

Burwash Parish Council (BPC)

Meeting Note from the business planning session – 28/06/19 at Burwash Common Pavilion.

Present

Chair Cllr McBride MBE, Cllr S Moore, Cllr Beeston, Cllr Kenny, Cllr N Moore, Cllr Newson, Cllr Newman, Cllr Franklin, Cllr Mann, Cllr Rees, Cllr O'Neill, Cllr Wraight

Apologies for absence: Cllr Caulkin

PURPOSE OF MEETING

An informal meeting of councillors to look at the agreed rolling plan activities and get the four workstreams started. In addition to prioritising those activities not yet scheduled, due consideration should be given to those items that were already in progress. (See separate document with Appendices A&B for plan and list)

WORKSTREAMS

Community & Communications: Councillors Beeston, Caulkin, Kenny, McBride, **S.Moore**, Newman, Newson, Rees and Wraight

Environment & Maintenance: Councillors Beeston, Franklin, **Kenny**, Mann, N.Moore, Newson, Rees and Wraight

Finance & Administration: **Franklin**, McBride, N.Moore, S.Moore, Newman, Newson and O'Neill.

Traffic & Transport: Councillors Beeston, Caulkin, Franklin, Mann, McBride, S.Moore, **O'Neill**, Rees and Wraight.

Workstreams will be run as working groups for the Parish Council. They will do the ground work on agreed BPC programmes however each project will still need approval from full Council before committing BPC to any actions. The workstreams have no power to spend money – decisions on expenditure have to be taken by full council.

Councillors will propose at the next meeting that the four workstreams should be standing items on Council agendas, with Co-ordinators providing a brief written update and, where necessary, reports with recommendations and budget estimates for planned projects. Proper agenda items will need to be supplied and a full plan of work first agreed at Council is needed for this set up to work.

Partnership working was seen as essential to the success of the Rolling Plan.

Encouraging residents and organisations to join workstreams and individual activity teams will be an important part of our commitment to open and transparent working.

Work Stream Priorities

The co-ordinators of each workstream were invited to give a short presentation on their workstream priorities, and councillors then discussed the options.

Cllr Franklin (co-ordinator for Finance and Admin) *First meeting tbc*

Priorities

- Set up a finance committee meeting to set timetable meeting
- Review the Parish Grants programme
- Identify available grants/funding options to fund rolling plan projects and activities.

Cllr S Moore (co-ordinator for Community & Communications) *First meeting to be 11th July 7-8pm*

Councillor Moore has subsequently stated he would like to step down as co-ordinator

Priorities

- The agreed Parish Office refurbishment is a priority.
- The wider Community Hub project is a medium-term project.
- Develop a Draft Communications Strategy to include consideration of an email service similar to the Etchingham group.
- Partnership working will be reviewed a couple of times a year to ensure we are fully engaged with residents and making the best use of all opportunities.
- Each Parish event will have an allocated lead
- A revised *Burwash in Bloom* will be staged in the next month or so – without formal entry forms. Judging will be across Burwash, Burwash Common and Burwash Weald.
- The Welcome Pack project would be started in the first quarter.
- The Parish Promotion Plan will be explored looking further than Bateman's for tourist sites .
- Coordinating the needs of older people in the village will require considerable research and partnership working.

Cllr O'Neill (co-ordinator for Traffic & Transport) *First meeting to be 16th July 6pm*

Priorities

- The 20mph speed limit was seen as a key deliverable and Cllr McBride agreed to work with him in pursuing this.
- Review the double yellow lines and also to feed into the wider East Sussex Council Council parking consultation.
- Adoption of the car parks within the village.
- Wider parking issues, walking/cycle paths and the community bus are longer term projects.

Cllr Kenny (co-ordinator for Environment & Maintenance) *First meeting to be 11th July 6-7pm*

Reported that there should be as much involvement as possible from outside the parish council in all environmental matters and that residents (and local organisations such as the Horticultural Society) will be needed to help with issues in this workstream.

Much of the activity in this Strand will depend on the adoption of the Neighbourhood Plan and we are awaiting a report on Down Meadow. Councillors made the point that there are environmental/ecological aspects to Village Gateways which the 20mph project should consider.

Priorities

- Look into High Weald grants for projects such as grass cutting.
- Look into the use of open spaces within the Parish
- Look for new allotment sites – possibility of NT
- Upload 'Wild about Burwash' on the website.
- Dark Skies advice should form part of our comments on planning applications.

The group will draft a Parish Ecology report. It was noted that there will be a presentation from a rights of way specialist at the council meeting in September and that this should be publicised to encourage residents to attend.

