

## Minutes of Southbourne Neighbourhood Plan Steering Group 10th June 2013

Attendees: Alice Smith, Geoff Talbot, Graham Hicks, Jack Moss, Jim Jennings, John Southgate, Mark Everson, Mike Downer, Neil Homer, Robert Hayes, , Rowena Tyler, Roy Seabrook, Sandra James, Sarah Richardson, Sue Talbot, Sylvia Jezeph.

Apologies: Bill Ferguson, Bruce Finch, Chris Bulbeck, Jacky Grant, Keith Parham, Lawrence Tirebuck, Oona Hickson.

- 1) Welcome & apologies submitted
- 2) Minutes of last meeting: minutes approved, subject to some changes to Economy and to Housing, **ACTION ALICE**
- 3) Terms of Reference: Amended to require a 60% quorum of the Steering Group as opposed to the original 75%. **ACTION ALICE**
- 4) Questionnaire -drafts reviewed, all questions debated, and final version left with Rowena to update for approval by Parish Council on June 11th 2013. **ACTION ROWENA** This will include a map of the parish. Postcode and age bracket to be added. A housing need survey is required by the parish, and although we have some of those questions in the final draft, it is not enough to qualify as a housing survey. Neil and Rowena to consult with their colleague as to what extra is required so that this will be a valid housing need survey. This may run over the agreed 8 pages but will be cheaper than a separate housing need survey. **ACTION ROWENA & NEIL**. Drainage was discussed, CDC have drainage details, Sandra to obtain and pass over to Roy **ACTION SANDRA**. The questionnaire will be available on the website so that residents can print more copies if required. They will also be available at key locations along with envelopes. It will also be available on survey monkey.
- 5) List of Organisations - each focus group to send their lists to Alice **ACTION ALL**, who will consolidate and send to Sue & Geoff, **ACTION ALICE**, who will then write and send letters to all those organisations, inviting them to be involved or aware of this process as is appropriate. **ACTION SUE & GEOFF**
- 6) Locations outside of SHLAA 2013 map. Alice to obtain the details that developers have already sent to the Parish Council, and send to the Steering Group. **ACTION ALICE** Residents are asked to identify suitable sites in the questionnaire. It is hoped by these two means, all suitable sites will be identified and included in the Neighbourhood Plan teams reviews
- 7) Timetable some amendments required - Neil Homer to review, Alice to amend and publish **ACTION ALICE & NEIL** .Ongoing all groups are to review timetable and ensure all dates are adhered to and any difficulties are called out immediately. **ACTION ALL** Communication to Residents - a separate subgroup - Communication - to be set up **ACTION ALICE**, The newsletter is printed and delivery has started today. Newsletters to be collected from the farm shop. It has been sent to the Village magazine but not to the Observer, it is hoped the Communication subgroup can deal with this.
- 8) Neil Homer's Letter to Developers Neil recommends we do not use the letter, but recommends we keep developers at arms length. Perhaps an open event can be considered where they can provide details of their proposed developments for consideration by the N/Plan team (this data has already been provided to CDC), and then when the sites have all been reviewed, just those whose sites have been selected as viable are invited back to provide the N/plan team with further details and to be invited to fund investigations that will be required (e.g. transport/drainage etc) to ensure that sites are indeed suitable for development. Shopwhyke and Tangmere are following a similar process. Some investigations will be required as a result of the Habitats Directive. CDC are creating a procedures document that will assist us when it is complete **ACTION SANDRA** to get this for us when it is ready.
- 9) Register of Interests & Members Map. These are on the website at these locations. Some members have not completed these, Robert to chase up those individuals **ACTION ROBERT**. It may be sensible to use the land registry details to ensure we have the land ownership details for all the plots that are considered suitable for development, a decision was not reached on this point, due to the late hour.
- 10) Website - please can you all review and send any amendments to Alice <http://southbourneparishcouncil.com>
- 11) Any Other Business The school fair stall will not be ready on time so will be cancelled. **ACTION ALICE**
- 12) Next SG meeting is Monday 1st July 2013 7.30 pm. Changed to 1st Monday in each month in order that Rowena can attend the meetings. Please note proposed future dates 8th July, 5th Aug, 2nd Sept, 7th Oct, 4th Nov & 2nd Dec. All meetings are at the Church Centre at St John's Church, Stein Road, Southbourne PO20 8LB.