

Minutes of the Wivelsfield Neighbourhood Plan Steering Group Meeting
Held Thursday 13 February 2014, 8pm, Main Hall, Wivelsfield Village Hall

Attending: Jason Humphrey (Chair), Gordon Harper, Sheila Blair, Richard Jephcott, Angus Thwaites, John Wigzell, Ysanne Burns & Liz Gander (Clerk).

One member of the public (Paula Wood).

1. **Apologies for Absence**

Ian Dawson, Craig Bowden, Rosemary Fair, Jason Stoner, Dave Wright and Nick Dutt.

2. **Confirmation of resolution passed at Parish Council meeting to engage Action in Rural Sussex to provide ongoing support with Neighbourhood Plan**

The Chairman confirmed that the Parish Council had resolved, as per the Steering Group's recommendation, to engage AiRS for progressing the Neighbourhood Plan, (subject to the Group being successful in securing £7000 grant funding from Locality).

3. **Update on grant funding application**

Owing to hold-ups caused by Locality's online system, the login details that enable us to complete the grant application have not yet been received (expected tomorrow), so the application is not yet in the pipeline.

4. **To discuss distribution method for fliers/surveys**

The Clerk outlined the various options available for distributing the fliers and surveys that will be a necessary part of community engagement within the NP process.

- Action in Rural Sussex can organise and send out the surveys
- We can take responsibility for mailing out distributing fliers/surveys as necessary
- We could look to hand deliver the fliers/surveys to minimise costs

Sending things out by mail (whether via AiRS or our usual mailing company) would reduce effort, but incur costs. The hand delivery option would save money, but we would need to ensure that – particularly with the surveys – they got delivered to all areas within a specified couple of days. Hand delivering surveys may result in a better response rate if those delivering them were to knock on doors and hand them over, engaging with householders and explaining a little about NP and the surveys' purpose.

AiRS had suggested that the general and housing need surveys could be sent out at the same time to maximise use of the freepost envelope which AiRS would enclose with the latter. However the Chairman felt that it might be better to leave a gap between the two, feeling that having two surveys to complete (particularly given that some questions might replicate each other) might put some people off doing either. The Clerk to ask AiRS what the average response rate for each survey is and whether rates differ when they are sent out separately as compared with together.

LG

Sheila Blair stated that the Church has a good network of volunteers across the Parish who regularly deliver fliers etc for the Church. She offered to pass a list of these people to the Clerk to review whether splitting the parish up in a similar way for hand delivery would make this do-able. Sheila also suggested that we talk to Christopher Breeds to see whether the Church's volunteers could be used to assist with delivering NP information. However it was agreed that for hand delivery of surveys to have maximum effect, those delivering them would ideally need to be members of the Steering Group with an understanding of and ability to talk about the NP process and the purpose of the surveys. Everyone present at the meeting agreed that they would be willing to hand deliver surveys at the appropriate time.

SB/LG

A further suggestion was to utilise email contacts to spread the word about, for example, public consultations, relying on a kind of chain email effect within the Parish. Gordon Harper already has a list of around two hundred names/email addresses from within the Parish.

5. Terms of Reference/Confidentiality Agreement

The wording of the Confidentiality Agreement as drafted by Ysanne Burns was accepted. Steering Group members are asked to sign a copy and return it to the Clerk within the next two weeks.

ALL

The draft terms of reference have yet to be finalised as Faustina from AiRS has sent through some suggestions to be considered. Dave Wright to be asked to review, with a view to having a final version for approval within two weeks.

DW

6. Skills set register

Steering Group members were reminded of the need to complete and return the skills set register to the Clerk.

7. To split the steering group into the following groups:

- Housing and development – **Jason H, Gordon, Dave and Ian**
- Environment and countryside – **Richard, Ysanne and Sheila**
- Transport and travel – **Jason S and Angus**
- Infrastructure, facilities and local economy – **John and Craig**

In the absence of several Parish Council members, the Chairman decided it would be wise to allocate them to focus groups which align with their areas of responsibility (working groups) within the Parish Council. As such the above groups were agreed, with housing and development being allocated more members owing to its significance within the overall Plan.

It was decided that the Steering Group will meet every fourth Thursday (where possible), with the focus groups meeting informally – but on a pre-arranged evening - two weeks after each Steering Groups meeting, to ensure that work is progressed. The Clerk to send out a list of dates to Steering Group members.

LG

8. Immediate tasks

- To review project plan – unfortunately this had not been received by the time of the meeting, so will be carried forward to the next meeting.
- To review the housing need survey form – the Clerk had sought an opportunity for the Steering Group to review a sample form well in advance of the survey needing to be sent out, having recalled concerns over some of the questions included within the housing need survey conducted in Wivelsfield in 2007. AiRS had advised that the content of these surveys has been drawn up at a national level and that there is therefore likely to be very limited scope for change. However, owing to comments made about the apparent bias of the form and concern over some of the content from those present, it was agreed to ask the Housing & Development Focus Group to review the form and highlight any parts that they would recommend we discuss with AiRS. JH/GH/DW/ID
- To review the Rural Profiles dated 2001 and 2011 to spot emerging needs/trends - The focus groups are to review sections of the profiles relevant to their topic, in order to start to come up with key points. The Chairman pledged that tomorrow he will send out a list of which sections each focus group should look at, to make this easier. JH/ALL
- To undertake initial SWOT analysis on focus groups' topics and/or create a basic fact sheet – it was decided that, whilst it is desirable for each steering group member to

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start to consider the strengths, weaknesses, opportunities and threats intrinsic to their group's area of focus, it would make sense to use the focus group get-together planned for 27 February to start putting the actual SWOT analyses together.

ALL

- v. To propose dates for initial public open days - the Group agreed to aim to have its initial open days on the evening of Thursday 24 April (6-9pm) and Saturday 26 April (10am-2pm). The Clerk to liaise with Faustina and the Village Hall Lettings Secretary.

LG

9. Dates of Next Meetings

Thurs 27 February - Focus Group get-togethers

Thurs 20 March – Steering Group Meeting

Thurs 27 March – Focus Group get-togethers