

**SWAB Steering Group
Meeting
Wednesday 7th January 2015, Steyning Centre**

MINUTES

Present: Cllr Nick Mills (Chairman), Cllr Alan Griffiths, Mr Bob Harari, Cllr Martin Toomey, Pam Parkes, Hazel Roxby (Clerk to Ashurst), Cllr Suzie Fischel, Cllr Nick Muggridge, Paddy Robson (Clerk to Bramber), Cllr Roger Potter, Rebecca Luckin (Clerk to Steyning), Cllr Ken Newton, Cllr Bruce Jordan, Rowena Tyler (AirS).

Minutes: Lucinda Woodage (Clerk to Wiston).

1. **Apologies for absence** were received from Cllr Ken Newton (late arrival) and Sally Johnstone.
2. **To agree the Minutes of previous meetings.** Cllr Toomey **proposed**, Cllr Potter **seconded** the minutes of the meeting of 12th November which were agreed and signed by the Chairman. Mr Harari **proposed**, Cllr Potter **seconded** the minutes of the meeting of 10th December which were agreed as a true record and signed by the Chairman.
3. **Matters arising.** Nick Muggridge raised the point regarding the requirement of members of the Freemasons, or other charities, who are joining focus groups to declare their interest. Previously Rowena had stated that there was no need. However, after discussion it was decided to put it to vote - 6 in favour, 1 against – **carried**. Rebecca will redraft the Terms of Reference. Bob Harari asked for it to be noted that he is not a member of Freemasons, but he is willing to fight their case.
4. **To welcome new Steering Group members.** Nick Mills welcomed Pam and Sally (absent) who both represent Steyning. Cllr Nick Muggridge **proposed** Pam and Sally, **seconded** by Cllr Toomey. The importance of encouraging members of the public from Bramber, Ashurst and Wiston onto the Steering Group was stressed.
5. **Residents' survey**
 - i. **Update.** 100 more to deliver in Steyning. Nick Mills thanked everyone who has been involved in delivery. Locality are satisfied with the arrangements.
 - ii. **Reminder to residents to return forms.** Nick Mills has produced flyers that each parish will display. Rebecca reported that there is a spare notice board which can be used as a permanent NP display in the Steyning Centre. Nick Muggridge suggested e-mail reminders via Societies and Clubs etc. Hazel will coordinate this for Steyning. The situation was clarified regarding online application, in that only one can be filled in per IP address.
 - iii. **Collection arrangements.** Nick Muggridge will collect Steyning's returned forms, and suggests producing a visible graphic on the Steyning Centre NP notice board and on the website as to how many returned, to include online applications (this information supplied by AirS). Mention in Your Steyning. Parishes to keep Nick Muggridge updated on responses – Lucinda will do this for Wiston. Completed forms to be returned to AirS in Lewes and they will start inputting information when they receive the first ones back. Survey Monkey will remain active until the last paper copy is analysed, probably in mid February.
 - iv. **Drop-in sessions.** First one this Saturday. Nick Muggridge, Rebecca, Roger, Martin, Nick Mills, Alan can attend. Further surveys to be made available.
 - v. **Survey prize draw.** All agree that no Steering Group member can win. Prize draw to be made at February meeting. Paddy will provide the cash.
 - vi. **Young persons' survey.** Nick Muggridge and Nick Mills met with Emma Edwards, Youth Worker, who suggests encouraging the youth to help design and produce their own questionnaire, through the Grammar School. Cash prize. Nick Mills noted that not many other neighbourhoods have canvassed the youth in this way, and feels sure it will be looked on favourably by the Examiner. AirS will assist.

Cllr Ken Newton arrived at 10.10.

6. **Updates and feedback from Focus Group Co-Ordinators.**
Nick Mills and Rebecca to be added to distribution lists for Focus Group information.

- i. **Housing.** Nick Muggridge reported that there are 14 members and have met once. Next meeting later this month.
- ii. **Environment.** Roger Potter reported that they have had 2 meetings – a good one last night with 9 people. SWOT analysis undertaken, TOR's agreed, all ROI's returned. Initial list of stakeholders prepared.
- iii. **Transport/Accessibility.** Ken Newton reported - 1 meeting, next one tomorrow. 8 members. First meeting discussed TOR's, draft questionnaire, stakeholders and the Vision document.
- iv. **Community.** Bob Harari – 1 meeting, next one end of month. All filled in ROI forms. Proposal by Bob – all Focus Group members to fill in roi form, **carried**.
- v. **Business/Economy.** There have been two meetings, poor attendance.
- vi. **Heritage.** Suzie - had 1 meeting which was well attended. A good group, but in need of guidance as to purpose. Next meeting 18th January.

It was agreed by all Focus Group Leaders that they had been involved in the production of, and approved, the survey questions.

7. **Focus Group targets, priorities and duties.** The production of the survey results will drive the timescale forward, and this should be received from AirS during mid February. Focus Groups will be asked to contribute to the Stage 1 Report (formerly State of the Parish Report), one side of A4 bullet points in around mid March. Other recent surveys or consultations, with an intact evidence trail, will also be used in the Report's production. FG's will be involved through the entire process, and don't always need to meet, but can stay in touch via e-mail. Bob will update the timeline

8. **Letters to Stakeholders and the role of the Focus Groups and Steering Group.** A model letter has been provided by AirS. Roger will compile list of stakeholders using example list from Storrington NP. Hazel has list of shops in High Street.

Rowena arrived 10.29.

Two types of letter, one to national and influential stakeholders, and another one to local groups and societies. The letter will explain the cluster and ask that all future requests for information are complied with and ask for accurate contact details. Local groups may want to be involved in consultations. Letters will be signed from the Steering Group, in partnership with Parish Council's.

At the next Steering Group meeting, Focus Group Leaders are required to report that the Terms of Reference have been agreed.

9. **To agree the Visioning Statement for circulation to Focus Group members.** Amendments discussed and noted. Suzie will prepare final draft by the end of the week and circulate. Rowena suggests that plans and maps are referenced as to their source.

10. **Finance, budgeting and grants update.** Paddy has produced a financial statement and asked if we pay Consultants' Travel expenses? Nick Mills will check the terms of the contract. There is a £3000 contingency, but difficult to know at this stage if that will be sufficient. Rebecca will produce an update to Locality by the end of the month, which she will check first with Rowena. Nick Mills will e-mail Steyning Parish Council putting them on notice of the situation to date and the likelihood that there may be unforeseen expenses, an example of this may be an SEA or an HRA.

Cllr Ken Newton left at 12.00.

11 **Any other business.**

- i. **Website.** Steyning resident Gill Muncey has offered to organise and maintain a website. This would work alongside Community 21, and be more personal to SWAB. Domain name around £40 for 5 years. All in favour.
- ii. **Bramber HNS.** Aiming at March/April.
- iii. **Ideas to involve the communities and promote SWAB NP.** Posters in shops etc. Local groups and societies. Your Steyning for Feb will advertise that online survey still available.

Correspondence has been received from a resident concerned about potential abuse of the SWAB NP survey process. Advice has been taken from AirS' Policy and Communications Officer and a response given comprising the following points: the findings of the survey are not binding, but part of a wider consultation process; the survey is not restricted to those on the electoral register; on a survey of this size the number of repetitive/similar responses required to skew the overall response may need to be considerable; repetitive answers and similar hand-writing is noticeable and will be monitored; IP addresses are logged and compared as are the time/date of the responses which will highlight whether a significant number of responses have been provided from a single location.

12. **Date and time of next meeting:** Tuesday 10th February, 6.00pm. Steyning Centre.

Meeting closed at 12.35

Signed:..... Date:.....
Chairman.

ACTIONS

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| 3. | Re-drafting of Terms of Reference | Rebecca |
| 5 ii. | E-mail reminder for return of survey | The parishes |
| 5 iii. | Advertisement in Your Steyning, Feb issue | Nick Mills |
| 8. | List of Stakeholders | Roger Potter |
| 8. | Update of Terms of Reference | Roger Potter |
| 9. | Amendment of Visioning Statement | Suzie Fischel |
| 10. | E-mail Steyning PC re: financial situation | Nick Mills |
| 10. | Update to Locality | Rebecca |