

## **Southbourne Neighbourhood Development Plan**

### **Economic and Business Focus Group**

Meeting: 04 June 2013

#### Minutes

Present: Graham Hicks (GH), Chris Bulbeck (CB), Bill Ferguson (BF), Geoff Talbot (GT) (coordinator)

Absent: Gail Ward (GW) – GT had sent a text confirming meeting but had received no response. GT will attempt to make contact.

1. Minutes of the last meeting of the Focus Group (FG) on 26 April were approved subject to correction of minor typographical errors.
2. A draft agenda had been circulated and accepted as a basis for discussion.
3. Matters not covered under agenda items.
  - Approval of declaration of potential conflicts of interest of FG members. A form for completion had been circulated and a number of entries were outstanding. GT had not received any response from GW; CB provided his entry during the meeting.
  - Approval of contact details and location of FG members. CW advised that his details were incorrect and amendments were made. All members present were happy for their details to be available to FG members only. Until agreement is obtained from GW her contact details will not be distributed
  - Information collection. GT reported that John Southgate (JS) had delivered 25 business questionnaires to business activities in Clovelly Road. The questionnaire was accompanied with a covering letter and a stamped return envelope. As of 04 June 5 responses had been received – a 20% return rate. Whilst GT had not yet analysed the returns the questions were being answered usefully. GH was in the process of delivering the remainder of his section of questionnaires to business activity along Main Road from Hermitage to Southbourne. GT would be covering the marine/business activities in the Emsworth and Thornham marina areas. (**Action GT**) At the moment the area between Southbourne and Nutbourne remains to be covered. If GW cannot cover then GT would seek an alternative. (**Action GT**)
4. Consultation questions to residents. FG had prepared a list of 9 questions which had been sent to AiRS who had consolidated/amended these to 6. Following discussion the FG made further amendments which would be taken to a meeting of FG coordinators on 05 June. (**Action GT**) (post script – the amended version was adopted and forwarded to AiRS – copy attached)
5. Draft Neighbourhood Plan preparation timetable. Copies of a draft timetable prepared by AiRS (Rowena Tyler) and RCOH (Neil Homer) had been circulated. There was general concern regarding the achievement of identified dates as already there was slippage. BT's had wider concerns regarding consultation/publicity and these would be set out in a note to the SG which he

would be preparing. As most Group members would be attending the SG it was felt that discussion would be better held at that meeting; for those not attending a short note would be circulated. (**Action GT**)

6. The following Agenda items were not discussed:
  - Drafting the “State of the Parish” section and policy framework;
  - Future provision and interaction with other FGs;
  - Date of next meeting.

It was felt that matters would become clearer from the forthcoming SG meeting (10 June) following which a note would be circulated of points arising and timing of the next FG meeting to set out actions required. (**Action GT**)