

Minutes of Southbourne Neighbourhood Plan Steering Group 2nd September 2014

Attendees: Alice Smith, Bruce Finch, Geoff Talbot, Graham Hicks, Jack Moss, Jacky Grant, Jonathan Brown, John Southgate, Lawrence Tirebuck, Mark Everson, Mike Downer, Oona Hickson, Peter Hicks, Robert Hayes, Roy Seabrook, Ruth Heelan, Sarah Richardson and Sue Talbot.

Apologies: Bill Ferguson, Jim Jennings and Sandra James.

1. Welcome & apologies submitted.
2. Minutes of last meeting: minutes of July meeting approved subject to one key change item 4.
3. 5 and 6 Submission Neighbourhood Plan, SEA and Consultation Document:
 - (i) Documents to be lodged All 5 documents (Submitted Plan, Strategic Environmental Assessment, Basic Conditions Report, Site Assessments Report, Consultation Statement) have been printed and are to be lodged with Chichester District Council (CDC) by Thurs 4 Sept 2014, for the statutory 6 week period. This stage is now all run by CDC, not the N/Plan team or Southbourne Parish Council. Hard copies will be available at Southbourne Library, on the CDC website and on the Southbourne Parish Council website. 6 hard copies are to be placed within the Parish, **ACTION SARAH RICHARDSON** to ask these locations if they are happy to hold them for residents to view.
 - (ii) Comments/representations on the Submission Plan need to be made to CDC, if made to the Parish Council they will be invalid and not considered. CDC prefer comments to be made on their proforma, this is available at Southbourne Library, on the CDC website and on the Southbourne Parish Council website, also will be made available on our facebook page. All neighbourhood plan team members are requested to send their PERSONAL comments, i.e. as individuals not as n/plan team members, to CDC using the proforma. **ACTION ALICE SMITH** to send the proforma out to all. Comments can be sent from all the individuals at one house, it is limited to comments per person not comments per household.
 - (iii) Outstanding item Sue Payne has to write to a list of interested people/agencies. Lawrence wrote to these people/agencies on 17/5/14, Sue will need to write to the same list plus about 15 extra.
 - (iv) Southbourne PC website huge changes have been made; Ruth Heelan, Geoff and Sue Talbot have met with the web manager to arrange this. The presub plan has been replaced with the new submission plan. All representations have been scanned and added to the site.
 - (v) Great Thanks!! It was acknowledged by all that without Ruth Heelan's work the printing of the plan documents could not have happened in time. It was acknowledged by all that without the hours, weeks and months of intense effort by both Sue & Geoff Talbot we would have no plan. A great debt is owed to them by all.
 - (vi) Timings: initially it was hoped we would submit the plan on 18 Aug 2014, however it was not possible to meet this deadline – if the documents had been rushed they could have been faulty and failed inspection. CDC decides whether the documents will be put on deposit. A week's delay was required so that Sue Payne could review. Some changes have been made following her review. The chair's intro has been amended to change date of referendum from Sept 14 to Winter 14.
 - (vii) Parish Council – once the plan is approved, it will be used by SPC and CDC to assess future development. It was felt by some members of the Steering Group that there has been a lack of support from the parish council in this process so far, and once this process is complete, it will lie with the PC to ensure that the approved Neighbourhood Plan is adhered to.
 - (viii) Examiner – CDC will recommend 3 Examiners, we have to choose one. We will have their CVs to assess, and can see what other locations they have examined already. The decision is owned by Southbourne Parish Council, but we expect this to be delegated to a subgroup consisting Parish Council and Steering Group members to choose the best examiner for Southbourne Parish.
 - (ix) Posters – Ruth Heelan has these ready to go, they will go up after Thursday 4th Sept, **ACTION MIKE DOWNER & MARK EVERSON**
 - (x) Voting – people have to be on the electoral roll to be able to vote on the neighbourhood plan, if you are not registered to vote then you cannot vote on this plan. Please remind people that they must be registered to vote with CDC.
4. Reg 14 report: The report Neil Homer presented stated that English Heritage had asked for a change to the documents, this was a mistake, English Heritage had not asked for a change. A few lines have been placed at the end of the Reg 14 report to clarify.
5. SEA dealt with in point 3 above.
6. Consultation document dealt with in point 3 above.

7. Executive Summary: Prior to the Referendum a short document is required to explain the Neighbourhood Plan that can be printed in bulk so that residents can take these away with them, explaining in brief the neighbourhood plan and encouraging them to vote. It is recognised that not everyone will be able to read the documents that are available around the parish and available online. A layman's' guide, simple for all to understand, is required to ensure that all residents are able to understand the aims of the neighbourhood plan before they are asked to vote. **ACTION JONATHAN BROWN** to create first draft, by condensing the presentation script. Perhaps 2 pages max, with some diagrams. Not to be below 12 font. Could be laid out like a leaflet.
8. Timetable and immediate deliverables the timings and deliverables are all with CDC now. They hope to appoint an Examiner in this 6 week period. Estimate referendum to be Dec 14 or Jan 15. CDC to confirm **ACTION SUE PAYNE**. Public sessions may take place if there are contentious issues, if there are public sessions these will take place within Southbourne.
9. Current Planning Appeals & Applications Everyone is asked to feed their comments on these two applications to the Parish Council ASAP. **ACTION ALL** as the plan is now submitted we believe that we lost the prematurity argument at this point and need to compare the applications received to the plan we have submitted. **ACTION LAWRENCE TIREBUCK** to confirm that this is the case.
 - (i) Seawards/Loveders Site: the 3 separate applications have been withdrawn (2 south of railway line, one north of railway line) and replaced with one application for 157 dwellings south of the railway line.
 - a. Bungalows: Concern over lack of bungalows, Seawards own resident feedback data shows high demand for bungalows, low demand for flats but their new plans show only 5 bungalows and lots of flats. Smaller properties are required for older residents, this allows them to downsize freeing up larger properties, and then these larger properties allow families to move freeing up smaller properties and so on. Brendan O'Neill (rCOH) shared with Seawards a design for courtyard bungalows that allows for bungalows but retains the density required to meet CDC requirements for this site. This has not been included in the current application. It was pointed out that permission has been granted at appeal on land north of Alfrey Close for 70 age - limited dwellings which if implemented should provide enough to need local demand for smaller dwellings for older people.
 - b. Drainage: The drainage team have reservations over some of the documentation supplied in particular, the Appendix 4 of the drainage documentation. This appeared to give Southern Water's conflicting statements on availability of foul sewerage capacity and very strange grid references of some of the sewerage manhole covers. The documentation was all several years old. This is listed under "SW Capacity Check 29.7.14" document. An urgent meeting is required for CDC and NP teams to get an overview of the current sewerage situation for this site. **ACTION ROBERT HAYES** to arrange ASAP. Roy to attend if possible.
 - c. Environmental there is concern that there are well established hedgerows and many mature trees to be cut down in the latest planning application.
 - d. Access to school: Concern over lack of access to the Primary Schools, without a formal access, children are likely to climb over fences etc. Concern over removal of an established hedgerow and many well established trees. Green Ring is present but so small you cannot really make it out on the plans. This has yet to be reviewed by many of the team. All are asked to review and put their comments on the CDC website as individuals, also please share your concerns with the rest of the team as different people will notice different things, which may be important to all.
 - (ii) Crayfern/Gosden Green Site: this application is to be reviewed shortly; any comments must be submitted quickly. Application is for 12 two storey buildings and 11 three storey buildings.
 - a. Drainage: Concern over Southern Water comments. A meeting is required with CDC re drainage before the application is reviewed by the CDC planning team. SW letters say no capacity at this site but that a sewer can be laid (by the developer) straight to Thornham. Pipes that were blocked have been cleared, but there is a ditch that still needs to be cleared. CDC & the developer correspondence show that the ownership of the ditch is still yet to be confirmed. The north side of the ditch has been cleared but the south side is yet to be cleared. Cheeseman's ditch is still not cleared; it needs to be cleared all the way to the sea. The Bourne's forum is 3 Sept, and this will be discussed at that meeting.
 - b. Environmental concern about the bats that have a flight path here.
 - c. Road group requested that at next meeting with CDC to get assurance that the planned road here is wide enough to provide access for a future bypass. It may be necessary for some land to be held as verges not gardens so that the road can be widened in future years

as required. These verges must not be retained by a land management company but must be owned by CDC so that any road widening required for a bypass can happen without being ransomed for small pieces of land at a future date.

10. Budget update. There are some extra printing costs, the SPC are happy to approve these.

11. AOB

- (i) News Reporter has contacted most members of the Parish Council to ask for views on the Swards application at the Loveders Caravan Site. **ACTION JONATHAN BROWN** to provide a response on behalf of all the Parish Councillors. Questions and answers attached to these minutes as Appendix 1.
- (i) School parking: Sandra James could not attend but sent in query by email, about the parking issues at the primary school and whether these had been addressed in the plan. This is a long standing problem which has generated many meetings; many of the steering group members had attended these meetings. There have been a number of proposals in the past but not yet have been adopted for various reasons. This issue has been considered by the group throughout this process, along with all other traffic and congestion issues. It is likely to always be an issue. It is hoped that the reduced catchment area will help somewhat, however removing the direct access to the school from the new estate will make this congestion worse.
- (ii) Meeting with WSCC to go ahead organised by Mark Everson.
- (iii) After the plan is approved it becomes a legal document that is to be referred to when considering each and every planning application. The parish council will have the job of ensuring that this happens. CDC ought to refer to the plan but SPC will need to police this. E.g. the Co op may move across to the new retail unit to be built where the service station is now. Then the old Co op building could be the subject of an application for flats. As the plan we have created states that we will retain all existing retail units, this building will not be able to change from retail to dwellings.

4. Future SG meetings future dates are Tuesday, 7th Oct, 4th Nov and 2nd Dec 2104. All meetings are at the Church Centre at St John's Church, Stein Road, Southbourne PO20 8LB at 7.30pm.