

**The Steyning, Wiston, Ashurst and Bramber (SWAB) Neighbourhood Plan
STEERING GROUP MEETING, 27TH AUGUST 2015,
at Ashurst Village Hall at 7.00PM**

DRAFT MINUTES

Present: Cllr Nick Mills (Chair of SG), Cllr Nick Muggridge, Cllr Deborah Hanson, Pam Parkes, Bob Harari, Cllr Susie Fischel, Cllr Bruce Jordan, Cllr Ken Newton, Cllr Roger Potter, Cllr Chas Hammond and James Grime.

In attendance: Rebecca Luckin (Clerk Steyning), Lucinda Woodage (Clerk Wiston), Paddy Robson (Clerk Bramber), Rowena Tyler (AirS).

Minutes: Hazel Roxby (Clerk Ashurst)

- 1. Apologies:** Richard Burge and Terry Cole

- 2. To agree the Minutes of the meeting of 20th July 2015.** Proposed by Nick Muggridge, seconded by Pam Parkes, that the minutes be accepted as a true record, and were signed by the Chairman.

- 3. Matters arising and actions from the last minutes.**
 - 3.1 3 10.i** The Steering Group acknowledge that they are not ready to have a meeting with the public to discuss CLT at present. To enable information to be sent out earlier to the people that have shown an interest Tom Warder will email them with links to information on CLTs. It was noted that there will be no charge to the cluster for this and AIRS will confirm this in writing .

 - 3.2 3 10.iv** Cllr Mills liaised with Tim Lloyd concerning the Steyning business and five Parishes Plan. They have agreed the plan can be used for the Neighbourhood Plan as it has all the evidence that will be required.

 - 3.3 3 7** Follow up of Scoping letter
Responses have been received from all Statutory Authorities except the Environment Agency. All the responses have been forwarded to rCOH

 - 3.4 4** Re-drafting of Terms of Reference
Agenda Item

 - 3.5 5 Locality Application**
An application for grant funding from Locality will be done once the revised the time line is complete.

3.6 7 iii Advice from AirS/rCOH on assessing housing
Agenda item within Call for sites

3.7 8 Draft List of Policies and Proposals
Agenda Item

3.8 10i Residents Survey Report

Susie has worked on the residents survey report to break down the report and add a parish by parish figures into the original survey. The revised numbers 4,5 and 7, were circulated to all members of the steering group. Cllr Roger Potter was concerned about breaking the report down on a parish by parish basis as the group is a cluster. Rowena agreed it should be treated as a cluster although some areas, such as housing requirements, needed to be considered on an individual parish basis. The revisions were agreed and will be put into the survey report. Susie was thanked for her hard work on this project.

3.9 10ii Additions to Stage 1 Report

Susie has worked on additions to the report and these were circulated to the Steering Group members.

The following points were highlighted

- Steyning need to check the appendices to ensure they are relevant.
- 2.1.2 Agreed to add Shoreham to London and Gatwick to the rail links.
- 2.2.1 New paragraph added from Heritage group.
- 2.2.4 Queried if there is enough information on Steyning. Steyning to check.
- 2.2.6 Add the Ashurst recreation ground.
- 3.2.1 Not much information for Steyning. A business plan is being developed which can be added when complete.
- Steyning to check page 2 which is a new section.
- 4.6.2 remove '(eg. example 77% in Steyning)' from the paragraph.
- 4.7 Transport and accessibility section added

It was agreed to put all above into Stage 1 report. Once published each parish council will have a copy. Susie was thanked for her work.

3.10 11 i rCOH's forecast hours required
Agenda Item

3.B To Agree New member onto the Steering Group.

Ashurst representative Nicola Gobat has left the group due to work commitments and Hayley Brown has been proposed by Ashurst members as a resident representative to join the steering group. Hayley is already a member of the Transport Focus Group.

It was agreed that Hayley become a member of the Steering Group by a vote of 7

to 3 in favour.

Ashurst members requested that she be able to join the Housing Focus Group and this will be decided by Nick Muggridge, lead of the group.

4. Review of SG quorate rules.

The eight members present at the last meeting, which was inquorate, proposed the Terms of Reference be amended from 67% attendance to 50% for a meeting to be quorate, provided that one representative from each parish is present at the meeting. A re-drafted copy was sent to all members of the steering group. It was suggested the date of the amendment should be added to the document. The change was unanimously agreed.

5. Youth Survey – an update

Emma Edwards has reported that she hopes the report on the youth survey will be ready for the September meeting.

6. Call for Sites

i An update

There has been between 18 and 20 sites put forward, which only the Chairman and Vice Chairman of the Steering Group have details of at this time.

All sites put forward for the assessment process will be published in an SEA report, even if they are not deemed suitable sites for the Neighbourhood Plan

The landowners will be informed of this and will be able to withdraw if they wish before the assessment begins.

Rowena advised that a public consultation event can be held to show the potential sites that will be included within the Neighbourhood plan for an options and consequences exercise by the public.

It was noted that some sites put forward may clash with the Areas proposed as green spaces by the Environment Group and it was confirmed that in those cases, the sites would still be processed in the same way as all the other sites.

The timing and stages of the process for the Housing Group was discussed and it is hoped that by November the group will have assessed the sites and will be ready to report to the Steering Group.

ii Site criteria

The criteria for assessing the sites was agreed by all the housing group following much research, a traffic light scoring system will be used for each criteria.

Question number 4 in the criteria 'radius proximity to the centre of community', clarification is required from Ashurst, and Bramber as to which area is deemed the centre for their parish.

It was agreed for the Bramber and Ashurst parishes to discuss question 4 and report to Nick Muggridge their agreed centre of the community by 6th September.

The site criteria, with the exception of question 4, was agreed.

There was discussion on the importance of setting and agreeing the site criteria before details of any sites are released to those carry out the assessments. This

way, we can be sure that the criteria is not set to match those sites put forward.

7. To discuss the 'Draft List of Policies and Proposals, v2' from rCOH

The draft list of policies was tabled.

Rowena informed that rCOH have stated the SDNPA may not allow sites within the SDNP to be used. Cllr Nick Mills advised that SDNPA had informed us that sites would not be ruled out if they are in the park area however they would be subject to tough

examination. Rowena advised the Steering Group to get written agreement from SDNP that they agree sites within the SDNP will not be ruled out.

Actions following the last meeting were:

No 2 Susie has got evidence for the design policy, which she will send to Rebecca for forwarding to rCOH

No 4 and 5 are ongoing, the Community Group are meeting in the next few weeks and will forward the evidence to Rebecca.

No 6 Steyning and District Community Business plan to be used for the employment policy Cllr Nick Mills will forward to rCOH.

No 7 Local green spaces document is not finalised but can be forwarded as a draft document to rCOH, feedback on the document is welcome from steering group.

No 8 Green routes is being done by the Transport Group.

No 9 Broad Band no action needed

It was queried if the plan should include the access across the river from the north of the main bridge between Bramber, Steyning and Upper Beeding. Cllr Ken Newton to consult with Upper Beeding.

8. Finance, budgeting and sources of funding.

No transactions have taken place since the last meeting.

9. Consultant Costs and update

A good response was received from rCOH and AiRS on the hours used and costs for the plan. It was noted the plan may be over budget by approximately £800.00 and this would be shared between the 4 parishes. This additional charge relates to two additional days required for the SEA over and above the three previously allowed. Rowena informed rCOH will now be working with the Steering Group until the plan is ready for pre submission. Jon Dowty is the contact at rCOH and will be attending the next meetings.

The Steering Group acknowledge they need to keep an eye on the time line set with rCOH to avoid extra costs.

10. Any other business.

None

11. Date and time of next meeting.

Wednesday 30th September at 7pm at the Steyning Centre

Meeting closed at 9.25pm

Actions

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|-----|---|-------------------|
| 3.1 | Email CLT information to interested parties & confirm in writing that there is no cost to the Cluster for this. | Tom Warder |
| 3.5 | Localilty Application | Rebecca & Rowena |
| 3.8 | Add revisions to survey report | Susie |
| 3.9 | Add revisions to Stage 1 Report | Susie |
| 4 | Add amendment date to Terms of Reference | Rebecca |
| 6 | Ashurst & Bramber to agree question 4 and send to Nick | Ashurst & Bramber |
| 7 | Draft list of policies | |
| | i Get written agreement from SDNP | Nick |
| | ii Evidence for 2,4,5,6,7 &8 to be complete and sent to rCOH | Focus Groups |
| | iii Liaise with Upper Beeding re Bridge | Ken Newton |