

Minutes of Southbourne Neighbourhood Plan Steering Group 1st April 2014

Attendees: Alice Smith, Bill Ferguson, Chris Bulbeck, Geoff Talbot, Graham Hicks, Jack Moss, Jonathan Brown, Mark Everson, Neil Homer, Robert Hayes, Roy Seabrook, Sandra James, Sarah Richardson and Sue Talbot.

Apologies:, Jacky Grant, John Southgate, Lisa Leader, Marjorie Bulbeck, Mike Downer, Oona Hickson, Peter Hicks and Rowena Tyler.

1. Welcome & apologies submitted.
2. Minutes of last meeting: minutes of March meeting approved, subject to amendment re Environment Policy.
3. Second Draft Pre-Submission Neighbourhood Plan for approval. Core priorities to be agreed. Consultation period window dates to be agreed.
 - (i) Second draft pre-submission neighbourhood plan presented by Neil Homer of rCOH. Policies that are covered by the CDC local plan are not intended to be included in the Southbourne Parish Neighbourhood Plan as well. The Parish plan is intended to include those policies that are not in the CDC plan. The government have put on line a new resource that is very useful to neighbourhood plan teams, the National Planning Practice Guidance (NPPG). This establishes a series of important principles for neighbourhood planning, e.g. how you deal with situations such as ours, where the neighbourhood plan is to be finalised prior to the relevant local plan.
 - (ii) Addition required re Nutbourne site, the developers have offered to provide parking for existing residents in the proposed development; we would like this in the neighbourhood plan document. **ACTION NEIL HOMER** to update report.
 - (iii) One of the sites needs to be amended on the maps so that any business in that location is provided the same protection as any other business in the parish, should change of use be considered in the future. **ACTION NEIL HOMER** to update report. This will also required tweaks to the sites assessments report to exclude it **ACTION SUE TALBOT** and the number of hectares in the report will need to be amended **ACTION NEIL HOMER** to update report.
 - (iv) Affordable housing is not mentioned specifically, this is because it is part of CDC and national policy therefore does not need to be in the neighbourhood plan as well, however due to the number of residents who have mentioned this as a priority we would like it included in the supporting text for housing policy, as we are aware how important it is to residents, e.g. "40% until policy changes at local plan level" **ACTION NEIL HOMER** to update report.
 - (v) The group discussed whether BREAM needs to be specifically mentioned, as this is covered by national policy that is subject o change it is not appropriate for the neighbourhood plan to possibly contradict national or local policy, so this will not be included, however it was agreed when we go on consultation we can, in our publicity, explain why some things are not in the plan. **ACTION COMMUNICATIONS GROUP.**
 - (vi) All agreed that the Tourism and Leisure and Business & Economy to be separated – delete "tourism and leisure" from the title of that section and delete the third paragraph 4.45 **ACTION NEIL HOMER** to update report.
 - (vii) The environment group have some additions to the environment policy to be added in. **ACTION SARAH RICHARDSON** to send the details to Neil Homer. **ACTION NEIL HOMER** to update report.
 - (viii) The core priorities are not up to date, a subgroup of the Steering Group (Jacky Grant, Sue Talbot, Bill Ferguson, Geoff Talbot & Alice Smith) have been working on core priorities and infrastructure projects that can be backed up by evidence, these need to be inserted. **ACTION SUBGROUP** to send to Neil asap. **ACTION NEIL HOMER** to update report
 - (ix) There was discussion re the transport policy, whether long term plans ought to be included, it was voted to include it.
 - (x) Neil Homer will make the changes required then send back to Steering Group the amended document so that we can arrange swift approval and recommendation to the Parish Council. **ACTION ROBERT HAYES** to ensure all parish council members have sight of the documents that they need to read prior to next week's parish council meeting, in order that all can be approved at that meeting.

4. SEA progress: This project is expected to be delivered on time. Bill Ferguson is project managing the SEA. There has been some delay in CDC passing information to Urban Edge. **ACTION ROBERT HAYES & TOM BELL** to resolve the issue. The draft SEA must be submitted with the draft plan next week in order to keep to the timetable.
5. Examination Referendum timetable (supplied by Tom Bell and sent out with agenda). How this affects our timetable. The timetable sent by Tom Bell needs to be compared to our current timetable to ensure that there are no issues. Robert Hayes taking on ownership of the Southbourne Neighbourhood Plan timetable to ensure all key deliverables are on time, Alice Smith to assist by maintaining the document. **ACTION ROBERT HAYES & ALICE SMITH** Neil Homer has advised that we may be able to speed some items up with the end result of delivering the neighbourhood plan slightly earlier than timetabled.
6. Registering Community Assets. Left until next meeting due to lack of time.
7. Parish questionnaire and results to go on website. The questionnaire, the results analysed by Airs, the open ended questions analysed by this team, can all go on the parish council's website. We can ask David Linington to set up a page that is not on any menu until we are happy with the page and the information that is on there. We will need to double check with parish council before web page is made available to public. **ACTION ALICE SMITH & SUE TALBOT** Alice has already removed all the personal data (names, post codes, addresses etc from the file provided by Rowena). Need to check that all is ok re data privacy **ACTION ALICE SMITH** to check with Rowena and Lawrence.
8. Current Planning Appeals & Applications Nothing new recently.
9. Focus Group: All focus groups are putting their minutes on the website.
10. Budget update. Latest budget provided with the minutes, no change.
11. Future SG meetings it was agreed that the meetings will be moved to the first Tuesday in each month, therefore the future dates are Tuesday 6th May, 3rd June, 1st July and 5th August 2104. All meetings are at the Church Centre at St John's Church, Stein Road, Southbourne PO20 8LB at 7.30pm.