

**The Steyning, Wiston, Ashurst and Bramber
Neighbourhood Plan**

Steering Group Meeting

**Wednesday 30th September 2015
7pm, The Steyning Centre, Fletcher's Croft, Steyning.**

MINUTES

Present: Cllr Nick Mills, Cllr Nick Muggridge, Cllr Bruce Jordan, James Grime, Bob Harrari, Cllr Susie Fischel, Hayley Brown, Pam Parkes, Cllr Roger Potter, Cllr Deborah Hanson, Sally Johnstone.
In attendance: Jon Dowty, rCOH., Rebecca Luckin (Clerk, Steyning), Paddy Robson (Clerk, Bramber), Hazel Roxby (Clerk, Ashurst).
Minutes: Lucinda Woodage (Clerk, Wiston).

1. Apologies for absence.

Cllr Ken Newton, Richard Burge, Cllr Chas Hammond. Terry Cole, a Bramber resident representative, has resigned due to other commitments and was thanked by the Chairman.

2. To agree the minutes of the meeting of 27th August 2015. A few minor typographical errors to be corrected, and in item 7: "rCOH have stated the SDNPA **may** not allow sites within the SDNP to be used". Proposed by Deborah, seconded by Roger, subject to agreed alterations, as a correct record, and duly signed by the Chairman.

3. Matters arising and action points.

3.1 CLT information to interested parties. Nick Mills will email Tom Warder for an update.

3.5 Agenda item.

3.8 Revisions to survey report completed, thanks to Susie.

3.9 Agenda item.

4 Actioned.

6 Actioned.

7 Draft list of policies.

7i. Written agreement from SDNP regarding sites within the Park. An email has been received from Amy Tyler-Jones, Planning Policy Officer - Neighbourhood Plan, SDNP. She reports that it is hard to say without further justification whether they would support sites within the National Park. They would ask whether there are suitable sites outside the Park, what the landscape impact of any proposed site is, and, if the proposal is for major development, whether it will meet the National Planning Policy Framework para. 116 test?

7ii. Evidence still needed from Community Focus Group.

7iii. Liaise with Upper Beeding re: bridge – Nick Mills will action.

4. Call for sites.

i. **Site Criteria.** Criteria now agreed. They are not weighted or ranked, and much discussion followed as to the pros and cons of considering this. The general feeling was that because site assessment is not an exact science, that this may over complicate the process. Other factors may arise from the Steering Group's considerations regarding priorities, local knowledge and giving thought to the overall vision and how each site might deliver. The Steering Group will run through an accelerated process of selection with each site being introduced by the Focus Group.

ii. **Progress and update.** 10 of 22 sites assessed to date. Jon Dowty requested a plan of the area with each site outlined.

- 5. Youth Survey.**
Report received and will be circulated to Steering Group by email. 285 completed the survey, with 96 from SWAB, the remainder will be passed to the relevant parishes. Although not a requirement for Neighbourhood Plans, the survey has produced some good ideas and useful additional evidence, and well as further community engagement. Members agreed that a letter of thanks should be sent to Emma Edwards, Youth Leader, for her help with the survey's production and circulation, and her analysis of the results, and thanks passed also to those that completed the survey. The survey report will be circulated in due course to Parish Councils. Nick Muggridge will check with Emma regarding the prizes that were offered.
 - 6. Green spaces.**
Report circulated by email to Steering Group members, and to rCOH. No discussion has taken place yet with owners of the land. Where sites already have existing protection, that protection will be considered. There may well be a clash between sites offered for potential development and identified potential green spaces. The way forward will be decided by the Steering Group.
 - 7. Stage One Report.**
i Amendments and additions. Suzie has completed this. Thanks from the Chairman.
ii Circulation and publication. The Stage One Report, survey report and youth survey report will be circulated to the Parish Councils for information.
 - 8. Pre-submission Plan.**
The working draft was circulated prior to the meeting with input required from Focus Groups to fill the gaps. The Green Spaces will be added by rCOH once conformity with the relevant paragraphs in the National Planning Policy Framework has been checked. Upon completion of the Plan, there will follow a six week consultation period. The SEA report will accompany it and thereafter a public event will be arranged.
- Jon Dowty left the meeting at 20.20
- 9. Public consultation events and timings.**
The possibility of having a public meeting in each parish was discussed, inviting comments on the recommended sites, and it was agreed to set dates once the Pre-submission Document is finalised.
 - 10. Finances, budgeting and news on grant application.**
Rebecca reported that a further grant of £8000 has been agreed by Locality to be spent by financial year end. Key milestones have been identified and the timeline must be adhered to. Rebecca also reported that SWAB are currently on budget and that from the outset each Parish has had a contingency. Confirmation has been received from AirS that we are on target with regards their fees. All agreed that another request be made for a monthly timesheet from AirS and rCOH, detailing costs to date etc. Our consultants have been advised not to overspend without letting us know.
AirS and rCOH indicated that they would like to request an interim payment of 30%. Steering Group members requested further information and justification before the matter can be discussed at the next meeting of the Steering Group.
 - 11. Any other business.**
A unanimous vote of confidence by Members and thanks to the Chairman and Vice-Chairman for their invaluable input and leadership.
 - 12. Date of next meeting, Thursday 29th October, 7pm, Steyning Centre.**

Meeting closed 21.10

ACTION LIST

3 3.1	CLT information from Tom Warder	Nick Mills
3 7	Draft list of Policies and Proposals: ii. evidence required from Community Focus Group iii. liaise with Upper Beeding re: bridge	Bob Harrari Nick Mills
4 ii	Call for sites: Plan to Jon Dowty, rCOH, showing sites outlined	Nick Muggridge
5	Youth survey: i. letter of thanks to Emma Edwards ii. check with Emma re: prizes	Rebecca Nick Muggridge
8	Pre-submission plan: Contact Tom Warder to clarify who agrees the draft plan	Nick Mills
10	Finance: Request from consultants for monthly timesheets	Rebecca