

SWAB Steering Group Meeting

12th November 2014

Steyning Centre

9.00am

Minutes

Present: Cllr Nick Muggridge, Cllr Nick Mills, Cllr Ken Newton, Cllr Roger Potter, Cllr Martin Toomey, Bob Harari, Hazel Roxby (Clerk to Ashurst).

Clerk: Rebecca Luckin

1. Apologies were received and accepted from Susie Fischel, Paddy Robson, Alan Griffiths, Bruce Jordan and Lucinda Woodage

2. Minutes of the previous meeting: Cllr Toomey **proposed, seconded** by Cllr Newton that the minutes be approved and signed by the Chairman. **Agreed.**

3. Matters arising

3.1 The Committee confirmed that Community 21 training has been undertaken by Clerks and documents uploaded.

3.2 A Financial Report will be provided at the next meeting.

4. Applications for membership to Focus and Steering Groups

4.1 Steering Group members noted the choices of those wishing to join Focus Groups and worked to ensure that all the parishes were represented on each group. Members agreed that all volunteers possessed excellent skills and appropriate experience to assist with the Neighbourhood Plan process. Focus Groups will include, Environmental, Heritage & Local Knowledge, Community, Transport & Accessibility, Housing, Business & Economy. Each group will be given the contact details of their leader.

Rowena Tyler (AirS) arrived at 10.00am

Focus Groups	Leader	Member
Environmental Focus Group	Cllr Potter	Cllr Jordan
Housing	Cllr Muggridge	Cllr Griffiths, Cllr Mills
Community Focus Group	Bob Harari	Cllr Muggridge
Transport & Accessibility	Cllr Ken Newton	Cllr Toomey
Heritage & Local Knowledge	Cllr Susie Fishel	Cllr Toomey
Economy & Business	TBA	Cllr Toomey

Administration helpers were also identified.

All correspondence will be through one designated e-mail account. An acknowledgement e-mail (to be drafted by Cllr Nick Mills) will be sent to potential Focus and Steering Group members as soon as possible. A Code of Conduct, Register of Interest and Terms of Reference will be included.

4.2 Criteria for membership to the Steering Group were discussed. Steering Group members agreed that additional members (to the existing eight members) of the Steering Committee, shall not come from Council Members but should be a member of the community who is recognised for his/her contribution to the positive development of the community and who has the skills and knowledge base that are required to have a proactive input to the development of the Neighbourhood Plan process and to the other members of the Steering Committee. Members will be asked to observe the Code of Conduct and will be asked to leave the Steering Group if they disrupt the Neighbourhood Plan process. Steering Group members will be selected from the Focus Groups in due course.

5. Tasks for Focus Groups

Focus Group meetings can take any form, ie. e-mail circulation, 'walkabouts', informal coffee and chat, etc. Group members will be required to complete a Register of Interest and agree to the Code of Conduct. Focus Groups will be tasked with finding further members. Draft potential questions for the public survey.

6.

6.1 Website – the Community21 website is available as a depository of documents. A further website could be considered.

6.2 Logo – the Steering Group agreed to retain the current 'Acorn' logo.

6.3 Marketing – none for this meeting.

7. Finance / grants / accounts

7.1 Paddy Robson will circulate a Financial Update.

7.2 Steering Group discussed the possibility of additional costs – the number of AirS hours is currently being logged.

7.3 Costs of survey

Steering Group members discussed the cost of the survey process and considered other options. The Locality grant provided £4,450 towards the costs of the survey process. Option D, which would come within budget, would not provide for mail out and supply SAE envelopes. The Steering Group would need to deliver the survey to households prior to 31st December in order to qualify for locality funding. In order to minimise costs Steering Group members agreed to go with option D £4312.43, subject to confirmation regarding intellectual property. Steering Group members will inform Parish Councils that they will need to undertake hand delivery. Bob Harari will lead the process of drafting the survey.

8. Time line and targets

The time constraints regarding the public consultation were discussed. Rowena recommended that the Steering Group draft the survey as soon as possible, using examples from other Neighbourhood Plans that had a high percentage of returns. Focus Group leaders will be asked to put forward any appropriate questions. Steering Group members will draft the consultation survey and meet to agree the document. A surveyMonkey option will be available. Focus Group members will be able to take part in further public consultation events.

Airs had drafted a timeline for the complete process.

Mr Harari expressed concern regarding the ownership of intellectual property as a result of the Neighbourhood Plan process. An e-mail was drafted for AirS, stating that the committee would like a clear answer as to the possibility of an equal sharing of the ownership of the intellectual property, rather than AirS owning it outright. Potential future use of the survey and data was an issue of concern, without a need for recourse to AirS on every occasion. Rowena Tyler agreed to put the question to her colleagues.

9. Any Other Business

9.1 Feedback – Parish Councils passed on their congratulations to Steering Group members regarding a successful Public Meeting.

9.2 Code of Conduct, Declarations of Interest and Terms of Reference will be circulated to group members.

9.3 Room hire grant – Steering Group members agreed to request a grant from Steyning Parish Council to cover the costs of room hire for this financial year and to budget an amount for 2015 / 16.

9.4 Procedures for communication – an e-mail account will be set up, a distribution list will be set up. Respondents will be blind copied into e-mails in order to avoid circulating personal e-mail addresses. When corresponding with AirS, the subject box will make it clear to Rowena which Neighbourhood Plan is being discussed.

10. Date of next meeting:

26th November 9.00 – 10.00am – to agree the draft public consultation survey

10th December 9.00 – to receive feedback from Focus Group meetings
Focus Group meetings to be arranged as necessary.

The meeting closed at 12.10pm

Signed: Date: 26th November 2014
Chairman

Actions following the meeting of 12th November 2014

3.2	Produce a Financial Report	Paddy
4.1	Initial E-mail contact with Focus Group members	Nick Mills
9.2	Circulate Code of Conduct, Register of Interest and Terms of Reference to Focus Group members	Nick Mills
9.3	Formally request a grant to cover costs of room hire	Nick Mills
9.4	Set up e-mail account – SWABNEIGHBOURHOODPLAN@gmail.com	Rebecca Luckin