

**The Steyning, Wiston, Ashurst and Bramber (SWAB)
Neighbourhood Plan**

**STEERING GROUP MEETING, 20TH JULY 2015, 7.00PM,
The Steyning Centre, Fletcher's Croft, Steyning.**

DRAFT MINUTES

Present: Cllr Nick Mills (Chair of SG and Vice-Chair Bramber PC), Cllr Nick Muggridge, Cllr Deborah Hanson, Pam Parkes, Bob Harari, Cllr Susie Fischel, Cllr Bruce Jordan, Cllr Ken Newton.

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

Minutes: Lucinda Woodage (Clerk Wiston).

- 1. Apologies:** Sally Johnstone, Cllr Chas Hammond, James Grime, Richard Burge, Terry Cole, Cllr Roger Potter.
The meeting was not quorate.

- 2. To agree the Minutes of the meeting of 17th June 2015.** Proposed by Bob Harari, seconded by Deborah Hanson, that the minutes be accepted as a true record, and were signed by the Chairman.

- 3. Matters arising and actions from the last minutes.**
 - 10.i** Date for Community Land Trust meeting. It was agreed to invite those that asked for information to a public meeting later in the process. In the meantime, contact them by email with a link to CLT website via the SWAB website. Rowena to ask Tom for some info for website.

 - 10.iv** Cllr Newton to liaise with Tim Lloyd and Martin Leigh-Pollitt regarding Steyning Business Plan and 5 Parishes Plan. Not actioned.

 - 7** SEA/SA Scoping letter. The letter has been sent to the six statutory bodies. No responses received – Rebecca to follow up.

- 4. Review of SG quorate rules.** In order that actions can continue to be agreed and the plan progressed, the 8 members present proposed to amend the Terms of Reference from 67% attendance to 50%, provided that one representative from each parish is present at the meeting. On this occasion this action will need to be agreed by email prior to being confirmed at the next meeting. Rebecca will redraft Terms Of Reference.

5. **SWAB Timeline.** Bob Harari has produced a new timeline, which will be reviewed at each meeting. Rowena commented that the timeline can be used with regard to the funding application, where the work identified must be completed within 6 months. Rowena will speak with Rebecca about what to put forward to Locality for the grant.
6. **Youth Survey.** The survey was emailed to all students at the Grammar School on 12th July. 162 responses received in two days. Open until mid August. There are posters up in school and a facebook page. Reporting will be by parish.
7.
 - i. **Meeting with South Downs National Park Authority.** Communication with the SDNP will be ongoing. They have their own site selection criteria and are conscious of the conservation areas, view from the Downs, tpo's, wildlife etc., and that any development must be adjacent to settlement. We must show that we've sought sites outside the park.
 - ii. **Choice of site criteria.** Examples have been received from AirS and it is clear that there is no standard. Important that they are written in plain English and that the scoring is clear cut. Rowena advised the process as follows: the SG to discuss, housing FG meet and form criteria, then looked at by AirS and rCOH, back to SG for agreement, put before Parish Councils to be noted. rCOH advise that the vision paper, surveys etc. are referred to, and consideration given to how the sites will work together, identifying significant landscape constraints. The criteria will be the same for all parishes. All sites put forward must be marked.
 - iii. **Deriving housing numbers and evidence analysis.** Rowena will advise if AirS or rCOH can offer any support with assessing housing numbers, with regard projected growth. Pam has got census data to analyse and Sally will analyse the need. Estate Agents could only provide information for their target audience.
 - iv. **The way forward.** Sites will continue to be sought for the time being.
8. **To discuss the 'Draft List of Policies and Proposals, v2' from rCOH.**
 1. **Spatial Plan for the parishes.**
 2. **New housing in the parish.** Pam continues to analyse data. Ongoing engagement with SDNP.
 3. **Design.** Small working groups populated by FG members. Susie will look for evidence from survey results.
 4. **Community facilities.** Community FG to look at evidence from the survey.
 5. **Village Centres.** Business, Community and Heritage FG's to provide evidence in conjunction with Steyning & District Business Chamber and Steyning & District Community Partnership. Bob Harari to coordinate.
 6. **Local Employment.** Business FG to provide evidence. Susie nominated Mark Knight to coordinate.
 7. **Local Green Spaces.** Environment FG to provide evidence based data.

- 8. **Green Routes.** Transport FG to provide evidence based data.
- 9. **Broadband.** No action needed.

Additional Notes:

Parking in the high street – evidence available.

Signage – liaison with Steyning Community Partnership.

Broadband – highlighted by Business FG.

- 9. **Finance, budgeting and sources of funding.**
No transactions have taken place.
- 10. **Finalising/signing off key documents.**
 - i. **Residents survey report.** Further analysis of questions 4, 5 and 7 to be added - Rebecca will get a Word document from Rowena for Susie. The report will then be ready to submit as evidence to the Examiner.
 - ii. **Stage 1 report.** A few more additions. Susie will collate and circulate.
- 11. **Any other business.**
 - i. **Update of AirS hours used.** Rowena reported from Tom that to date approximately two-thirds of hours allocated have been used, with 16.5 days (143 hours) remaining. With regard to rCOH's hours, as of 1st July 13 days of 19 days have been used, 6 days remaining. SG members stressed that a forecast of hours required is needed to help gauge any overspend. Rowena will ask rCOH if we are on target.
 - ii. Members discussed how the SG can be made more effective and efficient. A large group is inevitable due to the size of the cluster. Suggestions included shrinking the SG, merging FG's, and possibly creating a sub-committee at draft plan stage
 - iii. Members agreed that Minutes and dates of meetings will be circulated with maximum notice in an effort to improve attendance.
 - iv. Members agreed that sites put forward within the SDNP will be subject to additional criteria.
- 12. **Date and time of next meeting.**
Thursday 27th August, 7pm. Venue tba – possibly Ashurst VH.

Meeting closed 21.18.

ACTION LIST

3 10.i	CLT information for website	Rowena
3 10.iv	Liaison with Tim Lloyd and Martin Leigh-Pollitt re Steyning Business Plan and 5 Parishes Plan	Ken Newton
3 7	Follow up of Scoping letter	Rebecca
4	Re-drafting of Terms of Reference	Rebecca
5	Grant bid from Locality	Rowena with Rebecca
7 iii	Advice from AirS/rCOH on assessing housing numbers	Rowena
8 3	Evidence for DLPP	Susie
8 4	Evidence for DLPP	Community FG
8 5	Evidence for DLPP	Bob Harari
8 6	Evidence for DLPP	Mark Knight
8 7	Evidence for DLPP	Env'ment FG
8 8	Evidence for DLPP	Transport FG
10 i	Word document of Residents Survey Report, for Rebecca to pass to Susie	Rowena
10 ii	Additions to Stage 1 Report	Susie
11 i	rCOH's forecast hours required	Rowena