



STEYNING, WISTON, ASHURST AND BRAMBER (SWAB) NEIGHBOURHOOD PLAN

E-mail: SWABNEIGHBOURHOODPLAN@gmail.com

Website: community21.org.uk and swabneighbourhoodplan.org

Phone: 01903 812042

Steering Group Meeting Monday 16th March 2015 at 5.30pm Steyning Centre

MINUTES

Present: Cllr Martin Toomey, Cllr Nick Muggridge, Cllr Bruce Jordan, Cllr Ken Newton, Cllr Roger Potter, Cllr Nick Mills, Cllr Alan Griffiths, Cllr Susie Fischel, Mr Bob Harari, Mrs Pam Parkes, Mr Richard Burge, Mr James Grime, Mr Terry Cole.

In attendance: Rowena Tyler (AirS), Hazel Roxby (Ashurst Clerk), Lucinda Woodage (Wiston Clerk)

Minutes: Rebecca Luckin (Steyning Clerk)

1. Apologies for absence were received from Paddy Robson (Bramber Clerk).

2. Minutes of the meeting of 10.02.15

Cllr Griffiths **proposed, seconded** by Cllr Potter that the minutes be accepted as a true record. **Agreed.** Minutes will be sent out promptly to Steering Committee members.

3. Matters arising and actions

3.1 The SWAB timeline – is being updated.

3.2 Regarding an HRA Screening opinion – HDC were unable to offer advice, rCOH were of the opinion that an HRA was not needed and would state this in the Stage One Report, it would then become the responsibility of HDC to advise whether an HRA was necessary.

3.3 Youth Survey – Rowena had provided a link to a Brighton University community engagement project.

3.4 Tom Warder will be asked to provide a further breakdown of time and hours.

3.5 AirS has provided a copy of the SWAB Visioning document to Amy Tyler-Jones (SDNPA).

3.6. Prize draw winner had been contacted and prize awarded.

4. Welcome new Steering Group members

4.1 Representing Wiston, Cllr Newton **proposed, seconded** by Cllr Jordan that Mr Richard Burge join the Steering Group. **Agreed.**

4.2 Representing Wiston, Cllr Mills **proposed, seconded** by Mrs Gobat that James Grime join the Steering Group. **Agreed.**

4.3 Representing Bramber, Cllr Griffiths **proposed, seconded** by Cllr Potter that Mr Terry Cole join the Steering Group. **Agreed.**

5. Residents' survey and proposed Youth Survey

5.1 Residents survey - The quantity of open responses was noted. Steering Group members have the opportunity to comment and request amendments. The overall response rate was pleasing. Airs has confirmed that there was no detected abuse of the survey in the form of multiple answers from one household. Percentages of responses per age group were as follows: 16 – 24 1%, 25 – 44 11%, 45 – 64 39%, 65+ 49%, compared to 2011 census demographic information which indicates that in the area 11% of the population are within the 16 – 24 age group and 22% within the 25 – 44 age group. The Steering Group agreed that younger residents should be targeted in order to engage

them with the process.

Pam Parkes had analysed open text comments for the Housing Focus Group, ordered them under topic headings and indicated numbers for or against a proposal.

Regarding a potential Community Land Trust project, survey responders who expressed a particular opinion and provided contact details (54 in total) will be contacted by Bob Harari and perhaps a public meeting will take place to discuss the CLT option.

Regarding response to Q4, AirS were asked to clarify responses that were made by residents from within and from outside the parish, in order to identify the opinions of those residing within particular parishes.

Responses to survey results will be collated and provided to AirS by Cllr Nick Mills.

Focus Groups will provide a 'community view'.

5.2 Youth Survey – Cllr Muggridge has met with the community Youth Worker, SAYS will provide funds for a prize and Survey Monkey fees for a Youth Survey. Questions will be drafted.

6. Call for sites – an agreement on the process and action required

Steering Group members noted that the 'purdah' period was approaching. HDC Legal Team had initially advised that a 'Call for Sites' letter should not be sent, but AirS were consulting with Laura Bourke, HDC Neighbourhood Planning Officer, regarding the wording of the letter and the progress of the Neighbourhood Plan process, in order that it should not be perceived as contentious. Parish Councils are non-political, but wish to act in an open and fair way. The Steering Group agreed to send the 'Call for Sites' letter to owners of land in areas identified by HDC as developable. Following confirmation by Laura Bourke that letters can be sent out, they will be placed on noticeboards and websites, Your Steyning, and WSCT. Responses will be confidential in the first instance. Criteria for consideration and a matrix will be agreed, prior to responses being marked by the Housing Focus Group. The Housing Focus Group will make recommendation to the Steering Group. Areas of land selected could be discussed at a public meeting.

7. Training opportunities for Steering Group members

HDC has offered training on 10 – 1.00pm Thursday 23rd April, Beeson House, Southwater regarding the examination and referendum stage of the Neighbourhood Plan process.

8. Update and feedback from Focus Group co-ordinators:

- i) Housing – no meeting until 23.03.15, will discuss survey responses.
- ii) Environment – meeting 18.03.15 survey results will be discussed.
- iii) Transport & Accessibility – meeting 05.03.15 – discussed final draft of visioning statement, reviewed stakeholder list, discussed call for sites letter, undertook SWOT analysis.
- iv) Community – meeting 13.03.15 discussed survey responses and the libraries co-ordinator joined the meeting.
- v) Business & Economy – 21.03.15 – SWOT analysis will be undertaken. Survey will be discussed.
- vi) Heritage & Local Knowledge – two meetings had taken place and members focussed on SWOT analysis and survey responses.

9. Focus Group targets, priorities and duties

Focus Groups will provide a 'community view' for inclusion in the Stage One Report, under the topic headings provided by Neil Homer (rCOH Consultant).

Rowena Tyler (AirS) will ask Neil Homer to invite SWAB to join Drop-box with view only access.

10. Progress on letters to stakeholders

Stakeholder letters have been sent to all the names provided by Steering Group members and to all the retail outlets and businesses along Steyning High Street. Hazel Roxby will provide the list to Cllr Nick Mills, who will pass to Focus Group co-ordinators. The Clerks will note responses of stakeholders and pass them to Focus Group leaders if appropriate.

11. Finances, budgeting and sources of funding

Steering Group members noted the Financial Report up to and including 06.03.15, including a projected shortfall of £8,340.

Further Locality funding will be available from 01.04.15. Rebecca Luckin will liaise with Rowena Tyler to apply for further funding.

12. Any other business

- i) May elections and Steering Group member intentions – Cllr Alan Griffiths will stand down from Ashurst.
- ii) Housing Need Survey for Bramber Parish Council – AirS will be instructed to proceed.
- iii) SEA (Strategic Environmental Assessment) – will be undertaken on sites, when they are identified.
- iv) SWAB NP newsletter – Cllr Nick Mills will co-ordinate a SWAB newsletter to include Focus Group and Youth Survey updates. Focus Groups will distribute if necessary.

13. Date and time of next meeting 14th April 2015 at 5.30pm, Steyning Centre.

Meeting closed at 7.45pm

Signed: Date:
Chairman

ACTIONS:

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| 3.1 | SWAB timeline | Rowena will provide a template to Bob |
| 3.4 | Breakdown of AirS hours | Tom Warder |
| 5.1 | Contact residents who expressed an interest in a Community Land Trust | AirS to provide contact details
Bob to contact residents |
| 5.1 | Regarding Q4 – clarification of responses by parish | Rowena |
| 5.1 | Comments on the draft survey to be sent to Nick Mills | Bob Harari
Susie Fischel
Roger Potter
Ken Newton
Sue Shaw
Nick Muggridge |
| 5.1 | Collate comments on survey and provide to AirS | Nick Mills |
| 6 | Call for sites letters will be sent following confirmation by Laura Bourke | Rebecca and Hazel |
| 9 | Provide a 'community view' | Focus Group leaders |
| 9 | Ask Neil Homer to invite Clerks to join drop box | Rowena |
| 10 | Stakeholder list to Focus Group leaders | Nick Mills |
| 11 | Seek further Locality funding | Rebecca |
| 12 | SWAB Newsletter co-ordination | Nick Mills |
| 12 | SWAB Newsletter distribution | Focus Groups |

