Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
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MINUTES OF THE STEYNING NEIGHOURHOOD PLAN STEERING GROUP MEETING HELD ON MONDAY 30 APRIL 2018 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Liz Trundle and Tim Lloyd, and Members; Mariella Alexander, Russell Barnes, Paul Cotton, Sally Johnstone, Murray Van de Pol, Giles Vidgeon
Members of the public – including Cllrs Goldsmith, Cllr S. Sullivan & Cllr G. Sullivan

DRAFT MINUTES

SG/18/1 INTRODUCTION OF MEMBERS OF THE COMMITTEE

1.1 Each member of the Steering Group Committee (SG), appointed by the Steyning Parish Council (SPC), gave a brief introduction to themselves and their motivation/reasons for joining the Steyning Neighbourhood Plan (SNP) Steering Group: Cllr Liz Trundle (LT), Cllr Tim Lloyd (TL), Russell Barnes (RB), Paul Cotton (PC), Sally Johnstone (SJ), Murray Van de Poll (MV), Giles Vidgeon (GV).

SG/18/2 APOLOGIES

2.1 There were apologies received from Richard Bell (R. Bell) and Paul Maidment (PM).

SG/18/3 DECLARATIONS OF INTEREST

3.1 There were no declarations of interest from the Committee

SG/18/4 QUESTIONS FROM THE FLOOR

4.1 First member of public asked the Steering Group (SG) how it intended to deal with shortcomings of the AECOM methodology used for Housing Needs Assessment. He also questioned, in the light of HDC's Local Plan with increased hosing needs, whether this would greatly reduce the actual number of homes required to be supplied through SNP?

4.2 Second member of the public highlighted the work of the role of the Campaign for Rural England and asked if SG members were aware of CPRE's active role in securing more affordable housing in the area?

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Deputy Clerk: Hazel Roxby **Email: hazel.roxby@steyningpc.gov.uk**

SG/18/5 **APPOINTMENT OF CHAIR.**

5.1 RB was **nominated** as SG Chair by LT, **seconded** by TL and **accepted unanimously**

SG/18/6 **APPOINTMENT OF VICE CHAIR.**

6.1 MV was **nominated** as SG Vice Chair by PC , **seconded** by GV and **accepted unanimously.**

SG/18/7 **APPOINTMENT OF SECRETARY**

7.1 LT was **nominated** as Secretary by TL, **seconded** by SJ and **accepted unanimously**

SG/18/8 **ACCEPTANCE OF AMMENDMENTS OF SNP TERMS OF REFERENCE**

8.1 There were two amendments to the original SNP Terms of Reference: Change of SG status to that of a Committee of SPC; and financial accountability to SPC F & GP Committee. Amendments were **proposed** by RB, **seconded** by LT and **unanimously accepted.**

SG/18/9 **STEYNING AREA DESIGNATION OF NEIGHBOURHOOD PLAN**

9.1 LT updated the SG with the current situation re designation of SNP area: It is currently being processed though it has been accepted in principle and all documents completed and received. Estimated date of official designation – end of May.

SG/18/10 **TO REPORT ON RECOMMENDATIONS FROM THE WORKSHOP (17/4/18)**

10.1 **Vision Statement**

10.1.1 It was agreed that the Vision Statement used previously for SWAB would be circulated to all members. TL suggested (and it was agreed) that a Working Party (of all SG members) be set up to define the SNP Vision Statement. Prior to this meeting MV proposed that SG members post their suggested Vision Statements on Yammer for discussion.

10.2 **Funding and Consultants**

10.2.1 Further to LT's supporting paper of recommended Locality and RTPI listed consultants within a 20-mile radius of Steyning, it was agreed that a further Working Party would be set up to assess four consultants from the list on the basis of price, expertise and experience in successfully completing other local NPs.
Working Party to include PC, GV and RB who will be responsible for requesting tenders from the four selected consultants.

10.3 **SNP Housing Needs Assessment**

10.3.1 SG Members discussed whether this would be undertaken by the same consultants selected under 1.10.2 or whether it might be better to select separate consultants specialising in the AECOM methodology. MV and LT stressed that the AECOM method was more or less compulsory as it was recommended by both District &

Central Government Planning Depts. LT undertook to contact HDC for a list of AECOM listed consultants. MV suggested, and it was agreed, that a Working Party be set up to undertake selection of Housing Needs Assessment consultants and organise applications. MV and SJ to sit on this Working Party.

10.4 Yammer

10.4.1 It was agreed that Yammer was the most secure and effective way for posting correspondence, and LT briefed SG members on method of access.

10.5 Working Groups

10.5.1 RB reminded members of suggested Working Groups to date: Built Environment (inc. historic); Infrastructure (inc. transport & access); Business & Economic (inc. future business & tourism plans); Communications; and Natural Environment. MV suggested consulting consultants before finally deciding Working Group number & focus.

10.6 Recruiting volunteers

10.6.1 SJ confirmed that previously for SWAB its SG relied mostly on word of mouth and the SPC Website to generate community interest & recruit volunteers. She also pointed out that some of the previous SWAB Focus Groups fell apart due to lack of enthusiasm. LT stressed the value of advertising for volunteers in *Your Steyning* and also through website. Also through social media as discussed in 1.10.7 below.

10.7 Communications with residents & use of media

10.7.1 RB confirmed essential use of traditional communication methods: Full Council verbal update, SPC website portal, regular newsletter (*Your Steyning* & website), and published minutes. He also stressed the need for additional methods of communication geared to younger residents eg Spotted, Twitter etc. SJ also suggested Spotted. There was little enthusiasm for Facebook as this was seen as too cumbersome and an avenue for sabotage. GV and PC stressed importance of taking all ages on board so that the Working Groups in particular are representative of the whole community. RB emphasised 2 communication priorities – a platform for relevant dates & important information.

10.8 Call for sites

10.8.1 SJ briefed members on how SWAB had previously sent out a Call for Sites letter directly to local landowners, and had also posted the letter on relevant PC notice boards. She confirmed that this had resulted in several sites being put forward for consideration though many were very unsuitable. Members agreed that an edited version of the SWAB Call for Sites letter could be used for SNP and LT undertook to edit the letter and establish which landowners were previously approached directly through SWAB NP.

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10.9 **Criteria for sites**

10.9.1 LT undertook to contact Norman Kwan for a list of Site criteria, and for a date to meet new SNP SG members.

10.10 **Dealing with FOIs**

10.10.1 TL confirmed that FOIs to be dealt with by SPC. (Steps are being taken to alleviate the quantity and subsequent workload related to FOIs).

10.11 **Length of meetings**

10.11.1 TL proposed, seconded by MV, that meetings should be limited to a maximum of 2 hours with no extension.

10.12 **SNP contact for existing/recommended sites, new sites, developers & landowners**

10.12.1 See 10.1.8.
The owner of the previously favoured SWAB site, Sweetlands, was sitting in the public gallery and informed the SG that he was currently in discussion with SDNP, housing developers CALA Homes and agent Savills with regard to developing the site.

10.13 **Use of SWAB data, including residential survey**

10.13.1 LT undertook to follow up her previous request to Norman Kwan re: reusable ex-SWAB data

10.14 **Confidentiality**

10.14.1 TL stressed that Yammer offered the most confidential way of communicating. Discussion, decisions & documentation would however be mostly in the public domain, especially as SG meetings are to be held in public.

10.15 **SWOT analysis for SNP after SWAB**

10.15.1 RB had previously suggested running a SWOT analysis for SNP. MV cautioned against this due to the likelihood of being faced with too many threats. It was agreed to focus on the SNP Vision Statement once in place.

10.16 **Cash flow support from SPC**

10.16.1 TL recommended requesting a 'bridging loan' from SPC until funding is received. He also clarified that all funding monies for SNP would be held in the SPC account.

SG/18/11 **Actions for the next three months**

11.1 RB stressed that the Vision Statement should be agreed and actioned asap so that work could begin in earnest. MV also emphasised the urgent need to establish a Vision Statement from which the SG could then draw down from. TL suggested a workshop date prior to the next SPC Full Council meeting on 21 May so that TL and LT could update the Council at the meeting.

SG/18/12 **Any other business**

12.1 None

SG/18/13 Information/correspondence items

13.1 LT suggested that it was too early for a formal SNP Press Release to be issued. It was agreed that one would be put together after the Vision Statement had been agreed and accepted at the next official SNP meeting.

SG/18/14 Date of next meetings

14.1 Vision Statement workshop: Monday 14 May 2018

14.2 SNP SG meeting 2 – Next Public Meeting: Tuesday 19 June 2018

Meeting closed at 9.10pm

Signed: . . . . Date: 19th June 2018

Chairman