

STEYNING WISTON ASHURST AND BRAMBER NEIGHBOURHOOD PLAN

STEERING GROUP MEETING MINUTES

10<sup>th</sup> September 2014 At the Steyning Centre , Fletcher’s Croft , Steyning 9.00 am

Meeting no 1 of this series ‘Steering Group Meeting Minutes’

ABSENT

. Ken Newton Wiston Parish Councillor  
. Nick Muggridge Steyning Parish Councillor  
. Rebecca Luckin Steyning Parish Clerk

PRESENT

Chairman Nick Mills Bramber Parish Councillor  
. Roger Potter Bramber Parish Councillor  
. Paddy Robson Bramber Parish Clerk  
. Alan Griffiths Ashurst Parish Councillor  
. Susie Fischel Ashurst Parish Councillor  
. Bob Harari Ashurst Resident  
. Hazel Roxby Ashurst Parish Clerk  
. Bruce Jordan Wiston Parish Council  
. Lucinda Woodage Wiston Parish Clerk  
Minutes Martin Toomey Steyning Parish Councillor  
. Sue Booth for Steyning Parish Clerk  
. Rowena Tyler Action In Rural Sussex

**[01] SUMMARY OF PROGRESS TO DATE**

**a) FUNDING**

**(1) Grant Funding applications :**

applications have been made to two sources : “Locality” and Horsham District Council.

**(2) Grant Funding achieved :**

£ 7000 from Locality

£ 19,600 from Horsham

( £3000 each Bramber, Wiston, Ashurst; 7500 Steyning + £3100 Bonus)

**(3) Funding in hand (Held in Bramber Council Treasury Account)**

. Locality Grant: £6300 (90%) expected next week. To be spent on specific purposes before Christmas 2014.

Horsham District Grants (50%) £ 9800 expected after Horsham’s six week period in approving the Neighbourhood Plan Area designation.

**b) CONSULTANT**

Action In Rural Sussex has been selected as our Consultant. They are acting currently in advance of Formal Appointment which will occur with achievement of funding for their role.

AIRS are to be informed of how Correspondence will be channelled and filed. **[ACTION 01]**

## **[02] FORMATION OF THE STEERING GROUP**

(1) **Responsibility** for the Neighbourhood Plan rests with the Parish Councils who should therefore have representation in the group and in all sub - groups.

(2) **Equal representation:** final acceptance of the plan is by referendum when size of population in each Parish will be relevant. Construction of the plan with decisions weighted by size of population could sour the final referendum vote with the perception that smaller parishes were bullied or overridden.

(3) **Group size and make up:** two Councillors and two Residents of each of the four Parishes makes a body of sixteen. Currently there are two Councillors appointed from each of the Parishes [see the list above]. Consideration will be given to a third Councillor acting as substitute if difficulties with attendance arise. For resolution at the next meeting **[ACTION 02]** Resident representation will be achieved by a general publicity appeal by Newspaper, Journal, Notice board, Public Meeting (November 1<sup>st</sup>) and word of mouth for volunteers interested in constructing the plan in any capacity be it on the Steering Committee, in a Focus Group; as one who is consulted or as a helper. **[ACTION 03]**

Steering Committee members (Residents) will be selected and appointed by their Parish Councils after a Public Meeting (November 1<sup>st</sup>) though they may be contacted and volunteer before that date. **[ACTION 04]**

(4) **Members' Constraints:** Members of the Steering Committee and its Sub groups will be required to Register their Relevant Interests and assent to a Code of Conduct.

These documents to be prepared. **[ACTION 05]**

(5) **Terms of Reference:** regulating the remit, the formation, the sub-groups and their interaction with the Committee, openness for and means of public information and consultation, management, reporting and members constraints, has been drafted dated September 2014 for agreement at the next meeting of this series. A change made at this meeting: Article 9: Key decisions will require 67% [change from 75%] attendance. **[ACTION 06]**. The draft document is appended to these minutes as **Annex 1**.

### **(6) Officers of the Steering Committee**

- . **Chairman:** Nick Mills as appointed in the preparatory stages of the plan.
- . **Vice Chairman** Nick Muggridge proposed in his absence – to be confirmed.
- . **Secretary** Parish Clerks in rotation

## **[03] FOCUS GROUPS OF THE STEERING COMMITTEE**

(1) **Group size and make up:** as sub groups of the Steering Committee they will have two members of the Committee with four to six others on each group. (Total size 6 – 8 members).

(2) **Terms of Reference for Focus Groups:** Rowena Tyler recommends as model the Terms of Reference for Focus Groups used by Lindfield Neighbourhood Development Plan. A copy of this document is **Annex 2** appended to these minutes. To be appraised for use by us with decision on a document at the next meeting of this series. **[ACTION 07]**

(3) **Focus Group Subjects:** Subjects must be within the National Planning Policy Framework and the scope of Horsham District Council plans. Six subjects are proposed in the Steering Committee Terms of Reference .

(4) **Steering Committee membership on Focus Groups:**

- . A: Economic / Business Alan Griffiths. Martin Toomey
- . B: Transport / Accessibility\* Bruce Jordan. Martin Toomey \*includes for disabled
- . C: Community Susie Fischel. Nick Muggridge
- . D: Environmental Roger Potter. Bob Harari
- . E: Heritage/Local Knowledge Bruce Jordan.Susie Fischel. Martin Toomey (Dudley Moore)
- . F: Housing Nick Muggridge, Nick Mills, Alan Griffiths.

(5) **Focus Groups start up:** Action in Rural Sussex document “Neighbourhood Plan Theme

- . Groups - Getting Started” is appended as **Annex 3** to these minutes. For study. **[ACTION 08]**

[04] **PROJECT PROGRAMME TIMELINE**

Action in Rural Sussex document SWABNP: Project Plan bar chart Starting August 2014 and Finishing July 2015 is appended (two pages) as **Annex 4** to these minutes.

[05] **INITIAL CONSULTATIONS**

(1) **Stakeholders :** Action In Rural Sussex document

- . “Letters to Stakeholders for Neighbourhood Planning” recommends addressing National and influential Stakeholders and Local Companies, Groups and Societies with two types of letter. This document is appended as **Annex 5** to these minutes.

(2) **Public Meeting: Saturday 1<sup>st</sup> November 2014.**

- . Venue : Steyning Centre : Coombe Court 10.00am to 1.00pm.

Display Stands : Six displays around the hall – one for each Focus Group

- . Theme : Get interested, take part.

Programme : A NEIGHBOURHOOD PLAN : WHAT WHY HOW

- . maybe presentation by AIRS Rowena Tyler

BREAK – Refreshments + informal discussions

**STEERING COMMITTEE , FOCUS GROUP MEMBERSHIP, OTHER CONTRIBUTIONS**

- . presentation q &a Nick Mills & Rowena Tyler

(3) **Public Survey by Questionnaire document** [funded by ‘Locality’]

- . to be circulated by Christmas but may be returned later. **Bob Harari responsible.** **[ACTION 09]**
- . substance of the questionnaire : examples from Rottingdean, Arundel, Southbourne, East Wittering, Rolleston , Pulborough. – available as PDFs on the websites of these Councils.
- . questions to be chosen at the next Meeting of this series. **[ACTION 10]**

**[06] LOGO IDENTITY : HOME WEBSITE : MARKETING PRESENCE**

(1) Neighbourhood is largely the area of the one time Chanctonbury Rural District. Propose a logo 'Chanctonbury Ring'. Commission Chris Carter to produce (without fee) **[ACTION 11]**

(2) **Home Website:** links from each of the four Parishes. Webmaster to be found to create and manage. Important to have an efficient site quickly updated.

A management page separate from the Home website worth looking at  
www.Community21.org. Training in this available in October.

Look at 'Wivelsfield' on this site. **[ACTION 12]**

(3) **Marketing: Presence** : a pull up banner. Display stands up to each Parish – Steyning Farmers' market. Leafleting flyers.

**[07] FURTHER BUSINESS**

**Central File for Record:** Steyning Parish Office : Rebecca Luckin. **[ACTION 13]**

New Bank Account : To be established. Signatories Clerk + two Councillors **[ACTION 14]**

**[08] NEXT MEETING**      WEDNESDAY 8<sup>TH</sup> OCTOBER 2014.  
.    9.00AM. STEYNING CENTRE

[Volunteers can be brought to this meeting to observe – no appointments to the Committee until after the public meeting]

**ACTIONS FROM THIS MEETING ALLOCATED**

- |   |  |
|---|--|
| <b>01</b> Nick Mills [Rebecca Luckin]         | <b>13</b> Rebecca Luckin               |
| <b>02</b> Committee members                   | <b>14</b> NickMills , Paddy Robson     |
| <b>03</b> <b>Draft &amp; Send</b> Nick Mills  |  |
| . <b>Comment</b> Committee members            | <b><u>APPENDED</u></b>                 |
| <b>04</b> Committee members + Parish Councils | 1. Steering Grp Terms of Reference     |
| <b>05</b> Nick Mills                          | 2. Focus Group Terms of Reference      |
| <b>06</b> Committee Members                   | 3. Focus Grp Getting Started           |
| <b>07</b> Committee Members                   | 4. Project Timeline                    |
| <b>08</b> Committee members                   | 5. Letter to Stakeholders              |
| <b>09</b> Bob Harari                          | <b><u>MINUTES RECORD CONFIRMED</u></b> |
| <b>10</b> Committee Members                   |  |
| <b>11</b> Hazel Roxby                         | _____                                  |
| <b>12</b> Committee Members                   | <b><u>SIGNED : CHAIRMAN</u></b> _____. |
| .   | <b><u>Date</u></b> _____.              |



