

# WINCHELSEA TOWN PLAN

## RECORD OF A STEERING COMMITTEE MEETING HELD ON SATURDAY, 14 JULY 2004 AT THE COURT HALL, WINCHELSEA

The meeting opened at 19:00 with Mr Richard Comotto in the Chair. There were three parish councillors, 6 members and 6 residents present. Apologies were noted.

### Minutes:

A record of the Town Meeting on Saturday 5 June 2004 had been prepared and was available for comment or correction. The record would be available in the Community Office and would be placed on the Town Plan web site as soon as this was established. Documents for the Steering Committee would be circulated to members by e-mail.

### Agenda:

The first meeting of the Steering Committee had been called in order to discuss its terms of reference, to identify key issues and to take the initial steps to form the first working groups. A presentation by Ms Ruth Goldstone of Action in Rural Sussex on consultation methods was also given.

### Terms of reference:

Draft terms of reference for the Steering Committee had been prepared and were tabled at the meeting. It was agreed that these would serve as a working document for the time being and would be considered for revision at a meeting in September 2004 in the light of progress with the preparation of the Town Plan.

A list of documents relating to Winchelsea and the surrounding parishes, which were available in the Community Office would be prepared and circulated. All documents obtained or produced during the preparation of the Town Plan would be incorporated into the Community Office Library and would be freely available for reference to residents in the Community Office. Copies of the Guidance Notes on Parish Plans prepared by the Countryside Agency had been ordered for members of the Steering Committee.

Future meetings of the Steering Committee would be held wherever possible in the Court Hall by kind permission of the Mayor.

### Elections:

The following chairpersons of working groups were elected:

Mr Dominic Manning - Townscape and Landscape Working Group

Ms Siobhan Hart-Jones – Recreation and Youth Working Group

Mr Michael de Smith - Transport and Traffic Working Group

Mr Steve Turner – Business and Tourism Working Group

Mr Melvin Pett – Community Working Group.

There was a wide-ranging discussion of key issues and these were organised into groups for discussion by the most appropriate working groups. Chairpersons of working groups were encouraged to seek members and solicit support from as wide a range of interests and people as possible from the community.

# WINCHELSEA TOWN PLAN

Proposed working groups and topics to be considered:

## *Townscape and Landscape*

Village Design Statement  
Planning and development  
Identification and extension of the Conservation Area  
Management of the Treescape  
Verges, footpaths, pavements and roads  
Traffic furniture  
Light pollution  
Public amenities

## *Recreation and Youth*

Sports facilities  
Relations with school  
Child protection

## *Transport and Traffic*

Traffic volumes  
Traffic calming  
Local Area Transport Strategy  
Noise pollution  
Road safety  
Parking

## *Business and Tourism*

Sustaining community businesses  
Tourism development  
Facilities for visitors

## *Community*

Neighbours in need  
Role of clubs and societies  
Relations with the Churches  
Dispute management  
Major events  
Public nuisances

Consultation techniques:

Ms Ruth Goldstone introduced a series of simple consultation techniques to facilitate the development of the Town Plan. These were summarised in a booklet produced by Action in rural Sussex in March 2003 (available in the Community Office). The Committee was advised to use these to refine the list of issues for initial discussion and to obtain views and reactions from as wide a range of interests as possible during the discussion of proposals in the preparation of the Plan. These could be used at events and activities in the village to raise awareness of the Town Plan exercise and to solicit views. It was important to try identify the different interest groups consulted and their origin. The presentation was found to be a helpful and constructive contribution.

The meeting closed at 2030.

Martin Hogg, Secretary, Winchelsea Town Plan Steering Committee