

Minutes of Southbourne Neighbourhood Plan Steering Group 4th November 2013

Attendees: Alice Smith, Chris Bulbeck, Geoff Talbot, Graham Hicks, Jack Moss, Jim Jennings, Jonathan Brown, John Southgate, Keith Parham, Mark Everson, Mike Downer, Oona Hickson, Peter Hicks, Robert Hayes, Rowena Tyler, Roy Seabrook, Ruth Heelan, Sandra James, Sarah Richardson and Sue Talbot.

Apologies: Bill Ferguson, Bruce Finch, Jacky Grant, Marjorie Bulbeck.

1. Welcome & apologies submitted.
2. Minutes of last meeting: minutes of October meeting approved.
3. Developer Presentations Event, October 15th: the event was well attended, nearly 300 people signed in (records held by Bill Ferguson). Some developers did not attend which resulted in the event ending early, one developer returned (having arrived early then leaving, returning for their designated time) to find that the event was over and that most people had left. We have offered to host a second event so that they can present on an even footing to the other developers, **ACTION SARAH RICHARDSON** confirming attendance this week. Sue Talbot has consolidated the responses from residents to the event, the data will be passed to Lawrence to be put into a word document that can then be sent to all developers, i.e. a set of questions that covers all the questions received from residents. **ACTION ROBERT** to pass to Lawrence, **ACTION LAWRENCE** to compile the questions for developers. **ACTION ALICE** to then send same set of questions and same email to all developers. There will be more questions following public event 9 Nov 13.
4. 9th November event: a table will be set up for each group - and one for Parish Council/Steering Group. We need to register attendees to provide audit trail, showing we have engaged with public. Sandra James will do registration. Parish Councillors required to attend **ACTION ROBERT & CHRIS** to email all PC members asking that they attend. Hymn sheet required for all tables so that all members of the team have same answers to basic questions, i.e. who deals with planning applications already submitted. **ACTION ???** Ruth will provide registration documents. Sheets will be available for residents to write down questions (**ACTION ??**) need to start tracking where the residents who engage live, as part of our audit trail. **ACTION ALL.** There will be hard copies of the state of the parish report available.
 - i) Parish Council/Steering Group = PC table will show n/plan process and stages, and also what the statutory standing the n/plan will have when it is in effect.
 - ii) Maps - due to cost CDC has provided only 2 large maps. Not sure where all the A3 maps from 15 Oct event are, Alice to email all **ACTION ALICE**.
 - iii) Community. Lists of the facilities currently available, plus will ask residents to advise what it is that they want.
 - iv) Drainage: Plan to tag onto housing table. Southern Water (SW) have supplied some data, but this data raised more questions than it answered. Roy will send a summary to all in due course **ACTION ROY** the team have made contact with a retired SW engineer who can help the team understand the data. This engineer has confirmed the team's understanding of the data recently received (i.e. that it raised more questions) and he supports Roy's statement of where we are re drainage, which will be available at the event 9 Nov. The team have made contact with Natural England. Sandra James has confirmed that it is CDC that have to support that 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.
 - v) Economy simple sheets showing results of community survey, some census data, and some of the business survey results. A very simple plan outlining main areas of employment.
 - vi) Environment. Qns and answers from survey, photos, comments on each site, sheets inviting people to undertake garden surveys, sheets asking people to volunteer to do hedgerow surveys. Also there will be hedgehog and bat boxes. Ariel photos of the parish and of each site.
 - vii) Heritage pictures of heritage items in parish, update of what the group has done, and will be asking residents about heritage items they want protected.

- viii) Housing Maps of SHLAA zones, posters showing concepts the team have been considering, showing questions that the public are being asked to consider, and small posters showing ideas considered by probably not realistic. Also a board or table where residents can leave post it notes. At the affordable housing meeting asked CDC if they have had any training re neighbourhood plans and they advised no. This makes it difficult for us.
 - ix) Transport maps showing roads, footpaths, cycle paths etc, summary of where we are - CDC and WSCC need to interact with us and have not done so yet. N/plan team engaging with Bus Co, Train Co and so on, also Bill Leith (WSCC bus svcs) - need CDC to move away from developer funded assessments to providing us with an assessment. All assessments so far are looking at impact on Chichester not at the impact locally on the parish of Southbourne. We are aware that a certain number of dwellings will mandate that Network Rail to become involved in the development process but at this point do not know what that number is. We would like CDC to ask WSCC to do a transport assessment as we need the relevant data. Other parishes have the same problem but the development that they are assessing is on a much smaller scale, plus they do not have the issue of a spine road such as Stein Road. Meeting required, CDC, WSCC, Sandra James, Robert Hayes and Transport Team **ACTION SANDRA JAMES & ROBERT HAYES.**
5. Criteria for Site Selection Alice to send Neil and Tom's advise notes out again **ACTION ALICE.** Focal points to meet on Tuesday 19 Nov, at St John's 6.30 - meeting to agree site criteria, **ACTION FOCAL POINTS** these will then be reviewed in their entirety and enriched by each focus group (can be done by email if there is no meeting in the appropriate time period) **ACTION FOCAL POINTS** then will be approved at the next Steering Group meeting 2nd December. We can choose to give different weighting to different criteria, i.e. some are more important than others. We can approve 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.
 6. Record of events, audit trail, evidence required by Examiner: All to be held by the Parish Clerk at the Parish Council Offices. **ACTION ALL** to send to Lawrence any hard copy evidence they currently hold in their homes.
 7. Chichester District Council Neighbourhood Planning Forum. Was not attended by this group. CDC will be sending us copies of the PowerPoint presentation. there will be other, more focused, forums, i.e. drainage, housing and so on, and the relevant groups will be attending these.
 8. Current Planning Appeals & Applications - CDC have confirmed all applications from April 2012 do count towards our housing target, please note this applies only to developments of 6 units or more. Smaller developments are not tracked. 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.** 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 abut the other parish. **ACTION ROBERT HAYES AND CHRIS BULBECK.** Southbourne PC have contacted Westbourne and Chidham we think also Emsworth **ACTION MARK EVERSON** to confirm with Lawrence who has been contacted re the n/plan, this will also be required as part of our evidence base. There is an application (in Emsworth) to change part of Emsworth Marina from marine to residential, PC to be aware and respond as appropriate. This does not conform to current policy. Please note the Hallam Land appeal for the land behind Garsons Road/Alfrey Close is 12 November, anyone can go and provide their input but they have to register first.
 9. Budget update. e are currently overspent but it was agreed that the £250 for website redesign was a PC cost and should be removed from the N/plan budget, that leaves us with £80 budget left. The Parish Council will need to provide more funds for any more printing/events and so on. **ACTION ROBERT HAYES & CHRIS BULBECK**

10. Timetable this has been updated by Rowena and Neil, slippage has occurred due to the need to provide a second developer event. Next key deliverable = we need to provide policy ideas to Neil by 2nd December 13 at the latest (please provide earlier if you can) **ACTION FOCAL POINTS** Next key deliverable = need to finalise site criteria - as mentioned in item 5 above, to be finalised by 2nd December 13 **ACTION FOCAL POINTS** . Draft Pre Sub Plan due from Neil 6/1/14. Latest timetable shared with all n/plan team members **ACTION ALICE**. Rowena and Tom Bell meeting Wed 6/11/13 to discuss SEA roles. 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. **ACTION ROWENA & TOM BELL**.
11. Report from each Focus Group covered in item 5.
12. Process for community facilities/infrastructure to be discussed in detail next meeting, Oona to prepare a document explaining concerns. Do we want enhancements or new facilities. Funding vs. capital. **ACTION OONA**.
13. Any Other Business As there is a budget for 4 editions of clippings and none have gone out this year, we hope those funds can be given to the n/plan team to produce a newsletter/flyer - Neighbourhood News - which Ruth has started to create. A3 to be folded to A4. 4000 would cost £315. Funding required from PC please. **ACTION ROBERT HAYES & CHRIS BULBECK** Also text is required for Bourne newsletter, to be sent to John S by Sue asap **ACTION SUE**.
14. Next SG meeting is Monday 2nd December 7.30 pm. Please note future dates are 7th Jan, 4th Feb, 4th March, 1st April, 7th 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.