

***The Steyning, Wiston, Ashurst and Bramber
(SWAB)
Neighbourhood Plan
Steering Group Meeting
Tuesday 12th January 2016, 4.00pm,
at The Steyning Centre, Fletcher's Croft, Steyning.***

Present: Cllr Nick Mills, Cllr Nick Muggridge, Cllr Bruce Jordan, Cllr Ken Newton, Cllr Deborah Hanson, Pam Parkes, Cllr Susie Fischel, Hayley Brown, Paddy Robson, Cllr Roger Potter, Cllr Charles Hammond.

In attendance: Cllr Steve Northam (Observer), Rowena Tyler (AirS), Rebecca Luckin (Clerk Steyning), Hazel Roxby (Clerk Ashurst).

Minutes: Lucinda Woodage (Clerk Wiston)

DRAFT MINUTES

1. **Apologies for absence** were received and accepted from Richard Burge, James Grime, Bob Harari.
2. **To agree the Minutes of the meeting of 9th December 2015.** Nick Mills **proposed**, Roger Potter **seconded** that the minutes be accepted as a true record.
3. **Matters arising and action points from Minutes of 9th December.**
 - 7ii Landowners of potential Green Spaces have been visited by Roger Potter.
 - 7ii Letters to landowners advising that their site will be made public - to be actioned prior to the first public drop-in.
 - 7ii Letters to landowners of sites not chosen – to be actioned prior to the first public drop-in.
 - 7ii Co-ordinate displays and lead for Steyning – **actioned**
 - 7ii Lead displays for Wiston – **actioned**
 - 7ii Lead displays for Ashurst – **actioned**
 - 7ii Lead displays for Bramber – **actioned**
 - 7ii Display boards sourced from the Grammar School - **actioned**
 - 7iii Organise banners - **actioned**
 - 7v Produce public drop-in feedback form - **agenda item**
 - 7vi Invite Councillors to public event at 9.30 on 16th January - **actioned**
 10. Community FG contributions to be presented to SWAB - Paddy Robson reported that the FG next meet at the end of January.
 - 11 Report projected deficit to PC's - **actioned**
 - 12 Steyning Showcase event – **agenda item**
 - 12 Employment opportunities to be included in the Plan – **carry forward**
 - 12 Discussion with Jon Dowty regarding addition of employment opportunities in the Plan – **carry forward**
 - 12 FG policies to be sent to rCOH – **carry forward**
 - 12 SWAB NP to be mapped against HDC adopted Local Plan – **carry forward**

4. **Finances, budgeting and grants.**

- i. **Current funds position** remains the same as at last meeting.
- ii. **HDC Grant funding.** A letter from Dr Chris Lyons, Director of Planning, Economic Development and Property, to Parish Clerks, was received on 21st December 2015 advising that they have received no confirmation to date that Government funding for NP will continue beyond 31st March 2016. The implication of this for SWAB is that the second tranche (50%, £9,900) of the grant may not be forthcoming. Rowena reported that AirS' CEO will speak with his contacts at DCLG to obtain clarification, and recommends that the SG contact HDC to urge them to honour their commitment. Nick Mills will write to Horsham. Steyning PC have agreed not to budget to cover the shortfall. Ashurst and Bramber have agreed to raise their precept. Wiston PC to discuss at their next meeting.

5. **Call for Sites.**

- i. **To agree any final site assessments or adjustments recommended by Housing FG.** The up to date site assessment list was circulated. At the landowner's request, sites 18, 20 and 26 to be removed, leaving Wiston with 6 sites. Site 19 reassessed following confirmation that the car park area is excluded from development. Site 12 to be removed subject to confirmation from the landowner.

Cllr Fischel arrived at 16.43

- ii. **Discuss and agree final site recommendations.** At the public consultation events each Parish will display details of the following sites: **Wiston** – 6, 21, 27 and 28, and 25. **Bramber** - 15b, 4 and 15a. **Ashurst** – 13. **Steyning** – 1, 7, 8, 9 and 17, 3, 5, 23c, 23b. Sites declined for inclusion following assessment will not be displayed, but will appear as a list of declined sites, for public information.

6. **Public consultation drop in events, 16th and 23rd January**

- i. **Displays – pictures, maps and text – agree specifics:**
 - i. **for housing/commercial sites.** Nick Muggridge has shared with the parishes the template for layout of the displays. There will be no photos but sites will be mapped. Headings - site description, availability, housing envisaged, landowners' vision, unknowns. The full site assessment for each site to be shown, and an overview of each Parish. All info to be emailed to Rebecca Thursday latest for A3 printing. Rowena will bring info on NP's in general. Steve will produce Q and A faqs.
 - ii. **for green spaces.** 10 sites in all. Information and photo for each site, map for each parish showing sites with notes. All to be sent to Rebecca for A3 printing.
- ii. **Format and organisation of the events and identify equipment needed.** Display boards being delivered on Friday morning and Bruce will bring his. Name badges – Hazel actioning. List of names of Housing and Environment FG members. Rebecca will produce a 'signing-in' sheet, and print A3 map of SWAB area. Following the second drop-in session, all site information added to website.
- iii. **Discuss and agree format of residents' feedback form.** This will be on two sheets, Part 1 asking for basic feedback to indicate broad agreement/disagreement to the plan, with a list of all sites on the reverse. Part 2, with headings 'Site No.', 'Parish', 'Comments'. Both sheets to include a sentence explaining that a formal statutory consultation period will follow.
- iv. **SG members' attendance.** All four parishes will be represented.

7. **Working draft of Pre-Submission Plan.**
Nick Mills will speak to Jon Dowty to ascertain what information is still required.
8. **Any other business**
 - i. **Steyping Showcase event, Sat 6th February 2016.**
Steyping and Bramber parishes have a stand at the event, which will be used by SWAB to publicise the NP.
 - ii. **Changes and timings of SPC reps on SG.**
Steve Northam is now co-ordinator of the housing FG, with Nick Muggridge a member.
9. **Date and time of next meeting:**
Tuesday February 10th, 4pm., Steyping Centre.

Meeting closed 18.34.

Signed: Date: 10th February 2016
Chairman.

Actions Agreed

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| 3 10 | Community FG contributions to be collated and presented | Bob Harari |
| 3 12 | Employment opportunities to be included in the Plan | FG's |
| 3 12 | Discussion with Jon Dowty regarding addition of employment opportunities in the Plan | Nick Mills |
| 3 12 | FG policies to be sent to rCOH | FG leaders |
| 3 12 | SWAB np to be mapped against HDC adopted local plan | Susie |
| 4ii | Letter to HDC asking for clarification of second tranche funding situation | Nick Mills |
| 6ii | Following public drop-ins, sites info added to website | Rebecca |
| 7 | Draft pre-sub Plan. Contact Jon Dowty to ascertain information required to fill the gaps | Nick Mills |