

## Minutes of Southbourne Neighbourhood Plan Steering Group 5<sup>th</sup> August 2013

**Attendees:** Alan Feltham, Alice Smith, Geoff Talbot, Jack Moss, Jacky Grant, Jim Jennings, John Southgate, Keith Parham, Mark Everson, Mike Downer, Neil Homer, Robert Hayes, Rowena Tyler, Roy Seabrook, Ruth Heelan, Sandra James, Sarah Richardson, Sue Talbot, Tom Bell.

**Apologies:** Bill Ferguson, Bruce Finch, Graham Hicks, Oona Hickson, Philip Macdougall.

- 1) Welcome & apologies submitted. Tom Bell has recently been appointed the Neighbourhood Plan Officer for CDC and was welcomed to the meeting. Please note these are not open meetings - members of the focus groups are welcome to attend, for anyone else it is invitation only. During the course of this meeting, a person identified themselves as a potential developer and was asked to leave as this was a closed meeting.
- 2) Minutes of last meeting: minutes of 1<sup>st</sup> July and 8<sup>th</sup> July meetings approved.
- 3) Draft State of the Parish Report: Neil presented the draft report. It is a way of combining bottom up information (community survey results, focus groups work, parish plans and other local information) with top down information (CDC plan, planning policies at regional, district and national levels). We had 537 responses, from 2700 households, almost 20% response which is a good response rate. We noticed it shows the flood zones, so need to avoid allocating any development to those areas (NB08306).
  - (i) Changes - we will send changes to Rowena (via Alice) in two batches, firstly just typos and obvious errors can go next week, then a second batch of changes once each group has had a chance to review the document and discuss their input to the report. **ACTION ALL** to send feedback to Alice who will consolidate and send to Rowena. Please send first batch of changes to Alice by Tuesday 13<sup>th</sup> August. All focus groups need to review the responses to the open questions that have now been sent to each group, to ensure that all information supplied by residents is considered and included where appropriate. Bear in mind that the demographic that responds to surveys may not represent the parish in full, and we need to consider/anticipate the likely response of the residents who did not reply to the survey (younger demographics). **ACTION ROWENA** to advise the methods for engaging with the other demographics within the parish. Via the Comms group **ACTION FOCUS GROUPS** Please review all responses from residents. **ACTION FOCUS GROUPS** send the final batch of changes to Alice by August 27<sup>th</sup>. Tom Bell will send CDC responses to Rowena directly **ACTION TOM**.
  - (ii) All agreed Drainage is an important Group in its own right, it is not a subgroup, and should not be combined with another group.
  - (iii) CDC plan vs. Southbourne plan, it is not clear in this document so please can "The Plan" be replaced with "Chichester District Plan" throughout this report, so that it is immediately clear to all readers. **ACTION ROWENA**
  - (iv) Some issues with Business Survey **ACTION GEOFF** to advise what is required and where. There are two employment reviews that are referenced in this report, they contradict each other, and there is no statistical evidence for either.
  - (v) Transport review – the whole parish was treated as one zone in this review and there is no statistical data for the various areas in the parish. Nutbourne station is missing. The assessments were done on main junctions only. The railway crossing is a big issue for all residents north of the train line, and must be clearly addressed in this report as most of the suitable sites are north of the crossing, and will exacerbate the problem.
  - (vi) Education is a big item that needs more focus – we have 3 exemplary schools, people move to Southbourne in order to get children into them, and it is a big attraction for this parish, it is also a big issue as the 3 schools are already all at full capacity and turning children away each year. Funding for this infrastructure is not clear; it would come from WSCC who may apply to CDC for a portion of the infrastructure levy supplied by developers. We may wish to combine with neighbouring parishes to approach WSCC with concerns re funding of increased schools capacity as per Littlehampton) **ACTION COMMUNITY FACILITIES GRUP & COMMUNICATIONS TEAM**
  - (vii) Section 4.14 lists the CDC policies and our interpretation of them; all focus groups please review and confirm that you agree with the summary for each policy. **ACTION FOCUS GROUPS**

- (viii) All agreed the neighbourhood plan will be for the 300+50 as per CDC plan, but with very clear caveats/conditions that this development can only commence once the infrastructure issues are resolved and solutions to capacity issues are in place prior to any planning approval being given. The group discussed CDC's legal obligation to provide sufficient waste, education, and other infrastructure elements. The Parish Council and the Steering Group have clearly documented all data available and all concerns regarding each capacity issue, so these would be used as evidence in the event of any appeal. The plan needs to progress as planned but in all cases will need to say "dependant on" to cover all capacity issues. Sound independent data is required for all issues. Sandra has tried to get some data but unsuccessfully. Meeting to be set up Sandra, Robert, Bruce, Graham - **ACTION TOM** to set up a meeting with Sandra and Robert to look at evidence queries and potential further meetings with those mentioned where required. ~~to arrange, to meet with Heather Caird and perhaps representatives of the relevant agencies? Highways Agency, Education Authority, Harbour Conservancy, Environment Agency and so on.~~
- (ix) Regarding missing data or reviews that have no statistical evidence – Sue Payne is attempting to get some data to Sandra **ACTION SANDRA** to progress then share with the group.
- (x) The report has a section on Emsworth – should it include our other neighbours, Westbourne and Chidham? **ACTION FOCUS GROUPS** to discuss and confirm
- (xi) Comms group to arrange consultation and publicity for the consultation for the revised state of the parish report. **ACTION COMMUNICATIONS TEAM**
- 4) Timetable: There will be an event (planned date Tuesday Oct 1<sup>st</sup>) which is invitation only, this is for N/plan team and stakeholders, Expect to be 30-40 people, usual timings are 6-9pm (refreshments required), taking stakeholders through the draft plan and obtaining their input. Prior to that we ask developers to provide information by end 3<sup>rd</sup> week Sept. Developer event to be mid Oct. **ACTION COMMUNICATIONS TEAM** to set events in place. Once we lodge the N Plan, CDC take over the process, it is expected to then take 5 months from that point to a referendum. We plan to publish the pre sub plan before Christmas. The government is expected to provide clarity as to how to treat planning applications submitted whilst a neighbourhood plan is being created/out for review/referendum. CDC has agreed delegated powers. If the N Plan goes to examiner, it can be approved quickly, if all the required policies are ready for submission, the plan is sound etc. We would expect CDC to reject any premature applications whilst the Plan continues to progress smoothly and swiftly. We need to have a presub plan, i.e. not a document with options. It was agreed that the website should contain a summary timetable as the detailed dates for each deliverable may change from week to week due to circumstances beyond our control, however the main key dates will stay the same. Rowena has provided a summary timetable, this will be cc'd to the group then put on website. We can include meeting dates and public event dates in a timetable that can be published. **ACTION ALICE**. We need our detailed list of deliverables, to ensure that nothing is missed, but this will be circulated by email not kept on the website. Neil can advise any missing deliverables for the N/plan team, he can give those in bite sized chunks to ensure we have everything ready for each event/document etc. **ACTION ALICE** to send Neil the current timetable, **ACTION NEIL** to amend and send back.
- 5) Review of Posters/Banners: Ruth showed the group the media that has been prepared, funds are required to print the leaflets, intended to be available at all public events. As the 4 editions of clippings is now 2 editions perhaps this leaflet can go out in lieu of one of the cancelled editions of clippings. As the village fete is now cancelled by the parish council we need to find other public events where we can engage with the residents **ACTION: COMMUNICATIONS TEAM** Perhaps the village fete budget can be allocated to the communications team to be used for printing material and hiring the village hall. **ACTION ROBERT**.
- 6) Chidham Boundary Change: The Chidham boundary change has been approved. Tom Bell confirmed that this change will take effect after the next local election, this is expected to be May 2015, so until that date, East Nutbourne remains part of Southbourne parish, for the purposes of the neighbourhood plan and for all other issues. It was agreed that this group needs to communicate with Chidham Parish Council (as well as all our other neighbours), perhaps a few members to go to the next Chidham PC meeting. **ACTION ROBERT** to arrange. As Sandra is a member of Chidham PC we expect communication will be good.

- 7) Developer Presentations/meetings. It was agreed by the group that we would invite developers with sites shown as potentially suitable for development on the 2013 SHLAA to an open meeting. There are 13 sites with 8 ownerships. The purpose of the event would be for each developer to present a 10 minute presentation to the SG, at well publicised open event. We would expect significant public attendance to this meeting. We plan to provide a copy of the site selection criteria, maps and details of all sites on the website so that the public can review this prior to the meeting, and so that everyone has the same information (public/developers/SG). The SG would be able to ask for clarity but should not comment on the suitability of any site, or give any opinions, at this event. This would not be the time for any decisions but would be that opportunity to listen to what the land interests have to say. Discussion of suitability and likely acceptability (bearing in mind the referendum requires over 50% approval of residents for the plan to go ahead, the SNP must be aware of what is and is not acceptable to residents) would be in the subsequent SG meetings. We would need to ensure that we can act and decide swiftly following that event - **ACTION FOCUS GROUPS** once we have confirmed the data of this event, set in place focus group meetings after this so that quick decisions can be made by all groups. **ACTION COMMS TEAM** once we have confirmed the data of this event, invite the owners/developers asap. The timeframe is expected to be that we get information from developers by end 3<sup>rd</sup> week in Sept; the meeting can then be mid-October. The process is that following the presentations, we can select the best site(s) and that will determine what developer(s) is/are chosen. Those developers are then asked to do further work to justify the suitability of those sites, and demonstrate that they are willing to work with the N Plan, i.e. willingness to provide required infrastructure. Some may advise what else they plan to do for the Parish, i.e. provide pieces of infrastructure in their entirety as well as through the infrastructure levy. Although we are purely considering sites, not developers, if a particular developer has a bad track record for whatever reason, it may affect the resident's vote at a referendum, this needs to be considered.
- 8) Report from each Focus Group Each group covered the highlights of the group's work over the last month. The latest minutes for each group are available on the parish council website.
- i) Community. Next meeting 27 Aug, where the group can consider the results from the community survey and draft state of the parish report.
  - ii) Environment. The group discussed the questionnaire, stakeholders, biodiversity and ideal sites for development. Next meeting 11 July.
  - iii) Housing Next meeting 13 Aug, where the group can consider the results from the community survey and draft state of the parish report.
  - iv) Business Next meeting TBA Aug, where the group can consider the results from the community survey and draft state of the parish report, and how the business survey results are to be added to the report.
  - v) Transport Summary of the latest meetings attached, Group met with Clive Robey, Level Crossing Manager Network Rail who will provide information on LC gate closing times and has expressed willingness to attend stakeholder meeting and/or other meetings if requested.
  - vi) Drainage: Tom will go back to council to share our concerns re the drainage capacity data, and will arrange a meeting Southern Water, Environment Agency, and poss Harbour Authority. **ACTION TOM** A wastewater review is expected this month. Next meeting 7 Aug, where the group can consider the results from the community survey and draft state of the parish report. The group are hoping to meet with Southern Water shortly, and await a revised growth strategy document.
- 9) Any Other Business Site matrix – some groups have assessed each site, we discussed at a meeting some months ago putting all the assessments into one matrix, for use by the groups only, so that all groups can see all the assessments. **ACTION ALCIE** to consolidate.
- 10) Next SG meeting is Monday 2nd Sept 2013 7.30 pm. Please note proposed future dates are 7th Oct, 4th Nov & 2nd Dec 2013 and 6 Jan, 3 Feb, 3 March, 6 April and 4<sup>th</sup> May 2014. All meetings are at the Church Centre at St John's Church, Stein Road, Southbourne PO20 8LB at 7.30pm.