

Minutes of Steering Group Meeting

7 October 2015 at 7.30pm

1. Welcome and Apologies:

Attendees were: Robert Hayes, Sue Talbot, Geoff Talbot, Sarah Richardson, John Southgate, Mark Everson, Graham Hicks, Ruth Heelan, Mike Downer, Roy Seabrook, Jonathan Brown, Morley Lane, Jim Jennings, Jack Moss.

Apologies were received from Alice Smith, Bruce Finch, Peter Hicks and Alyson Russell.

2. Approve minutes of last meeting.

The Minutes of the last meeting were approved with the following corrections:

The meeting was held on 1.9.2015, not 22.9.2015

Paragraph 6 b should read 3000 spare copies.

D 3 should read Robert Hayes

D 6 should read Ruth and Sue

3. Southbourne Neighbourhood Plan Refrendum.

Press Briefing - Robert Hayes had been interviewed by a Chichester Observer journalist and an article published 23rd Sept 2015. There was some discussion about a letter that appeared in the Chichester Observer on 30th Sept written by a Mr Martin Fish from Inlands Road. The letter criticised the Plan. No-one could recall having seen any comments from him at any of the consultation stages, nor had any personal contact with him. The Chairman of the Parish Council may respond.

Distribution of Leaflets - at the Surgery two Saturdays running. It was very successful particularly on the second Saturday when many people knew about the forthcoming public meeting and Steering Group members were able to hand out the colour printed leaflets.

Open Meeting Saturday 3 October - There were 103 attendees, all of whom were aware of the plan and asked good questions. Although there were a few people who had concerns, most were supportive of the Plan. Geoff Talbot made the point that it is always the same people who help. He wondered if the Parish Council would know how the plan had come into being and had achieved all that it has already - land for a pedestrian footbridge over the railway, land for road crossing and footpath as well as money for local projects? There was a concern that some members of the Parish

Council might not be fully aware and give the public the wrong steer in the Referendum in error. It was suggested that a short, bullet point presentation be given at the next Parish Council meeting by Jonathan. He would be helped in the production by Sue to ensure the full benefits of Section 106 contributions and the dangers of the developers waiting in the wings were fully appreciated. **Action: Jonathan and Sue.**

4. Referendum Rules.

It was felt that everyone knew what the rules were and what they could and could not say to members of the public. A lot of hard work has gone into producing what the Steering Group believe is the best plan. Members can give their own personal point of view. Concern was again expressed whether some members of the Parish Council understood this. It was pointed out that only five current Parish Councillors were in post when it was agreed that the Neighbourhood Plan should be prepared.

5. Volunteers Urgently Required.

Documents: Sue had copies of all the deposit documents for distribution to each Parish Councillor at the meeting and some spare copies of the Plan for other Steering Group members. One full set of documents has been put in 11 locations around the Parish. **Sarah Richardson** will co-ordinate the weekly check of the papers to make sure a full set is in each location until the day of the Referendum. All spares will be held by Robin, the Parish Clerk. **Sarah Richardson and Graham Hicks** will ensure the removal of all documents and posters in the 11 locations by date of Referendum.

Posters: Poster 1 has been put up and replaced by Poster 2. Poster 2 should come down as soon as possible after the Referendum as we will want to replace them with posters declaring the result.

Press Statement: Press Statements would be put in the Chichester Observer and the Village Magazine. Jonathan would like something put in to explain the plan. Sue had sent a short statement that Jonathan could rewrite. He will also use the contents of the leaflet. **Action: Jonathan.** Robert Hayes would speak to the Chichester Observer reporter. **Action: Robert Hayes.**

Leaflets: Leaflets should have been distributed by the public meeting on 3rd October. However, no one has received one yet. Bill is back from holiday tomorrow, 7th October. The distribution company has the correct post codes and maps of the area. They have already been paid. Ruth will discuss the problem with Bill on 7th. **Action: Ruth and Bill.**

The leaflet is on the Parish website, the Southbourne website and Ruth's facebook page. Tuppenny Barn have kindly offered to put a leaflet in each of the veg boxes they send out every week.

Someone was needed to co-ordinate the distribution of leaflets to various places in Southbourne. Roy Seabrook volunteered to hold the leaflets and to co-ordinate distribution. Sue would prepare a list of places for the leaflets to go. **Action: Roy Seabrook and Sue.**

Parish Website: This has been updated. Sue has seen Robin who will email Parish Councillors and fill in any gaps in information and make necessary corrections. The link to CDC website has been made on time and is running efficiently.

Local Events: All events on the Volunteer list have been covered with the exception of: Tuppenny Barn Market on Sat 10th Oct 10.00am to 1.00pm - Jonathan said he would go to this. Sue and Geoff will take the pop-up banner direct to Tuppenny. **Action: Jonathan, Sue and Geoff.**

Dragon Ladies meeting 12th Oct 7.30 (be there from 7.00pm to catch people on the way in) - **Ruth?**

Up-Market at Tuppenny Barn 18th Oct (12 to 5pm) (being run by Cassandra 01243 374917 greenorchid77@yahoo.co.uk) - **volunteers needed**

Infants School Parents Evening 21 Oct - **Mike and Roy.**

Infants School Parents Evening 22 Oct - **Sarah and Robert.**

Junior School - 4th and 5th November **volunteers needed.**

Fireworks at Junior School 23 Oct. - open at 6.00pm, fireworks at 7.00pm - **Sue and Geoff**

Half Term is 26th to 30th Oct

Southbourne Social Club Halloween Night - Sat 31st Oct - Times unknown - **volunteers needed.**

Banners: These will be put up by **Ruth and Oona** on the 3 boundaries + the Church hedge on 26 Oct. However, Ruth felt that we have the banners already they should be used before then in other locations. These were agreed as Farm Shop on either side of the entrance gate, the fence at the Village Hall, possibly on the Skidmore's fence on the entrance to Prinsted Lane, possibly the Leisure Centre, and somewhere at Age Concern. **Ruth to organise**

Pop up banner - will be used at public events and then put in the window in the Church Centre (subject to agreement).

Flyers: Done

6. Any Other Business:

Pre Referendum: Jack Moss asked if there was anything else we could do before the Referendum. We can canvas as long as the point of view is emphasised as being personal.

Post Referendum: remove all literature.

Referendum Result: this will be given to us by CDC but how and when was not clear. Since the Steering Group meeting, CDC has advised that the result could be available on the day, or the day after. If it's a yes majority, it is recommended to CDC Cabinet and then to CDC Full Council in December to be "made".

Robert said we should be invited to see the count. Again Sue said she would ask Valerie. **Action: Sue.**

Continuity Mark Everson expressed his determination to ensure that the Parish Council were committed to carrying on with the Neighbourhood Plan. He suggested that there was a formal meeting to hand the Plan and all that it entails to the PC. He expressed concern that the expertise on the Steering Group would be lost. Jonathan said he was trying to set something up with the PC to ensure that did not happen.

Current Planning Applications Sue said that the Hallam application was still current and suggested that if individuals had any strong feelings about it they should write as individuals to the District Council. There are some concerns about the proposals, particular the access, but there are also a number of positive points including the safeguarding of land for the future road and the provision of a section of "Green Ring" which are very supportive of the Neighbourhood Plan. It is important to present a balanced view to CDC.

Sue expressed her concern that the PC did not appreciate the amount of money coming into the Parish as a result of the development that had been passed. In future, there would need to be a process for managing sums of money arising from the Community Infrastructure Levy (CIL) which were for local projects.