**Neighbourhood Plan Cluster Meeting**

**13th August 2014 10.00am**

**Steyning Centre**

**Present:** Cllr Nick Mills (Bramber PC), Cllr Roger Potter (Bramber PC) , Paddy Robson (Clerk to Bramber PC), Cllr Alan Griffiths (Ashurst PC), Hazel Roxby (Clerk to Ashurst PC and Deputy to Steyning PC), Cllr Phil Bowell (Chair Steyning PC), Cllr Tim Lloyd (Vice-Chair Steyning PC) , Sue Booth (Current Clerk to Steyning PC), Cllr Bruce Jordan (Wiston PC), Lucinda Woodage (Clerk to Wiston PC), Rowena Tyler (AirS),Tom Warder (AirS), Rebecca Luckin (future Clerk to Steyning Parish Council).

**1. Introductions**

Rowena Tyler agreed to Chair the meeting. Those present introduced themselves.

**2. Scope of works was discussed**

Those present discussed an over view and how the parishes will work together. Rowena advised that there would be significant work involved for all parties, including Clerks. AirS were not yet formally appointed, but a vote has been taken, a letter of intention provided and AirS were working in good faith. **A project plan will be drafted and agreed,** with key milestones included - to include input from Parish Councils, AirS and Planning Consultants. The importance of early Community Engagement was emphasised.  
  
**3. Governance and Structure**  
Membership and balance of the steering group was discussed. It was agreed that there should be equal representation from the Parish Councils. Councils will observe the democratic process when selecting members to put forward to join the Steering Group. 12 – 15 would be an appropriate size.   
Further members representing outside groups will be selected for their skills, experience and commitment. Rowena recommended proactive characters who would wish to see the NP through to the end. Councillors agreed to put forward two members from each Parish Council, with further members being co-opted. Any member of the public will be welcome to join Focus Groups. **At their next Full Council meeting Ashurst, Bramber, Wiston and Steyning Parish Councils will agree who to put forward to join the Steering Committee.** The Clerk’s PC must be used to file all documents and used as the central filing system. Clerk’s can share the minuting duties. AirS hours must be saved for when they are needed. **From now on all Full Parish Council Agendas must include a Neighbourhood Plan item.** Minutes of Steering Group meetings should be public, but there is no requirement to admit members of the public to meetings.   
  
**At the first Steering Group meeting** – Terms of Reference will be agreed, quorum agreed, registers of interests to be completed and Code of Conduct signed. Those who have not signed a register of interest will be excluded from Steering Group.

All communication to AirS, stakeholders, outside organisations etc, will be via the Clerks.   
  
Members discussed the legal requirements of the Neighbourhood Plan process. Basic conditions and each of the key stages must be met. (The Localism Act 2011 can be viewed on the DCLG website). Tow Warder advised that it was best practice not to open Steering Group meetings to the public. Working group meetings minutes would not be available to the public. Terms of Reference will include mention that members of the public will not be admitted to Steering Group meetings. Filming and recording of meetings is not a legal requirement.   
  
SDNPA, District and County Councillors **must be informed** of the intention to draft a plan.

The plan will form a statutory document for the next 15 years and can be reviewed occasionally if necessary. Rowena recommended that the plan have a ‘brand’ and be marketed in order to engage the public and promote the plan.

**All evidence must be retained, including photos of events.**

**4. Key issues**  
Councillors advised AirS of local issues.  
  
**5. Funding**

Locality had asked for clarification on the application, since all expenditure must be made by end of December. Rowena was of the opinion that it could be achieved, but was concerned regarding the commitment to undertake the survey by the end of the year. Councillors discussed and agreed that the **drafting of the survey should commence asap.** In order that the Survey could take place at the beginning of December, with an option to complete via SurveyMonkey.   
  
**6. Next steps**

Dates – **Steering Group meeting** – 10th September 9.00am or 7.00pm evening of 15th September.

**Public meeting** – 1st November morning. 10.00 – 1.00pm with presentation. (Date to be advertised in **Your Steyning. Publicity** is key.  
**Rowena will send** terms of reference and example questionnaires and will contact Locality to ensure that the grant application can be processed.

**Clerks will complete** the HDC grant application form – one for each parish.   
  
The SDNPA will be asked for funding, since they have funded another in the area.

The meeting closed at 12.00.

**Actions:**

A project plan will be drafted and agreed – **Cllr Mills, Clerks and Rowena**

At their next Full Council meeting Ashurst, Bramber, Wiston and Steyning Parish Councils will agree who to put forward to join the Steering Committee - **Clerks and Councils**

From now on all Full Parish Council Agendas must include a Neighbourhood Plan item - **Clerks and Councils**

At the first Steering Group meeting – Terms of Reference will be agreed – **Steering Group members, Clerk to add to agenda**

SDNPA, District and County Councillors must be informed of the intention to draft a plan – **Cllr Mills, Clerks**

Drafting of the survey should commence asap – **Steering Group members**

**Rowena** will send terms of reference and example questionnaires and will contact Locality to ensure that the grant application can be processed.

**Clerks** will complete the HDC grant application form – one for each parish.