

Minutes of Southbourne Neighbourhood Plan Steering Group 2nd December 2013

Attendees: Alice Smith, Chris Bulbeck, Geoff Talbot, Graham Hicks, Jack Moss, Jacky Grant, Jim Jennings, Jonathan Brown, John Southgate, Marjorie Bulbeck, Mark Everson, Mike Downer, Oona Hickson, Robert Hayes, Sandra James, Sarah Richardson, Sue Talbot and Tom Hulton.

Apologies: Bill Ferguson, Bruce Finch, Keith Parham, Peter Hicks, Rowena Tyler, Roy Seabrook and Tom Bell.

1. Welcome & apologies submitted. It was noted as site selection criteria were due to be discussed, Keith Parham decided it would not be appropriate for him to attend, as he has an interest in the Gosden Green site.
2. Minutes of last meeting: minutes of November meeting approved.
 - i. Item 3 - Developers Events: Item 4 Drainage: Item 4 Transport
 - ii. Item 8 Current Planning Appeals & Applications: Southbourne PC Mark Everson and Chris Bulbeck have met with CDC to keep them up to date with the Southbourne n/plan progress.
 - iii. Item 13: Only 2000 copies of clippings will be required not 4000.
3. Communications:
 - i. Contacting Residents: Bill has analysed the attendees of all the events and we are nearing 1000 residents engaged. There are 682 people who have completed attendee sheets, from the events as follows. Mainly attendees are from the PO10 8XX postcodes, with some from PO18.

15 Oct	284	Developer Event
9 Nov	130	Open Morning Neighbourhood Plan Focus Groups
23 Nov	244	Developer Event
30 Nov	24	Sea Scouts Fair
15 Dec	<u>TBA</u>	Tuppenny Barn event
Total	<u>682</u>	
 - ii. Posters: the posters around the parish have been taken down for a break for December, and will go back up in the new year when we have something new to say. It is hoped that having the posters down for a month will mean they have more impact when they go back up. The Steering Group wish to thank Ruth for designing the posters, Mark Everson for printing and distributing them, and Mike Downer for all his hard work putting them all up, updating them and taking the old ones down.
 - iii. Clippings issue: when we do issue a special edition, it will be an important way of communicating the latest information to all residents. It was noted that only 2000 would be needed, not 4000 as stated in the last meeting's minutes.
 - iv. Developers Letters/emails etc: all are to be passed to Robert Hayes who will provide appropriate responses.
4. Questions from residents. Lawrence Tirebuck is holding the residents feedback and developer questions in the Parish Council office. All those for which we have the appropriate permissions, are published on our website. The questions need to be collated to a summarised set of questions that can be forwarded to the developers via a process to be determined by the Parish Council. This must exclude any names or addresses. **ACTION ROBERT HAYES & CHRIS BULBECK**
5. Criteria for Site Selection Focal points met on Tuesday 19 Nov to discuss site criteria. We can choose to give different weighting to different criteria, i.e. some are more important than others. We can select sites that do not meet all criteria by choosing the sites that meet most of the criteria or most of the highly weighted criteria. Some criteria for development will not be Site Criteria, i.e. Design criteria or type of housing (small units vs. large houses) are not part of the Site Criteria. The Site Criteria were discussed. They will be discussed by the Parish Council on 10th December, whereupon we can go back to Neil Homer to clarify his draft proposals.
6. Process for community facilities/infrastructure to be discussed in detail next meeting, and needs to be higher up the agenda. Oona to prepare a document explaining concerns. Do we want enhancements or new facilities. Funding vs. capital. **ACTION OONA.**
7. Current Planning Appeals & Applications - Re the field that is in Nutbourne, we need to be clear what units are intended for the new Chidham parish and what are for the new Southbourne Parish, and which are in the existing Southbourne Parish. Responses to the planning application is required by both Parish Councils **ACTION MARK**

EVERSON & CHRIS BULBECK TO ENSURE THAT THIS HAS BEEN DONE. Chidham's current neighbourhood/parish plan sets out no building on greenfield sites. It is key that Chidham and Southbourne Parish Councils talk to each other about the developments that are proposed for areas that are moving from one area to another and for areas that about the other parish. **ACTION ROBERT HAYES AND CHRIS BULBECK.** Southbourne PC have contacted Westbourne and Chidham and we think also Emsworth **ACTION ROBERT HAYES AND CHRIS BULBECK** to confirm with Lawrence who has been contacted re the n/plan, this will also be required as part of our evidence base. The Hallam Land appeal for the land behind Garsons Road/Alfrey Close planned for 12 November 2013 was deferred and is now expected to be in March.

8. Focus Group:

- i) Community, the group have listed facilities as site criteria.
- ii) Drainage: Sandra James still trying to get a meeting with Amanda Jobling CDC and Southern Water. The team have made contact with Natural England who will endeavour to attend when a meeting finally takes place. Sandra James has confirmed that it is CDC that have to support the data that we are being provided with - SW provide the data but CDC are responsible for ensuring it is the right data to use, and are responsible should there be some problem in the future. We will need to ensure that our neighbourhood plan includes the requirements for drainage etc, so that if the requirements are not met, the legal obligations are all with CDC i.e. they ought not to approve any applications that do not meet the criteria or caveats that are included in our final neighbourhood plan.
- iii) Economy: Emsworth Yacht Harbour. An application had been submitted for the change of use from offices to residential units for holiday let at Curlews (App SB/B/03138/Ful). The Parish Council had been consulted but had not raised objection at that time. However, objection had been raised by the yacht harbour and advice by the CDC economic officer was to refuse the application as contrary to Saved policy C7 which seeks to safeguard loss of facilities within boatyards related to boat building, fitting out, repair maintenance and the provision of ancillary services. Changes of use to those not dependent on waterside locations is wasteful and boatyard activity is important within the Parish. Existing residential use within the yacht harbour area is not comparable as this was granted permission specifically as residential development. It was agreed that objection should be raised through District Council members of the Parish Council using the red card procedure. **Action ROBERT HAYES, BRUCE FINCH AND GRAHAM HICKS**
- iv) Environment minutes of the group's meetings are on the website.
- v) Heritage CDC will be doing a review of conservation areas, the heritage group will ask if they could bring this forward so that the output of their review can be used in the creation of the neighbourhood plan.
- vi) Housing minutes of the group's meetings are on the website.
- vii) Transport Some data provided by Daryl Hemmings for transport, but it was very basic. We could get more data if the developers do a pre-assessment but we are not at that stage yet. The team met with the Bus Company who were very helpful, and who will draw up some proposals as to how the buses could run. A meeting is still required, CDC, WSCC, Sandra James, Robert Hayes and Transport Team **ACTION SANDRA JAMES & ROBERT HAYES.**

9. Budget update, we are currently overspent by £717.50. Extra funding will be provided by the Parish Council on an as required basis. Expected future expenditure is hall hire and printing for clippings, banner, posters etc. Rowena has advised she has 1.5 days left to support the plan until the presub plan, and 2 days after the presub plan.

10. Timetable this has been updated by Rowena and Neil, and is issued by Alice, please can everyone read this to review for any items that cannot be delivered on the due dates, or to check that you agree with the ownership of the tasks. Anything that needs to be added, please advise Alice. **ACTION ALL.** Draft Pre Sub Plan due from Neil 6/1/14.

11. Any Other Business SEA requirement was discussed. CDC have advised that if we were to need an SEA we are responsible for it, we as a team have discussed and agreed we do not have the skills to do it in house or any funds to pay someone else to do it. Rowena and Tom Bell were due to have a meeting Wed 6/11/13 to discuss SEA roles. Robert is seeing Tom Bell on Dec 3rd, **ACTION ROBERT** to find out what the outcome of that meeting was. CDC are preparing an SEA for the district, it would be sensible, in order to ensure that the Southbourne SEA is consistent with the CDC SEA, to ask CDC to include Southbourne in its SEA project.

12. 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 7th Jan, 4th Feb, 4th March, 1st April, 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.