

Minutes of Southbourne Neighbourhood Plan Steering Group 13th May 2013

Attendees:, Robert Hayes, Alice Smith, Graham Hicks, Jack Moss, John Southgate, Oona Hickson, Sarah Richardson, Chris Bulbeck, Marjorie Bulbeck, Mark Everson, Lawrence Tirebuck, Keith Parham, Jim Jennings, Sylvia Jezeph, Karen Cowen, Mike Cowen, Mike Downer.

Apologies: Rowena Tyler (AiRS), Geoff Talbot, Sue Talbot, Roy Seabrook, Bruce Finch.

- 1) Welcome & apologies submitted
- 2) Minutes of last meeting: minutes approved
- 3) Timeline for Focus Group Activities incl feedback from meeting 9th May : Some planning members attended this meeting, with Rowena Tyler, in order to discuss the 6 week delay that both the Steering Group, all the focus groups, and the Parish Council have agreed is required. Timeline attached as appendix 1. At this meeting Rowena provided some sample questions (Appendix 2, 3 and 4) for the groups to review and adapt for the purposes of Southbourne Neighbourhood Plan. The Parish Council is due to discuss at their meeting on 14th May, the cost of Action in Rural Sussex (AiRS) creating the questionnaire on our behalf, delivering it, receiving the answers, collating the data and then providing summaries of the information received. There are roughly 2,500 households to which the questionnaire will need to be delivered.
The Parish Clerk is applying via the government grant scheme for a grant to assist with the NDP process. The application includes the cost of AiRS doing this work. The Steering Group would like to be kept informed as to the budget and costs to date for the NDP process, we have asked the PC to discuss at their meeting on 14 May 2013 the most appropriate means for this data to be communicated. We may need to cover the costs of consultants, perhaps drainage or transport consultants, depending on the sites that are determined to be most suitable for development.
ACTION FOCUS GROUPS Rowena Tyler has asked that the focus groups please identify the organisations, stakeholders, partners and support organisations that might help us achieve our aims - all focus groups to review this and report back a list to the next Steering Group meeting, or at an earlier meeting of the focal points. In the focus groups please identify the group members who might be most appropriate to make the contact required, i.e. is they are already part of that organisation.
ACTION ALL Please review the timeframe attached as appendix 1, and call out any dates that might be problematic, and advise of any key dates and tasks that are missing.
ACTION BRUCE FINCH Bruce has taken the action to obtain from CDC their project plan, so we can follow this as a template, to ensure timeliness and completeness in our process.
- 4) Report from each focus group
 - (i) Heritage. Members are Chris Bulbeck, Marjorie Bulbeck, Chris Parham, Mark Everson, Michael Downer, Oona Hickson (focal point). The last meeting did not take place as only two members attended. Oona to arrange next meeting asap.
 - (ii) Community. Members are Jackie Grant, Robert Hayes, Ruth Heelan, Marjorie Bulbeck, John Southgate (focal point), Clare Stent, Alice Smith, and Roger Bannister. The group has discovered that we have allotments in Southbourne (behind Stein Road/Manor Way). These appear to be unused as the owners Hyde Martlet are intending some development on this land (to include the adjacent garages and open land). Tenants have been informed of the plans, but no planning permission appears to have been applied for. The group has liaised with Alan Feltham (Environment group) as he has taken allotments for review within the Environment group. The Community group has prepared a list of draft questions and a list of the facilities within the community.

- (iii) Drainage: Members are Jack Moss, Roy Seabrook (focal point), Terry Grant and Mike Cowen. The team met with CDC's Sue Payne on 24th April. Southern Water (SW) are accountable to the Environment Agency (EA). CDC are obliged to accept SW assurances. Only the EA can push for more data. The group have asked the EA for more data and have been advised that this is not a freedom of information request. CDC do get some information from SW, on a voluntary basis. Sue Payne has some maps of the drainage/sewerage network but is unable to give us these, without the permission of SW. Within SW it is unclear who can provide information, the Drainage team are being passed from one contact to another but without any of these providing answers to the questions being asked. It was suggested that the group contact Havant to see if they are aware of a more useful contact within SW **ACTION DRAINAGE GROUP** and the Drainage team are intending to contact the Keeper of Maps to try to find details of the sewerage network.
- (iv) Transport & Accessibility. Members are Geoff Talbot, Robert Hayes, Sylvia Jezeph, Jack Moss (focal point) and Karen Cowen. This team have collected much data, particularly regarding train crossing delays and parking. These appear to be important issues within the parish. Every train that goes through Chichester comes through Southbourne, this gives rise to a large number of trains passing through, either stopping or non stopping. The benefit of this is that Southbourne is well served by train services to Brighton, London, Portsmouth and Southampton. However, perception is that the level crossing gates cause traffic congestion. Informal discussion with station staff indicates that the crossing gates at Southbourne are controlled at the Chichester Signal Box, and anecdotal evidence suggests that when the gates are down for a long time, it could result from the operator having forgotten to raise the gates between train paths. It was reported that the train operator has asked Network Rail (owner of the station and associated infrastructure) for a pedestrian bridge over the rail track at the station. It was indicated that these matters would need to be raised with Network Rail in conjunction with West Sussex as the transport authority. WSCC Transport Plan (2011-2026) sets out the aim of "working with our rail partners to investigate ways that will reduce the delays caused by level crossings." Jack Moss is compiling a report consolidating the data gathered.
- (v) Environment. Members are Alan Feltham, Jack Moss, Jim Jennings, Mark Everson, Sarah Richardson (focal point), Bill Fergusson, Diane Goodman and Elizabeth Medler. This group have allocated the areas they cover to each group member in order to distribute the workload.
- (vi) Housing. Members are Henrik Magnusson, Jim Jennings, Keith Parham, Oona Hickson, Robin Rolfe, Roy Seabrook, Bruce Finch, Laura Boyns and Sue Talbot (focal point). This group has split into two (a) Site Examinations and (b) Housing Need
- (a) Site Examinations: Sue, Bruce, Roy, Robin, Keith and Jim. The team have visited the sites identified on the 2013 SHLAA. We would need to have more information re the transport and sewage issues for each site, in order to come to any conclusions. Several of these sites would appear to have access problems. All the possible sites need to be considered, not just those on the latest SHLAA. There are many not on the SHLAA that might be developed. The group wondered why one site (SB08333 Garsons Road/Alfrey Close) was included on the 2010 SHLAA but not on the 2013 SHLAA. It can only be assumed that CDC did not receive a form back from the landowner when collating the 2013 SHLAA maps. It was noted that the SHLAA map shows the areas that have been put forward by developers, not what is necessarily appropriate. We need to identify any sites that are appropriate but may not have not been picked up by the 2013 SHLAA. **ACTION ALL** We need to ask the residents in the consultation exercise where they think the suitable sites are. It appears that only sites on the edge of the current settlement will be considered by CDC. It was queried whether there was any detail in the Sustainability Appraisal - is there any detail in this document, which would identify one site as more suitable than another **ACTION HOUSING GROUP**. Neil Homer had provided a draft letter to suggest a process for dealing with prospective developers during preparation of the NDP which is being

considered by the District Council, but it was felt that this letter was not clear. It was agreed that if any developers should contact members of the Housing Group whilst the NDP is underway, they are to be advised that we cannot discuss anything at this stage. Sue Talbot is liaising with Sue Payne of CDC to find out whether any more detailed information is available. **ACTION ROBERT & GRAHAM** - please find out from CDC what investigations have been done to date.

- (b) Housing Need: Henrik, Laura and Oona. This team have met up with CDC Housing Enablement Officer, to obtain the figures on need. Unfortunately the SHMAA only provides figures for the whole coastal zone from Hampshire to Seaford, and the southern part of Chichester District (less Chichester City). There are no details on a Parish basis. Perhaps CDC need to do a detailed housing need study to identify what the need is for Southbourne in particular. In general, the data from the SHMAA covers people on the waiting list, details of the affordable housing stock, and the turnover of these. Some data could be obtained by the Group on the likely impact of recent benefit changes on the future of housing generally in the area.
- 5) Economy & Business. Members are Chris Bulbeck, Geoff Talbot (focal point), Gail Ward, Bill Ferguson and Graham Hicks. The team have identified business activity clearly visible within the parish, and has compiled a questionnaire which will be delivered to each activity with a stamped addressed return envelope - areas to be covered: John (Clovelly Rd), Graham (Main Rd – Hermitage to Stein Road), Geoff (the marine activities at Emsworth & Thornham Marina areas). Arrangements have to be made for the area between Stein Road and Nutbourne. Work from home people will be covered in the parish questionnaire.
- 6) General questions for questionnaire. Rowena has supplied 3 sample questionnaires, for all to consider, with a view to adapting for use within this parish. Attached as appendices 2, 3 and 4. We anticipate that each focus group will create questions specific to their focus area and Rowena will add the more general questions. **ACTION ROWENA**. The final questions will be consolidated into one final questionnaire, at a focal points meeting on Wed June 5th (**ACTION FOCAL POINTS** arrange this meeting and ensure all can attend) before the parish council meeting set for 11 June 2013, at which the final questionnaire can be validated. **ACTION ALL** any reason this timeframe cannot be met must be notified immediately.
- 7) CDC planning document the Parish Council responded to the CDC draft plan, a summary of the responses is attached as appendix 5. Generally the comments are that testing is required to determine whether 350 is the right number of dwellings required, there are concerns over wastewater treatment facility capacity, concern that Southbourne may build more than is required locally in order to make up for delays elsewhere, concern re the delays at the train crossing becoming worse and finally concern that the infrastructure levy documents have not yet been published, therefore making it more difficult to determine what developers ought to contribute towards infrastructure costs.
- 8) Quorum the steering group requires a 75% quorum at all meetings, therefore we ask that those members of the Steering Group that are unable to regularly attend meetings are removed from the list of Active Steering Group members, and remain as Associates, thereby receiving all information and communications, but not required to attend the Steering Group meetings, not required to join a focus group or take on any actions. As they won't be entitled to vote on the Steering Group, they will not be required to complete the Register of Interests or the Members' Map. To be discussed at the PC meeting 14th May 2013, as these members are all PC members.
POSTSCRIPT - at the PC meeting it was decided to reduce the quorum to 60% rather than require non active members to attend. The terms of reference will be amended accordingly.

- 9) Register of Interests and Members Location Map, partially completed **ACTION ALICE** To email individually all those for whom we do not have information yet. This does need to be completed by all Steering Group and focus group members. It does not need to be completed by Associate members, or by helpers (attached as Appendix 7).
- 10) Website. Alice Smith and Jacky Grant have met with the developer who has revamped the Parish Council website (see attached appendix 6). Jacky will coordinate changes required to the Parish Council and the News/Links sections, Alice will coordinate the changes required to the Neighbourhood Plan section. **ACTION ALL** please review towards the end of this week, for omissions or errors, and advise to Alice or Jacky, who will feed these back to the developer. Website is anticipated to be live by 18th May 2013. The link is <http://draft.southbourneparishcouncil.com> (please note this is draft and not yet ready to be shared with the general public).
- 11) Communication to Residents. The Parish Council is creating a newsletter, Ruth has been asked to design **ACTION ROBERT**. This can then be delivered by hand within the parish **ACTION ALL** please let Alice know if you can deliver some of these. Chris will have the leaflets in the farm shop, they can be collected from there and he will have a list of the roads that have been delivered to. We will need poster size ones, to go up in strategic locations (in community facilities and on lampposts etc). This is in addition to Clippings (which is now twice annually). We will also place the newsletter in the Chichester Observer, the Village Magazine and so on. It can be emailed via PTA, Tuppeny Barn and any other local group (i.e. the churches) if they are willing. Regarding Open Days, the Primary School fair is Sat 15 June, they are willing for us to host a stall there, we need to ensure that we have the newsletter and so on ready in good time for this. We need to ask Rowena for the materials to setup the stall **ACTION ROWENA**. We need to establish other locations for other open events, **ACTION ALL** to identify suitable locations, and advise if they have contacts. We need to ensure Hermitage and Nutbourne are included (Sussex Brewery for Hermitage?) **ACTION JOHN** ask about open event at the Bourne.
- 12) Any Other Business. Can we get a list of all land and buildings in public ownership within the parish. A member used to use a website that showed the publicly owned land within an area (SW London), but not sure what this is called. are aware of a website that used to contain this data for any area, but cannot locate this website at present. Southbourne Parish owns the park and the car park at Prinsted.
- 13) Next SG meeting is Monday 10th June 2013 7.30 pm. Please note proposed future dates are 8th July, 12th Aug, 9th Sept, 14th Oct, 11th Nov & 9th Dec. All meetings are at the Church Centre at St John's Church, Stein Road, Southbourne PO20 8LB.