

**The Steyning, Wiston, Ashurst and Bramber (SWAB) Neighbourhood Plan
Steering Group Meeting
Thursday 29th October 2015, 7pm, The Steyning Centre, Fletcher's Croft, Steyning.**

MINUTES

Present: Cllr Nick Mills, Cllr Nick Muggridge, Cllr Deborah Hanson, James Grime, Pam Parkes, Cllr Chas Hammond, Cllr Susie Fischel, Cllr Bruce Jordan, Cllr Roger Potter, Sally Johnstone, Hayley Brown

In attendance: Rebecca Luckin (Clerk, Steyning), Hazel Roxby (Clerk, Ashurst), Paddy Robson (Clerk, Bramber), Rowena Tyler (AirS)

Minutes: Lucinda Woodage (Clerk, Wiston)

1. **Apologies for absence.** John Dowty rCOH, Cllr Ken Newton, Bob Harari.
2. **To agree the Minutes of the meeting of 30th September 2015.**

The following amendments were noted:

 6. **Green spaces.** "Sites will be considered that already have some protection, and that protection will be subject to scrutiny."
 8. **Pre-submission Plan.** Remove last sentence.
 10. **Finance.** "grant of £8000 has been agreed"
Jon Dowty requested an interim payment and the SG requested further information from rCOH as to costings to date.
Proposed by Nick Muggridge, Seconded by Roger Potter, subject to agreed alterations, as a correct record, and duly signed by the Chairman. Agreed.
3. **Matters arising and action points from the last Minutes.**
 - 3.3.1 CLT information from Tom Warder. Tom advises use of the CLT website:
www.communitylandtrusts.org.uk.
 - 3.7 Draft list of policies and proposals:
 - ii. evidence required from Community Focus Group. There is still a need for specific information. Nick Muggridge and Paddy to contact Bob Harari.
 - iii. liaise with Upper Beeding re: bridge. Nick Mills will contact the Chairman of Upper Beeding Neighbourhood Plan Steering Group.
 - 4.ii Call for sites:
Plan to Jon Dowty. Actioned.
 - 5 Youth Survey:
 - i. letter of thanks to Emma Edwards. Actioned.
 - ii. prizes. Actioned.
 - 8 Pre-Submission Plan:
Contact Tom Warder to clarify who agrees the draft plan. Rowena reported that although Parish Councils have delegated power to the Steering Group, the Parish Council must receive the Pre-Submission Plan and minute it's approval prior to the 6 week public consultation.

10 Finance:

Request from consultants for monthly timesheets. Timesheets have been supplied by AirS and circulated. rCOh report that their work is not on a logged hours basis, but on agreed tasks, and confirm that we are on budget.

4. **Call for sites: Update on progress and next steps required.** 23 sites in total, 11 in Steyning, 5 in Wiston, 3 in Ashurst and 4 in Bramber. The Housing Focus Group have had three meetings, each lasting three hours, and have assessed the sites according to the agreed criteria. The Housing Focus Group Co-ordinator will consolidate the information to be presented to the Steering Group at a meeting on 16th November. Eventual data on housing numbers needs to be correlated and assessed to arrive at a target figure or range for the Pre-Sub. No discussion has taken place yet on design, and Rowena advised referring to County's policies. Members asked how we manage the situation where a site might be put forward for housing by the landowner and proposed by a Focus Group as a potential green space? Advice from HDC is that green space proposals should include consultation with the landowner to be effective, and their inclusion in the Neighbourhood Plan will be evidence based and subject to public consultation.
5. **Green spaces: Next steps required.** 18 sites for inclusion. There will be a public consultation.
6. **Pre-Submission Plan document:**
 - i. **Input required from Community Focus Group.** Nick Muggridge and Paddy will liaise Bob Harari. Focus Group Co-ordinators to ask their group members if they'd like to join the Community FG to boost numbers and parish representation.
 - ii. **Timings.** Present to Parish Council's for approval at their January meetings.
7. **Public consultation events and timings.** A public meeting will be arranged for the morning of Saturday 16th January at the Steyning Centre for the public to view the sites proposed for housing and green spaces, and provide feedback. This information will be shared with Parish Councillors of the four Parishes prior to this meeting.
8. **Finance, budgeting and grants.** The consultants, rCOH and AirS, have asked for interim payment and subject to the receipt of grant monies, all are in favour. The requirement to be updated regularly (monthly) on actual consultant time v budget and plan was stressed.
9. **Any other business.**
 - i. **Minor amendments to Terms of Reference.** Item 12 will now read "Agenda and Minutes of SG meetings will be produced by an appointed member of the group and published on the website of each Parish Council or a link provided to a dedicated website. (N.B. FG meetings are working groups and are not minuted)." Deborah proposed, Hayley seconded, all in favour. Following advice from the Information Commissioners Office, item 17 will now read "SG members will be expected.....", and the following sentence added "FG members will similarly be expected to complete an entry in a register of interests, though in this case they will be stored securely for reference by the SG members only, thus avoiding conflicts of interest whilst preserving confidentiality of their personal data". Roger proposed, Bruce seconded, all in favour.
 - ii. **SPC SG members – succession plan.** Steyning Parish Council have appointed Steve Northam, Councillor, as a SPC successor for the Steering Group, should the need arise. Cllr Northam will join the Housing FG, and will attend Steering Group meetings

as an invited guest but will not be entitled to vote on Steering Group matters until he is an official SPC representative.

- iii. **Freedom of Information Act in relation to SWAB NP.** Requests have been received, and guidance has been sought from the Information Commissioners Office.
- iv. **Ideas for increased openness, transparency and communication.** All agree that documents are to be made public in a timely fashion wherever practicable. A newsletter will be published in November. SG members to consider further ideas and email the group.
- v. **Work of the Housing Focus Group.** Hayley Brown to join. The Housing Focus Group to share housing numbers data with Steering Group members.
- vi. Mrs Paddy Robson was asked to join the SG as a Bramber representative. Subject to approval by Bramber Parish Council, all are in favour.

10. Dates and times of next meetings:

Monday 16th November, 7pm, Steyning Centre, for site assessment.

Wednesday 9th December, 7pm, Steyning Centre.

The meeting closed at: 21.40

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

ACTIONS

3 3.7 Draft list of policies and proposals

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| ii | Evidence required from Community FG | Bob Harari
Paddy Robson |
| iii | Liaise with Upper Beeding, re: bridge | Nick Mills |

6 Pre-sub Plan

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| i | Input required from Community FG | Bob Harari
Paddy Robson |
| | FG Members invited to join Community FG | FG Co-ordinators |

9 AOB

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| iv | Ideas for openness, transparency and communication
Newsletter, November
Ideas emailed to the group | Nick Mills
All SG members |
| v | Work of the Housing FG
Housing numbers data to SG | Nick Muggridge |