

## Southbourne Parish Neighbourhood Plan

### Minutes of the Streering Group Meeting 4<sup>th</sup> March 2014

Present: Jonathan Brown, Mike Downer, Mark Everson, Bill Ferguson, Robert Hayes (Chairman), Graham Hicks, Peter Hicks, OonaHickson, Jim Jennings, Jack Moss, Sarah Richardson, Roy Seabrook, John Southgate, Geoff Talbot, Sue Talbot, Lawrence Tirebuck, Rowena Tyler.

Apologies: Chris Bulbeck, Marjorie Bulbeck, Bruce Finch, Jacky Grant, Alice Smith.

1. Minutes of the meeting 4<sup>th</sup> February 2014.

Minute 12 Future SG meetings, 8<sup>th</sup> April was changed to 1<sup>st</sup> April. Subject to this amendment the minutes were approved.

2. Draft Pre-Submission Neighbourhood Plan Policies / Draft Neighbourhood Plan.

The Draft Neighbourhood Plan had been circulated by Rowena on 27<sup>th</sup> February. Rowena asked for feedback by 7<sup>th</sup> March but this was extended to Monday 10<sup>th</sup> March to give a little extra time. Alice would be asked to collate the comments, with help from Sue, to be passed to Rowena by noon on 10<sup>th</sup>.

It was noted employment should be kept as a high issue but there was not enough evidence for small businesses requirement.

There was some discussion on the requirement for a shop in Nutbourne but it was generally felt flooding raised greater concerns and developer contributions should be used to resolve them. The parish was well served with shops.

Sarah commented there was no Environment policy in the draft plan despite the notes given to rCOH in Autumn 2013.

3. Vision Statement.

Although it was believed a vision statement was not an essential requirement in a Neighbourhood Plan, it was thought it would be beneficial to serve as an introduction and explanation of the reason for producing a Plan.

Jonathan Brown offered to draft a Vision Statement which would be circulated for comment.

4. SEA Roles and Funding.

A meeting with CDC had been attended by representatives from the SG on 5<sup>th</sup> February. The District Council would fund consultants to undertake the SEA. CDC had invited tenders from four organisations and three quotes had subsequently been received. Urban Edge had been chosen. A meeting of the Sub Group was planned for Thursday 6<sup>th</sup> March. The timescale for the SEA was estimated at around three weeks, which could cause a delay in the timetable.

5. Community Consultation Statement.

A draft contents page and Annex B was circulated by Bill Ferguson.

It was thought the Statement would take a couple of weeks to complete. It needed to be a thorough document and there were not many examples to follow, however Rowena and Bill had a meeting to go through some examples and agree on a template to use.

There would need to be a meeting of FG heads before 1<sup>st</sup> April to agree and contribute to the document.

Bill and Ruth Heelan were especially thanked for all the work they were doing on the Communications aspect of the Neighbourhood Plan.

6. Setting up Community Development Trust. Registering Community Assets.

At the last Parish Council meeting it had been decided to set up an Advisory Group to make recommendations to the Council. Those people interested in joining the Advisory Group were asked to let the Chairman know.

7. Parish Questionnaire and Results on the Website.

It was agreed this would be reviewed at the next SG meeting.

8. Current Planning Applications / Appeals.

Mark Everson, Chairman of the Parish Planning Committee, reported there had been no significant planning applications for Southbourne recently. The result of the Hallam Land Management Appeal, land West of Garsons Road, was still awaited.

9. Summary Reports from Focus Groups.

The Heads of FG's were invited to give updates of their activities as there had been no reports made since the January Steering Group meeting due to heavy agendas..

Environment – Sara reported the FG had met on 18<sup>th</sup> February and the minutes were on the website. Mark informed the meeting some trees had been cut down in a field at Woodfield Park Road (one of the SHLAA sites) and that he and the District Council Tree Officer had been called out. The District Council Tree Officer considered that a felling licence should have been obtained and this would be investigated with a view to possible prosecution. TPO's on remaining trees were expected to be made.

Heritage – Oona reported her group had not met but she now had the Historic Environment Records and these would be sent to the Consultants.

There had been no meeting of the Housing Group since before Christmas. Geoff Talbot reported that Business & Employment last met on 29<sup>th</sup> January, with Robert Hayes present, to discuss the potential to develop a business centre on part of the recreation ground. It was agreed that Bill Ferguson give a presentation to the Steering Group on 4<sup>th</sup> February, outlining the proposed flexible development of office and meeting space. The Steering Group at its last meeting decided that this would not be pursued as a project.

10. Budget Update.

Budget circulated by Alice. No changes to report.

11. Timetable.

The following amendments were made to the timetable:

Full Parish Council meeting 10/03/14 changed to 11/03/14

Full Parish Council meeting 14/04/14 " " 08/04/14

SG meeting 07/05/14 " " 06/05/14

Full Parish Council meeting 14/05/14 " " 13/05/14

The Full Parish Council meeting 12/08/14 was deleted. If it became essential to hold a Council meeting in August, the Parish Council would need to call an extraordinary meeting.

12. Criteria for Pathwalking.

Jack Moss commented that the problem with the cycle lanes on the Main Road was that they were discontinued in places and started again further along the road which meant there were gaps in the cycle lanes.

Jack was preparing a pro-former for volunteers walking the footpaths to use to record the problems they discovered with paths and any nearby ditches so that they could be passed to WSCC PROW to contribute to their work. Litter would be collected to supplement the work of the Parish Litter Collectors.

It was noted the footpaths were inspected by the WSCC Access Ranger Kathy Eels on a nine month cycle. Faults found were then repaired by the PROW Maintenance Team.

13. Projects List.

A projects list was being drawn up by Sue Talbot and suggestions were invited. It was noted this item was also on the agenda for the Parish Council meeting on 11<sup>th</sup> March when the Council were being asked for their suggestions for infrastructure needs of the Parish, both for the Neighbourhood Plan and the District Council consultation on the proposed CIL system.

Sue commented on the shortfall of play facilities in the Parish and believed this was something the Parish Recreation Advisory Committee needed to discuss.

The meeting was made aware that following attendance at a Council meeting by a group of youngsters, who presented a petition to the Council asking for a skate/BMX park at the recreation ground, the Council had earlier recorded it would provide a skate/BMX park on the southern end of the recreation ground when funding became available. This project was therefore appropriate to go on the list.

14. Other Business.

Westbourne Parish Council had asked for help from Southbourne with their Neighbourhood Plan and would like to send a member to join the Southbourne SG. It was agreed the questions asked by Westbourne would be circulated but Westbourne would not be invited to join the SG at this time. Robert Hayes agreed to contact Westbourne to discuss the matter.

The Clerk made known he had not been given any paper records by the SG or FG's to be held at the Parish Office. The records the Parish Council held were the same as had been circulated to all involved by Alice, namely emails with electronic attachments of files.

Rowena Tyler emphasised how important the records are and care must be taken to ensure they are kept carefully.

OonaHickson had given a note to the Chairman disapproving of the political point scoring taking place between two councillors. The Neighbourhood Plan was not political and the Chairman agreed to speak with those involved.

\*\*\*\*\*