

SWAB Neighbourhood Plan Steering Group
Meeting held on Tuesday 10th February 2015
at 6.00pm at The Steyning Centre

Present: Cllr Nick Mills (Chairman), Cllr Alan Griffiths, Bob Harari, Pam Parkes, Lucinda Woodage (Clerk to Wiston), Cllr Susie Fischel, Cllr Nick Muggridge, Paddy Robson (Clerk to Bramber), Cllr Roger Potter, Cllr Ken Newton, Rebecca Luckin (Clerk to Steyning), Cllr Bruce Jordan, Sally Johnstone, Rowena Tyler (AiRS)

Minutes: Hazel Roxby (Clerk to Ashurst)

1. Apologies for absence were received from Cllr Martin Toomey and Nicola Gobat

2. To agree the Minutes of the meeting of 7th January 2015.

The following amendments were made

Item 3; Bob Harari asked for the wording ‘but is willing to fight for their case’ added to the end of paragraph.

Item 5 vi Add ‘Nick Mills’ to beginning of the sentence

Item 8 Paragraph concerning up-date Terms of Reference can be removed as it already states minutes of Focus Groups will not be taken.

With these changes agreed Cllr Griffiths **proposed, seconded** by Cllr Muggridge the minutes of the meeting which were agreed and signed by the Chairman as a true record of the meeting.

3. Matters arising and action points from the last Minutes

Item 3. Re-drafting Terms of reference –Done

Item 5ii Reminders for return of survey – Done

5iii Advertisement in your Steyning Feb Issue - the article didn’t go in as the closing date for the survey was 31st January which was before the issue would have been distributed.

8 List of Stakeholders – agenda item

8 Up- date Focus Groups Terms of Reference – Done

9 Amendment of Visioning Statement – Done

10 Email Steyning PC re financial situation – Done

10 Update to Locality - Done

Bob Harari informed members that he had been unable to update the time line. Rowena will work with him to do this.

Rowena made the following points

Item 5iii Residents survey: it is not practical for Survey Monkey to be left open until the last paper copy is analysed, it was therefore agreed that Survey Monkey be closed on 11th February

Item 5vi Young person’s survey: AiRS have been approached by Brighton University who have an organisation doing an exercise with youth who might be are interested in getting involved in the Neighbourhood Plan. Rowena to investigate further and report back.

Item 9 Visioning Statement - Amy Tyler-Jones from SDNP has asked to see copies of visioning Statements, it was agreed, now the amendments have been made, that AiRS could send a copy of the SWAB Visioning Statement.

4. To welcome new Steering Group member Nicola Gobat from Ashurst.

Nick Mills informed that Nicola Gobat, who represents Ashurst, would like to join the Steering Group. She was not able to attend the meeting as she was unwell. Nick Mills **proposed** Nicola be voted in to the group and this was unanimously **agreed**.

5. Residents’ Survey and proposed Youth Survey

The **provisional** overall response for the return of surveys is 24.2%. based on a percentage of the forms delivered. The individual parishes return rate is 22% Steyning, 32% Ashurst, 33% Wiston and 36% Bramber.

The report from the survey is expected from AiRS during the week beginning 2nd March.

It was queried if the survey documents can be returned, Rowena advised that the surveys documents are not usually returned until after the neighbourhood plan is finished. It was agreed to wait until the report is back, and the analysis has been created to see what comes out of it before a decision is made on when the survey documents will be returned.

The youth are keen to help to design the survey which will only be available on line. It will involve all of senior school and year 3 and up from other local schools. It was agreed that all the children be allowed to fill in a survey and only those of the local children be used for the survey purposes. Nick Muggridge will lead the project and Pam Parkes and Nick Mills will help. There may be a cash prize if money is available.

6. Updates and feedback from the Focus Group Co-Ordinators for:

i. Housing – The group compiled a list of stake holders and carried out a SWOT (strength, weakness, opportunities and threats) analysis on current and future situations. Nick Muggridge showed the group a HDC map that gives ideas of the areas that they think are suitable and not suitable for development.

ii. Environment - No meeting this month. Roger was invited and attended the 10. 10 meeting, this was a very good meeting with lots of enthusiasm for the environment.

iii. Transport/Accessibility Had a meeting with all members, plus 2 new members, there are now 9 members on the group. They discussed what is expected of the focus group in the coming months and created a stakeholders list. Next meeting will be after the survey report is received.

iv. Community – The group carried out a SWOT analysis, the results will be passed on to everyone in due course. Bob has set up doodle.com, a simple online calendar, for choosing next date. The next meeting is on 12th March.

v. Business/Economy – Nick Mills chaired the last meeting. Sue Shaw, a resident of Steyning, is happy to chair next meeting. Richard Burge has offered Wiston Park, to be donated, for a business event for the local business. Once the stakeholder letter has been sent out the group are planning do their own letter to local businesses. SWOT analysis were carried out for each parish. Richard Burge has voiced an interest in coming on the steering group to represent Wiston.

vi. Heritage/Local knowledge –The group commented that in their opinion the questionnaire was too complicated and too rushed. They suggest that the May Festival held in Steyning at the end of May will be a good time to connect with parishes. A list of stakeholders will be sent to Roger as soon as possible.

It was noted that a member from Wiston is needed on the group. Lucinda to ask Johnny Goring if wants to be involved or to find someone else.

Some groups don't seem to have representatives from all parishes. It was agreed that Bob will allocate new members to the groups being mindful that all groups should be equally represented

7. Focus Group targets, priorities and duties

The next objective for the focus groups is to get information for the Stage 1 report.

The Steering Group should get community views from each focus group, the views need to have an evidence trail. The views need to be a balanced representative of the whole cluster.

The call for sites can be done at any time, by letter to Estate Agents and by advertising in all normal ways such as on the website and notices boards. District councillors may know if there are any pre applications for developments in the area. Airs will send a template call for sites letter.

8. Letters to Stakeholders

The Focus groups and Roger have identified some stakeholders and a letter has been prepared, it was agreed that letters will be sent electronically.

Roger and Rebecca to work together to send the letters out.

9. Strategic Environment Assessment (SEA)

HDC have advised that an SEA is required. Airs are contracted to do 5 days of input on SEA, Rowena will instruct rCOH to start the work on the draft SEA .

SDNP have said an HRA (Habitat Regulation Assessment) may be needed. Rebecca to email Laura Bourke to ask for clarification as the advice received was not clear.

10. Finances, budgeting and grants update

A list of expenditures was circulated. Any invoices for Neighbourhood Plan should be addressed to Bramber Parish Council. Expenditures since the last meeting are the website domain name £82.90, 10 large reminder notices £80.00 and £50.00 cash prize. The money left in the SWAB account is £1247.10. It was noted that the survey costs will need to be paid in the next financial year. Rebecca to ask Rowena to draw out a name for the prize draw.

11. Any other business

i. Website. The new Website is now set up and the agendas, minutes, focus groups objectives, surveys, housing needs surveys etc have been uploaded. The address is www.swabneighbourhoodplan.org.

ii. Housing Needs Survey for Bramber needs to be arranged with Tom Warder, it is hoped it will be sent out during March or April. Nick Mills to contact Tom Warder.

iii. Steyning Parish Council draft Conservation Area Plan was circulated to all members of the group. The plan can be used in the stage 1 report, other documents that can be used in the report are housing surveys, Community plans, the 5 parishes Community Plan that have created since 2010. Send all documents to Rowena

iv. Ideas to involve the communities and promote the SWAB NP

The group has engaged with the community with a public meeting and some drop in sessions. Once the results are back from the community survey a public event could be organised to engage with the public and inform them what happens next and how the results will be used. It was suggested a newsletter could be published with the results of the survey, the call for sites and information on the youth survey etc, which could be handed out in the villages, sent to the parish councils and groups in the villages. The results of the survey should be published on the website.

v. Rebecca informed members of a Proposal for solar farm at Spithandle Lane meeting. An exhibition is being held on 17th February at Wiston Village Hall.

vi. A HALC Meeting was held recently which discussed the housing needs for the Horsham area. There is a requirement for 1500 more houses needed within the area however they won't be apportioning the 1500 houses to neighbourhood plans. It was noted that the head of Stregitic planning said there is a huge value to having a neighbourhood plan and there are now 60% of parishes in the Horsham area doing a neighbourhood plan.

vii Nick Mills asked for a report of time and hours used so far by AiRS which was agreed by Tom Warder to be on a monthly basis. Rowena to ask Tom to email Nick with the details.

Viii It was queried when SDNP should be involved. Rowena informed that the officer is Amy Tyler Jones and can be contacted anytime. It was suggested that a stakeholder letter be sent to her.

Nick Mills asked if anyone would like to stand for Vice Chairman, Nick Muggridge was **proposed** by Roger, **seconded by** Pam and **agreed**.

12. Date and time of next meeting - Monday 16th March at 5.30pm at the Steyning Centre.

Meeting closed 8.02 pm

Actions

3. (10) update time line
3. Investigate further and report back on interest from Brighton University.
3. AiRS send copy of Visioning Statement to Amy Tyler Jones
- 5 Work with youth to create a survey
- 6 vi Ask Jonny Goring or find another Wiston resident for Heritage group
- 7 Send template to Clerks for Call for Sites letter
- 8 Send Stakeholders letters (include Amy Tyler Jones SDNP)
- 9 Instruct rCOH to start on the SEA document
9. Email Laura Bourke for clarification on HRA
- 10 Get name for prize draw winner
- 11 ii Contact Tom Warder re Housing needs survey for Bramber
- 11 iii Send documents to Rowena
- 11 vii Ask Tom Warder for time and hours information

Rowena and Bob
Rowena
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Nick, Nick and Pam
Lucinda
Rowena
Rebecca and Roger
Rowena
Rebecca
Rebecca and Rowena
Nick Mills
Clerks
Rowena