



# ***The Steyning, Wiston, Ashurst and Bramber (SWAB)***

## ***Neighbourhood Plan***

### ***Steering Group Meeting***

***Wednesday 17<sup>th</sup> June 2015 at 7.00pm***

***The Steyning Centre, Fletcher's Croft, Steyning***

#### **DRAFT MINUTES**

**Present:** Cllr Nick Mills (Chair of SG & Vice-Chair to Bramber PC), Cllr Deborah Hanson (Steyning), Cllr Susie Fischel (Ashurst), Cllr Bruce Jordan (Wiston), Bob Harari, Lucinda Woodage (Clerk to Wiston PC), Cllr Chas Hammond (Ashurst), Cllr Ken Newton (Wiston)

**Minutes:** Rebecca Luckin (Clerk to Steyning)

1. **Apologies for absence** were received and accepted from Cllr Muggridge, Sally Johnstone, Pam Parkes, Nicola Gobat, Cllr Roger Potter, James Grime, Rowena Tyler (AirS) and Terrence Cole. The meeting was not quorate.
  
2. **To welcome new Steering Group members**  
Cllr Deborah Hanson had been appointed by Steyning Parish Council as their representative. The Steering Group welcomed Deborah and expressed their thanks to Cllr Martin Toomey for all his hard work on the Neighbourhood Plan over the last year.
  
3. **Minutes of the meetings of 19<sup>th</sup> May 2015**  
Bob Harari **proposed, seconded** by Cllr Bruce Jordan that the minutes be accepted.  
**Agreed.**
  
4. **Matters arising and action points from the last Minutes**
  - 4.1 Response to Ashurst Call for Sites – agenda item.
  - 4.2 Members noted that Focus Groups were not intending to merge at this time.
  - 4.3 Cllr Nick Mills will meet with SDNPA NDP Officer, Amy Tyler-Jones and a SDNPA Planning Officer to discuss the 'Call for Sites' criteria.
  
5. **SWAB NP timeline**  
The timeline was discussed at a meeting with AirS and rCOH 16.06.15 and has been clarified:

June / July 2015 – Site criteria to be set.

23<sup>rd</sup> July deadline for scoping response.

July - Aug – Sept – Sites to be assessed until mid-September.

End of Sept - pre-submission draft plan and possibly a public meeting.

Oct – Nov – Six week consultation period on draft plan

(Clerks to collate comments and SG to decide if plan needs to be amended).

End of Nov - rCOH will provide a Regulation 14 report on any responses made.

Dec – rCOH finalise submission plan.

Jan 2016 – Plan will be submitted to HDC for a publicity period of six weeks prior to examination.

(The Steering Group should investigate a suitable examiner who is familiar with similar plans, ie rural clusters, search under 'NPIERS')

Mid Feb 2016 - Examination

Mid- March – Examination report to HDC and then SWAB (with suggested modifications)

HDC will arrange referendum, SG will encourage turnout, but should not pressure residents into a 'yes' vote

## **6. Call for Sites :**

- i. Progress and update – a broad, evidence-based, number of houses will need to be identified. AirS is of the opinion that the Steering Group should use the Housing Needs Surveys and resident responses and opinions as a guide, when deciding on the numbers of houses needed.
- ii. Choice of site criteria, will be drafted by the Housing Focus Group and agreed by Full Councils at their August or September meetings, with reference to the Vision Statement, resident responses etc.

## **7. Stage One Report**

Comments and amendments have been submitted to AirS. A Heritage statement / summary will be emailed to Cllr Nick Mills to be collated and submitted to Rowena Tyler. It was noted that there are still changes required and that it is hoped to finalise the report in September. The document can then be circulated as necessary.

## **SEA/SA Scoping letter update**

SEA/SA Rebecca will send the scoping letter to statutory bodies, English Heritage etc. (include a copy to the Steering Group members) with a return date of 24<sup>th</sup> July 2015.

### **8. Finances :**

#### **i. Update on funds and budgeting**

No transactions had taken place since the last SG meeting. SWAB are committed to some expenditure (£14,000 to AirS, Youth Survey prize, publicity costs, CLT public meeting). Current overspend estimated at approximately £7,500.

#### **ii. Locality grant funding application**

Rebecca will work with Rowena to submit a bid for funding from Locality in July.

### **9. The Youth Survey: progress and timing**

Two young people have worked to draft the online youth survey. Cllr Muggridge will help them finalise the survey. A cash prize will be provided to encourage response. The Youth Worker, Emma Edwards, is assisting and the survey will go live before the end of the school term.

### **10. Any other business**

#### **i. SDNP engagement**

Cllr Nick Mills will meet with Amy Tyler-Jones as soon as possible.

#### **ii. Community Land Trusts**

54 residents expressed an interest in a potential CLT. Tom Warder (AirS) will lead a public meeting and will organise the event at the Steyning Centre. Steering Group members will work with him to organise the meeting. Rebecca will email Tom to request a date that SG members can work around.

#### **iii. Identification of suitable and preferred Examiner**

SG will consider at a later meeting.

#### **iv. Focus Groups engaging with local groups and societies**

Local residents and the Steyning & District Community Partnership had contributed to a local Business Plan and the Five Parishes Plan to organise community groups, with particular reference to transport

issues. Cllr Newton, as leader of the Transport & Accessibility Focus Group, will liaise with Cllr Tim Lloyd and Mr Martin Leigh-Pollitt.

v. **Work of AirS and rCOH, contact and monitoring time spent**

Rowena Tyler advised that contact should be through Cllr Nick Mills and Rebecca Luckin.

A monthly update of hours has been requested but not received.

The Steering Group is still not satisfied with the information provided to date and concerned that there is not enough information on a potential overspend. As the meeting was not quorate, it was decided to discuss at the next meeting and perhaps agree to send a letter of concern to AirS.

Particular attention will be required in monitoring time spent by rCOH on the SWAB NP over coming months.

- vi. **Bramber Housing Needs Survey** has been undertaken. AirS will provide a report in due course and results should be available for the next meeting.

**11. Date and time of next meeting Monday 20<sup>th</sup> July** – Confirmed 7.00pm, Saxon Room, Steyning Centre.

The meeting closed at 20.40pm

Signed: ..... Date: 20<sup>th</sup> July 2015

Chairman

**Action list**

10.i Rebecca contact Tom Warder regarding date for CLT meeting – emailed 18.06.15

10.iv. Cllr Newton will liaise with Cllr Tim Lloyd and Martin Leigh-Pollitt regarding Steyning Business Plan and Five Parishes Plan.