfast on 17<sup>th</sup> November</li> <li>• Report from the Festive Fair on 27<sup>th</sup> November</li> <li>• Mention that Plumpton College and racecourse have agreed to continue to sponsor the VAP pages</li> <li>• Reminder about the new hourly train service</li> <li>• Food for Thought</li> </ul>																
<b>8. Dates of future meetings</b>	<table border="1"> <thead> <tr> <th>VAP Sub-Committee</th> <th>VAP Steering Committee</th> </tr> </thead> <tbody> <tr> <td>Tuesday 25<sup>th</sup> January 8pm</td> <td>25<sup>th</sup> January (if needed after Sub-C meeting)</td> </tr> <tr> <td></td> <td>Tuesday 22<sup>nd</sup> February 8pm</td> </tr> <tr> <td>Tuesday 22<sup>nd</sup> March 8pm</td> <td>22<sup>nd</sup> March (if needed after Sub-C meeting)</td> </tr> <tr> <td></td> <td>Tuesday 19<sup>th</sup> April 8pm</td> </tr> <tr> <td>Tuesday 24<sup>th</sup> May 8pm</td> <td>24<sup>th</sup> May (if needed after Sub-C meeting)</td> </tr> <tr> <td></td> <td>Tuesday 7<sup>th</sup> or Tuesday 28<sup>th</sup> June 8pm</td> </tr> </tbody> </table>			VAP Sub-Committee	VAP Steering Committee	Tuesday 25 <sup>th</sup> January 8pm	25 <sup>th</sup> January (if needed after Sub-C meeting)		Tuesday 22 <sup>nd</sup> February 8pm	Tuesday 22 <sup>nd</sup> March 8pm	22 <sup>nd</sup> March (if needed after Sub-C meeting)		Tuesday 19 <sup>th</sup> April 8pm	Tuesday 24 <sup>th</sup> May 8pm	24 <sup>th</sup> May (if needed after Sub-C meeting)		Tuesday 7 <sup>th</sup> or Tuesday 28 <sup>th</sup> June 8pm
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<b>End of Meeting</b>	The meeting closed at																

Signed as a correct record:

CHAIR

(These minutes have been agreed by a quorum of the Steering Committee for lodging on the website. They are subject to ratification at the next Steering Committee meeting)