

S.W.A.B. NEIGHBOURHOOD PLAN

Steering Group Meeting
Tuesday, 14th April 2015, 5.30pm.
at the Steyning Centre.

DRAFT MINUTES

Present: Cllr Nick Mills (Chairman), Mr James Grime, Cllr Bruce Jordan, Pam Parkes, Mr Terry Cole, Sally Johnstone, Cllr Martin Toomey, Cllr Susie Fischel.

In attendance: Rowena Tyler (AirS), Sue Shaw (Chairperson Business Focus Group), Rebecca Luckin (Steyning PC Clerk), Hazel Roxby (Ashurst PC Clerk), Paddy Robson (Bramber PC Clerk).

Minutes: Lucinda Woodage (Wiston PC Clerk).

1. **Apologies for absence:** Cllr Nick Muggridge, Cllr Ken Newton, Cllr Roger Potter, Bob Harari, Nicola Gobat, Mr Richard Burge.
2. **Welcome new SG members.** None.
3. **To agree Minutes of the meeting of 16th March.** Amendment to Item 6, text in brackets to be removed. **Proposed** by Pam Parkes, **seconded** by Terry Cole that the minutes be accepted as a true record, and duly signed by the Chairman.
4. **Matters arising and actions from the last Minutes.**
 - 3.1 Timeline - **carry forward**
 - 3.4 Breakdown of AirS hours – **carry forward**
 - 5.1 Contact residents who expressed an interest in a Community Land Trust – **carry forward**
 - 5.1 Clarification of responses by parish - **actioned**
 - 5.1 Comments on survey to be sent to Nick Mills, who will collate and forward to AirS – **carry forward**
 - 6 Call for sites letters – **actioned**
 - 9 Focus Groups to provide ‘community view’ – **carry forward**
 - 9 Neil Homer to invite Clerks to join drop box – **actioned**
 - 10 Stakeholder list to Focus Group leaders – **actioned**
 - 11 Seek further Locality funding – **carry forward**
 - 12 Newsletter co-ordination – **actioned**
 - 12 Newsletter distribution – **actioned**
5. **Call for Sites Progress.** Two have been received, to be discussed by the Housing FG who will report back to the SG. Rebecca will do a follow up letters to landowners of sites identified by HDC and WSCC.
6. **Community Views Section of Stage One Report.** Each FG must produce one page of A4, as per examples sent by Rowena from other parishes, to be received by AirS before next SG. Hazel will forward all relevant future emails from Rowena to the distribution list.
7. **Future governance and structure of SG and FG’s.** Possible merger of FG’s, to be decided after community views are received.
8. **Updates and feedback from the Focus Groups.**

- i. **Housing:** The housing group will produce a questionnaire for Estate Agents to gauge local demand and supply. It is evident from survey responses that the older age group respond with their children/grandchildren's future needs in mind.
- ii. **Environment:** The environment group continue to analyse survey responses.
- iii. **Transport:** No representation from the transport group.
- iv. **Community:** No representation from the community group.
- v. **Heritage:** The heritage group have analysed the survey responses and report that findings are as expected. There may be need for further protection of heritage sites in Bramber.
- vi. **Business/Economy:** Steyning Business Chamber are interested in helping. Rowena advised that their input is useful on land use, live/work centres, and in fulfilling results of the survey. The Business FG have produced a survey to be sent to all business jointly from SWABNP and SBC with an invitation to the Wiston House business event on 6th May. It was agreed to include the question 'Please add anything important to you not included in this survey'. FG leaders will ask FG members to help compile a list of businesses.

CLlr Nick Muggridge arrived at 18.35.

9. **Steyning Business Chamber and Wiston House business event 6th May.** This will be an informal meeting hosted jointly by SBC and NP. An agenda will be drawn up.

10. **Finances, Budgeting, Funding.** The financial summary as at 14th April was circulated, as well as Bramber PC's end of year report – thanks to Paddy from the Chairman. Rowena advised that we defer applying for additional Locality funding to avoid having to rush into achieving objectives to meet a deadline, and that a further grant cannot be used for retrospective expenses. Possible future outgoings include: advertising the draft plan, printing of hard copies, flyers, hiring of halls for public meetings, etc.

11. **Any Other Business:**

Youth Survey. A meeting to be arranged with the youth worker and a couple of young people to write the questions, to include other content of interest to the youth. The Grammar School are in support. Inevitably young people outside the four parishes will be canvassed, but will be identified.

Newsletter. Next one possibly in June.

Changes/alterations to Stage 1 Report. Clerks to collate any changes and send to Rebecca, who will forward to Rowena.

Neighbourhood Plan Workshop, 23rd April. At the Parish Council Offices in Southwater, 10-1pm. Nick Mills, Nick Muggridge, Bruce Jordan, Rebecca will attend.

Bramber Housing Need Survey. Will shortly be distributed.

12. **Date and time of next meeting:** Tuesday 19th May, 7.00pm., Steyning Centre.

Meeting closed 19.25

Signed: Date: 19th May 2015
Chairman.

ACTIONS

4. 3.1	Timeline	Bob Harari
4. 3.4	Breakdown of AirS hours	Tom Warder
4. 5.1	Contact residents who expressed an interest in Community Land Trust	Airs to provide contact details. Cllr Harari to contact residents.
4. 5.1	Comments on survey to be sent to Nick Mills	Bob Harari Cllr Fischel Cllr Potter Cllr Newton Cllr Muggridge Sue Shaw
4. 5.1	Collate comments on survey and forward to AirS	Cllr Mills
4. 9	FG's to provide 'community view'	Focus Group Leaders
4. 11	Seek further Locality funding	Rebecca
5.	Follow up letters to landowners	Rebecca
11.	Changes/alterations to Stage 1 Report	Clerks/Rebecca