

SWAB Steering Group meeting

Wednesday 10th December 2014

9.00am Steyning Centre

MINUTES

Present: Cllr Nick Mills, Bob Harari, Lucinda Woodage, Hazel Roxby, Pam Parkes, Cllr Martin Toomey, Cllr Suzie Fischel, Paddy Robson, Cllr Roger Potter, Rowena Tyler (AirS)

Minutes: Rebecca Luckin

1. **Apologies for absence** were received from Cllr Nick Muggridge and Sally Johnstone.
2. **Steering Group members**
Proposals could not be made or agreed, since the Group was inquorate. Cllr Mills confirmed that he was happy for Pam Parkes to remain at the meeting. Steering Group members are encouraging other Parish Council's to put forward further members. Two Steyning members were selected, on merit, who had no affiliation to any local groups.
3. **The minutes of the meeting of 12th November 2014** – action points were discussed, but minutes could not be agreed since the meeting was inquorate.
4. **Matters arising**
E-mail account address had been changed to SWABNEIGHBOURHOODPLAN@gmail.com
5. **Updates from Focus Group Co-ordinators:**
Housing – the meeting included introductions, a strong group, but likely to be the most contentious, particularly regarding potential land for a Community Land Trust. 14 members were considered sufficient to run a Focus Group.
Environment Focus Group meeting included introductions and draft questions for the survey.
Transport & Accessibility – led by Cllr Newton, focused on survey questions.
Community – Bob Harari reported that only Steyning residents had attended. Questions for the survey were discussed. Members agreed that all members would be included in all e-mails in order that there was transparency. E-mail addresses will not be provided to anyone outside the Focus Group.
Economy & Business – Cllr Toomey advised that it was an introductory meeting, Registers of Interest were completed and survey questions discussed. A Chairman of the group will be elected.
Heritage & Local Knowledge – Cllr Fischel reported good attendance and discussed what should be included in 'heritage' and proposed survey questions. Steering Group members agreed that H&LK was an essential element of the NP.
6. **Vision Paper prepared by AirS and rCOH.**
Steering Group members were concerned that the document was not sufficiently prepared to be circulated to the public and should only be considered as a working document. The document will be provided to Focus Group members for their comments. Cllr Suzie Fischel will co-ordinate Steering Group responses to the first draft of the document and collate them and discuss with Rowena, with the intention of amendments being agreed at the next Steering Group meeting. Hazel will provide Steering Group members with each other's e-mails.

7. Engagement with Stakeholders and interested parties

Rebecca will provide a list of National Stakeholders to Nick. Hazel has a list of shops on the High Street. Those lists will be provided to Steering Group members. Other Stakeholders will be identified urgently.

Pam Parkes left the meeting at 9.50am

CLlr Roger Potter arrived at 9.55am

8. Finances and budgeting

- i) updating Parish Councils – Steyning Councillors are aware that 80% of any shortfall may need to be found by Steyning Parish Council. Regular financial updates will be provided to the Parish Councils. AirS had agreed to a 10% reduction in the Survey Costs and the Bramber Housing Need Survey. AirS will be asked to provide a regular account of the hours used, in order that additional costs can be avoided. Rowena confirmed that she will advise the Group if they are overrunning on time for tasks.
- ii) Steering Group members discussed the need for a float, but agreed that it would not be necessary. Bramber PC agreed that they would split the invoice for the survey between the Parish Councils. There may be a shortfall in mid-February, prior to the next tranche of funding being paid to Parish Councils. Rebecca will check to ensure that HDC will cover all the costs of a referendum.
- iii) Fundraising possibilities will be considered if there is the likelihood of an over spend.

Rowena Tyler (AirS) arrived at 10.00am

9. Residents' Survey –

i) Steering Group members thanked Suzie, Bob and Nick for working hard to draft the survey. Eight pages will be incorporated without additional cost to SWAB. Anything that has been added or removed would have been done so in order not to raise false expectation in residents and not to alienate members of the public by asking questions that cannot be actioned. A draft survey will be provided to Laura Bourke, Neighbourhood Plan Officer for HDC. Q10 had been added regarding Community Land Trusts (CLT's) in order to gain public opinion and due to the fact that the NP can influence any CLT that may occur.

ii) Printing arrangements

Steering Group members worked through the draft survey in order to finalise the document. Bob Harari noted the amendments that were discussed by Steering Group members. A mini survey will be provided to young residents. CLlr Mills will meet with the Youth Worker. CLlr Nick Mills will liaise with the printer, in order to meet the deadline. Surveys are likely to be available by 23rd December, with a return date of 31st January. Rowena will liaise with Locality and advise that the Steering Group would prefer not to deliver the survey during the Christmas holiday period, but that the survey is ready for distribution in the hope that leeway will be given and that the grant will not be clawed back.

iii) **Distribution of survey forms** – CLlr Nick Mills will contact Focus Group leaders.

iv) **Collection arrangements and drop boxes** were discussed. A4 surveys will be delivered without envelopes. Clerks will provide drop boxes. Extra forms will only be handed to residents of the parishes.

v) **Advertising and Marketing** – An article will appear in Your Steyning, surveys could be given out at the Farmer's Market in January, Radio Sussex will be contacted to advertise the event.

vi) Dates and deadlines had been discussed.

vii) No covering letter will be required.

viii) A Bramber Housing Need Survey will be undertaken.

10. AOB

i) Registers of Interest.

Steering Group members agreed that RoI's of Steering groups will be uploaded onto the website, since Councillors are already available online, but not those of Focus Group members. There is no legal requirement for non-Parish Council members to provide RoI's.

At Full Parish Council meetings, under the item for Neighbourhood Plan Update, Focus Group leaders will be asked to check the RoI's of their members and note if they have any personal, prejudicial or pecuniary interests. Parish Council minutes are in the public domain.

Rowena Tyler advised that there was no need to ask if members belonged to the Society of Freemasons, since membership is not directly connected to the use of land and the purposes of the Neighbourhood Plan. Callers to the office will be allowed to look at Steering Group ROIs in the office, names will be taken, due to data protection concerns.

Rowena Tyler advised that there was no requirement to admit members of the public to Steering Group meetings. Minutes will be made available to the public and there will always be a Neighbourhood Plan item on the Full Council agenda.

ii) Steering Group members wished to record their thanks to Steyning Parish Council for a grant regarding the hire of rooms.

Date of next meeting – 7th January 2015 at 9.00am.

The meeting closed at 12.30pm

Signed:Date:

Chairman