

Neighbourhood Plan Cluster Meeting

8th October 2014 10.00am

Steining Centre

Present: Cllr Nick Mills (Bramber PC), Cllr Roger Potter (Bramber PC) , Paddy Robson (Clerk to Bramber PC), Cllr Alan Griffiths (Ashurst PC), Hazel Roxby (Clerk to Ashurst PC and Deputy to Steining PC), Cllr Susie Fischel (Ashurst PC) Bob Harari (Ashurst Resident), Cllr Nick Muggridge (Steining PC) Cllr Martin Toomey(Steining PC) (Rebecca Luckin (Clerk to Steining PC & Wiston resident), Cllr Bruce Jordan (Wiston PC), Cllr Ken Newton (Wiston PC) Harry Goring (Wiston Resident) Lucinda Woodage (Clerk to Wiston PC), Rowena Tyler (AirS), Tom Warder (AirS), Brendon O'Neil (AirS)

1. Apologies For Absence

None

2. To agree the minutes of the meeting of 10th September.

The agreement of the minutes was proposed by Roger Potter and seconded by Bob Harari and were agreed subject to the following alterations:

To discuss further with Nick Muggridge the appointment of Vice Chairman made in his absence at the last meeting. Page 2

To alter Steering Committee membership on Focus Groups to Interested parties on Focus Groups. Page 3

To alter Chris Carter to Cliff Carter on page 4.

3. Matters arising from the Minutes of the meeting of 10th September

Correspondence and Filing and website. Rebecca Luckin volunteered to file all the Neighbourhood Plan information in a folder and also upload to the website. Each Council will create a Neighbourhood plan page within their website and create a link to the information available on the Steining/community 21 website. **(Action RL)**
Councillor acting as substitute. It was resolved that a third councillor from each parish to act as a substitute will not be required.

Group Size and Make Up. The steering group will consist of 2 councillors from each parish and 2 members of the public from each parish.

Each Parish Council should give thought for their other 2 members to join the group following the public meeting. **(Action ALL)**
Register of Members Interests. These will need to be signed by the members of the Steering Group and upload to the website. **(Action RL & HR)**

The number of persons on a focus group should be unlimited as people will drop out. It was agreed to do the terms of reference for focus groups once they are set up. **(Ongoing)**

Focus groups start up Is ongoing. **(Ongoing)**

Public survey – Agenda Item

Logo - Hazel Roxby to contact Cliff Cater again. **(Action HR)**

Bank Account – to be discussed under any other business

4. To agree the Term of Reference and Declarations of Interest.

It was suggested that number 6 of the Terms of Reference be change to “the Focus Groups may include the following” this was agreed.

The percentage figure in number 9 will be changed to 67%.

There was a discussion on whether the steering group meetings should be made open to the public. The minutes and other information will made always be made available to the public and published on the web site. The focus groups will have a representative from the steering group who will report back to the meetings and general meetings can be held with all the focus group when required. With these points made it was agreed that Steering group meetings will be closed meetings.

Number 15 of the Terms of Reference requires rewording.

5. AirS Visionary Workshop.

The **Visionary meeting for the steering Group will be held on Wednesday 22nd October at 6pm.** It was agreed that Stakeholders would not be required at this meeting. Brendon O'Neil explained that the meeting is to look at the aspirations and objectives for the plan, to look at where houses could go and to discuss what other issues might arise. It will give an idea of the how the Steering Group will work and how many focus groups will be needed. The general 4 groups are Environment and Local assets, Housing, Community and Economy.

6. Public Meeting.

It was agreed that advertising for the Public Meeting will go in Your Steining and on the web site. Notices are being put up in the towns. It was agreed that 4 6ft x 2ft advertising banners at a cost of £45 + VAT can be purchased and each village will put one up. **(Action N.Mills)**

All notices and banners must be taken down by 2nd November.

The plan for the public meeting is an introduction from Nick Mills, Rowena Tyler will do a power point presentation.

Displays will consist of housing surveys for each parish, details of parishes population, farms, shops, schools, health centre etc.

Posters with information to be put up around the room.

It was suggested that name badges should be made.

7. Stakeholders list and contacts.

Letters will be sent to stakeholders after the public meeting on 1ST November.

A list of stakeholders needs to be compiled.

8. Public Survey/Questionnaire.

To comply with Locality's conditions for the funding the survey needs to be designed, printed and sent out before Christmas.

The results do not need to be returned until January. Contact details will need to be decided for the returning of the survey.

Once the Focus Groups are formed their first task will be to compile some questions for the survey. Bob Harari, Susie Fischel and Nick Muggridge will work on the design and inserting questions. **(Action BH,SF,NM)**

Locality needs to be kept informed of how the funding is being sent. **(Action)**

9. Logos, Website and Marketing.

Hazel Roxby will contact Cliff Carter now he is back from holiday concerning the design of a logo. **(Action HR)**

A designated page will be created on the Steyning Website and also on the Community 21 website. Training will be given to the Clerks on how to edit the Community 21 site. **(Action RL,LW,HR,PR,RT)**

10. Timings and Targets

The survey should be drafted by the next steering group meeting and sent out in December.

11. Any other business.

It was agreed that Paddy Robson will use the existing Bramber Parish Council bank account for holding the 4 parishes funding for the neighbourhood plan.

Steyning, Wiston and Ashurst to transfer the funding received to Bramber Parish Council. **(Action RL,HR,LW)**

Any costs over and above the funding will be split between the 4 parishes by percentage according to the population therefore the split will be:

Steyning 80%

Bramber 12.5%

Ashurst 4.5%

Wiston 3%

A letter of appointment will be sent to AirS. **(Action N Mills)**

AirS will then send the invoice

The position of Vice Chairman is still vacant.

Clerks were reminded that the neighbourhood plan must be an agenda item for all parish council meetings. It was queried how questions from the public on the neighbourhood plan should be answered. Questions should be brought back to the steering group and reported back to the parish council at their next meeting.

12 Next Meeting

The next meeting of the steering group will be on 12th November at 9am at the Steyning Centre .

It is intended meetings will be limited to 2 hours

The meeting closed at 11.50

To create correspondence and minutes log and unload to website.
4 Parishes to give thought after public meeting for 2 members to join the group
Redraft terms of reference, code of conduct, declarations of interest from Parish Council templates
Set terms of reference for focus groups once they are set up.
Focus groups start up Is ongoing.
Logo - contact Cliff Cater again.
Purchase banners
Work on design of survey and questions to be inserted
Keeping Locality informed how funding is being spent
Organise meeting for Community 21 training
Steyning, Wiston and Ashurst to transfer the funding received to Bramber Parish Council.
letter of appointment will be sent to AirS.
Make name badges

(Action RL)
(Action ALL)
(Action RL & HR)
(Ongoing)
(Ongoing)
(Action HR)
(Action .Mills)
(Action BH,SF,NM)
(Action)
(Action RL,LW,HR,PR,RT)
(Action RL,HR,LW)
(Action N Mills)
HR/RL