

Steypning Parish Council

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MINUTES OF THE STEYNING NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON MONDAY 10TH SEPTEMBER 2018 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllr Tim Lloyd and Members: Russell Barnes (RB), Murray Van de Poll (MV) , Richard Bell (R. Bell), Sally Johnstone (SJ)

In attendance: Cllr.Goldsmith

DRAFT MINUTES

SG/18/34 APOLOGIES

34.1 Apologies received from Giles Vidgeon, Mariella Alexander, Paul Maidment , Paul Cotton and Cllr Liz Trundle

SG/18/35 DECLARATIONS OF INTEREST

35.1 There were no declarations of interest from the Committee members

SG/18/36 QUESTIONS FROM THE FLOOR

36.1 Question 1: In a recent government Green Paper there was no mention of social housing but 20% of housing should be affordable although developers can get out of it. The questioner had a keen interest in this.

36.2 Question 2: Early in the SWAB Neighbourhood Plan process there was a questionnaire sent out – is the committee going to make use of that?

Answer: No use has been made of the previous paperwork as yet. The consultants have to be appointed and they will decide what previous information can be used

36.3 Question 3: The questioner felt that it was a good idea for the committee to meet monthly. He had been to Bramber who had used AECOM for their housing needs survey. It was at the chairman's discretion if a member of the public can contribute to the meeting – can there be some participation?

Answer: The Chairman was not against public participation but does not want the meeting to be delayed.

- 36.4** Cllr. Goldsmith was concerned that there was some confusion over the name of Steyning Community Plan and that this would conflict with the plan done by the Steyning and District partnership. He also asked what was the position on the 'timetable' and that it should be done for the Council meeting the following week.

Answer: The timetable should be ready for the following week.

SG/18/37 MINUTES OF THE PREVIOUS MEETINGS

- 37.1** The minutes of the meeting of the 19th June 2018 were **Agreed**

- 37.2** The minutes of the meeting of the 12th July were **Agreed**

SG/18/38 MATTERS ARISING AND ACTIONS FROM PREVIOUS MEETINGS

- 38.1** RB gave an update on the Farmers Market launch and the positive response from the public. Call for sites had gone out in Your Steyning and HDC had put forward some sites that they owned. It was hoped that sites previously put forward in the SWAB Neighbourhood Plan would be included. The artwork for the banner – similar to the one put up by Bramber PC at the roundabout at the bottom of Clays Hill – had gone to the Clerk.

- 38.2** The application for finance had been approved by Council. There would be a further farmers market pop-up events in November and more public events were planned.

SG/18/39 MEMORANDUM OF UNDERSTANDING

- 39.1** Members had received the MOU proposed by Bramber to deal with any development close to the Steyning Boundary and this was **Agreed**

SG/18/40 FARMERS MARKET POP-UP EVENT FEEDBACK

- 40.1** The public response was positive and there were both residents and visitors at the market. PC had produced a feedback document which was well received by members

SG/18/41 NEIGHBOURHOOD PLAN SURVEY

- 41.1** RB reported that the NP survey would be allowed to run another week and the information would come back in the form of a report which would form the basis of the Vision Statement

SG/18/42 NEIGHBOURHOOD PLAN CONSULTANTS SELECTION PROCESS

- 42.1** RB reported that he had sifted through about 20 consultant firms and had shortlisted 3 and then to 2. Both companies had dealt with other local parishes. After interviewing both companies, with other members of the committee, and doing a tender analysis it was proposed to move forward with Enplan. **Agreed**

SG/18/43 LOCALITY

- 43.1** RB outlined the function that Locality performed; Guidance, budgeting, grants – everything to do with the NP process. They were the primary contact point. The first grant of £9,000 had been approved but was subject to the appointment of the consultants. The second phase of grants, £7-8,000, would come next year when site allocations have been made

SG/18/44 VISION STATEMENT

- 44.1** This would be ready for the Council meeting in October. MV discussed the logo and how important it was to create an identity for the plan and to have included a part of the community tapestry – the image was chosen as it would mean something to the people of Steyning

SG/18/45 FOCUS GROUPS

- 45.1** Although not all the consultants were in favour of Focus Groups the Steering group Committee were committed to setting up focus groups, believing that serial engagement was the best way forward and it was important to make contact with all social groups in Steyning and those in Horsham that were relevant. The Focus Groups would comprise of the following:

Communication

Built Environment

Business/Economy

Infrastructure/Transport

There would be a representative of the SG on each committee

- 45.2** R.Bell suggested that there should be a mail-drop to every household putting together the timetable and progress so far. It should include the questionnaire and a request for the residents to join the Focus Groups. This was considered by all to be a good idea.

Young people should be engaged via the school

Henfield Focus Group reports went on line even if not complete

Holidays had meant that the NP was not as far along as was preferable

- 45.3** It was proposed that a mail-shot should go to every household to include:

- The timetable of the plan
- Progress so far
- Questionnaire
- Request for residents to join the Focus Groups

The Clerk would be asked to get a price for this. **Agreed**

SG/18/46 NEXT POP-UP EVENT

- 46.1** Vision Statement launch at the farmers' market in November and possibly look at an event at the Steyning Centre

SG/18/47 ANY URGENT BUSINESS

- 47.1** RB reported that Agreed with AECOM on 1st Phase and Locality had agreed the grant on this basis and off the back of this Technical Support may come through the process with Locality

SG/18/48 CORRESPONDENCE AND INFORMATION ITEMS

- 48.1** HDC had put forward two sites for consideration, at Penland Vale and Chancton House

SG/18/49 DATE OF NEXT MEETING

- 49.1** RB to circulate dates for next meetings.

The meeting closed at 8.55pm

Signedchairman
Monday 10th September 2018