

Minutes of Southbourne Neighbourhood Plan Steering Group 6th January 2015

Attendees: Alice Smith, Bill Ferguson, Chris Bulbeck, Diane Goodman, Geoff Talbot, Graham Hicks, Jacky Grant, Jonathan Brown, John Southgate, Mark Everson, Mike Downer, Peter Hicks, Robert Hayes, Roy Seabrook, Sue Talbot

Apologies: Bruce Finch, Jack Moss, Jim Jennings, Oona Murphy, Sarah Richardson.

1. Welcome & apologies submitted.
2. Minutes of last meeting: minutes of Dec meeting approved, with a couple of changes **ACTION ALICE SMITH**
3. CDC plan status: Timetable issued by Chris Banks (attached as appendix 1). Proposed amendments adopted and send to CDC local plan inspector. Will go on deposit 8th Jan 15. We need to read them and comment if required by 19/02/15. Parish Council meeting 10/1/15 so that meeting is in time to discuss these. **ACTION PARISH COUNCIL**
4. Neighbourhood Plan Examination Status
 - (i) Examiner: Jeremy Edge appointed by CDC at end Nov, we believe he started work on this project early Dec, but no update since then. All communication from the examiner will go to the Parish Clerk, then the PC will send to the Steering Group. **ACTION PARISH CLERK** Need to make sure he has up to date email addresses **ACTION ALICE SMITH.**
 - (ii) Changes: if changes are required we need to make sure Neil Homer is available to make any required **ACTION PARISH COUNCIL**
 - (iii) Schedule of comments on the Reg 14 consultation is on the website, created by Lawrence, however there are about 20 additional comments that were not included in the Schedule due to lack of time, these are in their original form and are difficult to read. They need to be typed out ASAP as the examiner will look at this. This has not been done. New parish clerk in place. It will take a few hours but the PC must ensure this is done as a matter of urgency. **ACTION ROBERT HAYES**
 - (iv) New Neighbourhood Plan Liaison Officer: The Talbots have established contact with the Liaison Officer Valerie Dobson.
 - (v) Housing Figures there may be changes to housing figures in the changing Chichester Local Plan but we will not know this till April. Our plan should continue as is, subject to the findings of both local and neighbourhood plan examiners.
5. Referendum Organisation anything we want to do may need advance planning that we can set in place now.
 - (i) Pre referendum leaflet: the recent leaflet delivery was an onerous task; can we ask the same volunteers to do this again? 3 or 4 people are doing the bulk of the deliveries, it is too much. It would cost £600 to post leaflets, plus those in the post are delivered with junk mail and more likely to be thrown away. It was agreed that ad hoc collection by volunteers from farm shop is not the best process as it leads to too much being done by too few; if we do a leaflet again it needs to be volunteers allocated to roads in advance of leaflet collection. **Not decided.**
 - (ii) Public meeting: is this of value? We cannot canvas prior to the referendum but we can provide information. Some residents have come to be aware of the plan late in the process so did not attend the 2013/14 public meetings; although it was felt that no new information should be given, it would be good to give them the chance to look at the documentation, maps etc that were available at the previous public meetings. Some vehicle of information to residents is required if only to differentiate between the referendum and national election.
 - (iii) Village Magazine: imperative we get something in there, deadline looming. Other villages are putting in a lot about their n/plans we have very little in there. Needs to be something EVERY month, **ACTION COMMUNICATION TEAM** perhaps the new clerk can do this monthly **ACTION PARISH COUNCIL**
 - (iv) The News: Geoff Travers from the News has been asking for stories we need to send him what we can **ACTION COMMUNICATION TEAM**
 - (v) Chichester Observer: Should get something in here regularly, they were looking for a contact in Southbourne to provide Southbourne based stories, might Ruth be interested as she knows what is going on in the parish? **ACTION COMMUNICATION TEAM** Alternatively the Parish Clerk could put something into the Observer on a regular basis **ACTION PARISH COUNCIL**
 - (vi) PO9/PO10 & The Ems: the same updates on the plan could go here **ACTION COMMUNICATION TEAM**
 - (vii) Web pod: can we create one to advise basics of the Southbourne N/plan? **ACTION COMMUNICATION TEAM**
 - (viii) Pre referendum rules: what can we and what can't we do pre referendum? We can say please vote, but not please vote Yes. There are set rules, so we need confirmation from CDC about this, **ACTION PARISH COUNCIL** A meeting is to be arranged asap with CDC - suggested attendees Valerie Dobson, Sue Payne, Graham Hicks, Robert Hayes, Mike Allgrove, Peter Hicks, Bill Ferguson, Jonathan Brown and possibly Sue & Geoff Talbot subject to timing, to discuss all these issues **ACTION ROBERT HAYES**
 - (ix) CDC duties: they will advertise the referendum (notice in Observer and on CDC website), send out polling cards, appoint polling tellers and arrange polling stations.
 - (x) Advice from other Parishes: We can contact other parishes that are further along in the process, to ask what worked well for them at this stage **ACTION PARISH COUNCIL**

6. Transport – getting the Voters out: Can we offer assistance with transport? As the vote will be the same as any local or national election, it is assumed those with mobility issues will already be registered for postal votes. Should we consider offering to the homes, Age Concern? **Not decided.**
7. Drainage figures used by CDC: Thornham WWTW is described as serving Southbourne. It actually serves Chidham, Hambrook, Nutbourne, Bosham, Westbourne, Emsworth and part of Havant as well. CDC will put a line in about new houses in these areas reducing headroom at Thornham WWTW. Minutes of the Chichester Harbour Conservancy refer to water quality but there is not sufficient detail in the minutes to determine if there was any real discussion of this. Roy trying to obtain the appropriate minutes. **ACTION ROY SEABROOK.** CDC still think these figures are ok. Headroom figures were originally calculated using the average daily flow rates over one year. When the documentation went to the CDC Inspector, a new document was presented that calculates headroom using an average daily flow rate over 7 years, this obviously reduces the impact of any severe weather. This document has been added since the examination started. There is very little detail about water quality in the CDC paperwork. Roy is preparing documentation for the Parish Council to consider submitting to OFWAT as a complaint focusing on two main points
 - Averaging over 7 years: this is extremely bad policy. This lowers the weight of extreme weather conditions which recent years have shown us to be something we cannot ignore.
 - Storm Discharges: when we started this process the date for 2012/13 showed 76 discharges in one year at Nutbourne. By the end of 2013 the Harbour Master started notifying of all discharges into the harbour a day or two after they occurred. Roy has tracked these. Roy asked the EA for a summary of the storm discharges June 2013 to June 2014. The data provided showed approx 100-120 days of discharge. There are very significant discharges notified by the Harbour Master that are missing from the data provided by the EA. Roy has asked the EA to check their figures and has provided the data for the missing discharges but the EA have replied asserting their data is correct. I.e. not missing discharges from their reports. Roy has gone back to the EA but they have not replied. At this point we cannot have confidence in the EA's figures if the many storm discharges notified by the Harbour Master are missing.
8. Community Assets: Community assets are designated via a set process, once designated a body (either the Parish Council or a new body set in place purely for this purpose i.e. a Company or a Charity) takes control of the assets. The body taking control must have clear association with the community. The Assets must have clear tie to the community and be for the benefit of the community. The asset must also be reasonably long lived. Maintenance of the asset has to be detailed. Typically requiring funding and also resource output. Funding is available from grants; resource output could be cash or could be provision of an amenity to the public, e.g. deliver green space. You cannot build this kind of scheme around one asset; it has to be created to cover a range of assets (Community Asset Act). We could consider Breach Field Farm, Age Concern, Recreation Ground, Library, Village Hall and so on as well as the Green Ring. This could be the ideal vehicle to deliver and safeguard the Green Ring. If something is under threat and has been designated a Community Asset the Parish Council or designated body has the opportunity to purchase that asset at current market value, and has 6 months to raise the funds. Could be considered for Breach Avenue Field and other areas needed to create Green ring. Needs to go to PC next week for discussion, **ACTION PARISH COUNCIL** Bill to provide briefing note **ACTION BILL FERGUSON**
9. Handover of N/plan to Parish Council: there is a list of projects at the back of the plan itself, these need to be taken over by the Parish Council. e.g. Peter Hicks has taken on footpaths; Jack Moss had divided the Parish into sectors with a volunteer covering each sector – the intention was that not only the condition of the footpath would be assessed at regular intervals but also adjoining features such as the state of drainage ditches - as an example Roy Seabrook's report had included photos of these aspects all of which will provide ongoing monitoring data for the implementation of the plan. This needs to happen for all the elements of the plan and all the projects identified. **ACTION PARISH COUNCIL.**
10. Posters and Leaflets: Leaflet recently delivered needs to go onto the website ASAP. **ACTION COMMUNICATION TEAM** Posters as soon as we have a referendum date. **ACTION COMMUNICATION TEAM**
11. Timetable & Items Due Now: Expect earliest referendum now March 2015. National election 7 May, March could be critical.
12. Planning items.
 - (i) Gosden Green Site: the plans include a road initially sufficient to serve the 20 dwellings now proposed, ie 6.6m wide, but with the ability to be widened in future to 7.2m when needed to serve a future road and bridge over the railway providing access to areas of Southbourne north of the railway. Eastern side would be footpath for now, that would not be required if the road is widened. This has been signed off by WSCC, so now needs CDC Planning Committee approval. It is understood that the land required for the widening will be owned by a property maintenance company and will be tied up legally so that it cannot be withheld from future use as a road as and when required. The application will go to Planning Committee in Feb 2015. Robert Hayes is a member of the Committee but has declared an interest in this application and will speak as a resident and as a member of the N/plan Steering Group; as a result he will not be able to vote as a member of the Planning Committee.
 - (ii) Loveders Site: need to start talking to Seawards, Network Rail, and Southern Rail re footpath to the station. Conversations must start before Seawards start building. **ACTION PETER HICKS AND TRANSPORT TEAM**

- (iii) Breach Avenue: application refused planning permission, main reason given is that it is not in line with the emerging Southbourne Neighbourhood Plan.
 - (iv) 150 homes north of Cooks Lane: application refused planning permission , main reason given is that it is not in line with the emerging Southbourne Neighbourhood Plan.
 - (v) 50 homes north of Cooks Lane: no planning application yet submitted.
 - (vi) Nutbourne site: no planning application yet submitted.
 - (vii) North of Alfrey Close: no planning application yet submitted.
 - (viii) Planning Applications on website: page set up by Alice Smith and Sue Talbot needs to be taken over by the Parish Council ongoing, Sue will assist in handover to Jacky Grant **ACTION JACKY GRANT**._This is a page that the residents use a lot so is important to keep up to date. Send to all Steering Group so that they can see what this page is about. **ACTION ALICE SMITH**
13. Budget circulated prior to the meeting, agreed that this does not need to be a regular agenda item any more.
14. AOB.
- (i) Meeting other villages: if we can connect with other local parishes we can unite on shared issues. This already happens with Bourne Forum but perhaps consider interlocking with Emsworth too **ACTION ROBERT HAYES**. Also good to meet with the other areas using Thornham WWTW, to discuss the issues there.
15. Future SG meetings future dates are all first Tuesday in each month - 3 Feb, 3 March, 7 April, 5 May 2015- at the Church Centre at St John's Church, Stein Road, Southbourne PO20 8LB at 7.30pm.