

## Minutes of Southbourne Neighbourhood Plan Steering Group 1st July 2013

**Attendees:** Alice Smith, Bruce Finch, Chris Bulbeck, Geoff Talbot, Graham Hicks, Jack Moss, Jacky Grant, Jim Jennings, John Southgate, Keith Parham, Marjorie Bulbeck, Mark Everson, Mike Downer, Oona Hickson, Robert Hayes, Rowena Tyler, Roy Seabrook, Sandra James, Sarah Richardson and Sue Talbot.

**Apologies:** Bill Ferguson, Lisa Leader, Philip MacDougall and Stephanie Cecil.

- 1) Welcome & apologies submitted
- 2) Minutes of last meeting: minutes approved
- 3) Questionnaire: This went out a few weeks ago (Appendix 1), 8 pages plus a covering letter, includes all the Housing Need Survey questions that are recommended by CDC. The map did not go out, this was a last minute decision - although the SG had voted to include a map, we did not have one ready on the final day for submission so due to lack of time and budgetary approval a decision was made to send the questionnaire out without the map, rather than risk any delay to the issue and return of the resident's survey. All replies are due back to AiRS by 12 July 2103, please encourage residents to complete them if you get the chance. The survey is also available to be printed out from the [Parish Council website using this link](#), or available to be [completed online using this link](#). We have not yet placed any spare surveys at key sites, they are with Bill Ferguson at present. Although there is a concern that someone might take and complete multiple copies, they could do this by printing down copies from the website if they so desired. We did say in our leaflet that surveys would be available at key locations, so we do need to have some available. Tesco's have agreed to do this for us, but perhaps more than one location would be appropriate. An alternative is to quickly create a poster to go in key locations this week, to say *A questionnaire has been delivered to every household in the Parish recently. Please take the time to complete your survey and send it back in the prepaid envelope before 12th July 2013. If you did not receive a copy of the survey, please contact neighbourhoodplan@southbourneparishcouncil.com, and we will arrange for a replacement to be delivered to you.* We will need to work out how those ones are sent back to AiRS. **ACTION: COMMUNICATIONS TEAM** to organise asap, as deadline is July 12th. Need to factor in collecting completed ones for drop off locations and getting them to AiRS before 12 July. Some copies will be available at the 7th July event **ACTION: COMMUNICATIONS TEAM**. Re urging of the survey, this is to be put on the PC website, **ACTION ALICE & JACKY** and also there is a [facebook page](#) that can be shared by those that use facebook, this urges reply by 12th July. **ACTION ALL**. Some feedback has been received, this is to be shared with the communications team, as this will be useful to creation of the hymn sheets for the public events. **ACTION- anyone who has received feedback** please send direct to Bill. The group discussed missing parts of the population, i.e. those groups that might be missed by the questionnaire process, these groups will be identified after the survey and we will work out how to engage with any missed groups (i.e. those without regular addresses, those in residential homes). Although individual surveys have not been distributed to the care homes in the Parish, it is often the older people in an area that hold information about the area that would be missed/lost if we did not take care to engage with that group.
- 4) Communications: Since the last Steering Group a Communications Focus Group had been formed to coordinate publicity and communications associated with the Neighbourhood Plan. It has met twice. The outcomes and points arising are dealt with here rather than under Agenda Item 8.
  - (i) Resources - a sum has been approved for printing etc.
  - (ii) Maps: The Parish Council Chairman has approved budget to produce a display map. Sylvia is creating a map of the parish for use at all the open events, anticipated to be size A0. Perhaps a smaller version can be used at the permanent displays we are able to set up. There will be no capacity numbers on the map. A plot size for 30 houses will be represented on the map so that residents can gauge for themselves where 30 houses can be slotted within the parish. Do any of the other groups require any different size or style of map? Natural England provide a source of maps which cover many designations and these can be downloaded. **ACTION ALL FOCUS GROUPS** to advise Sue Talbot if they have maps already created or need some to be created. We would like to have the Parish NP map as soft copy at A4 size – probably heat sealed, for use by helpers to help answer questions (in case of requests for information being received) **ACTION SUE** to send to Alice, **ACTION ALICE** to send to all. Will map be ready for first event (July 7th) **ACTION ROBERT** to check with Sylvia.
  - (iii) Letters to Stakeholders: the communications team has drafted the letters to major stakeholders, these will go by email with a letter attached. Local stakeholders will have the letters printed hard copy and be delivered by hand. The business survey has had a response of 27 (out of 95), it is believed that delivering by hand has helped the good reply rate. A further hand deliver might encourage some further response to the survey. Some of the major employers in the area responded to the business survey so it is hoped they will remain engaged. Developer letters covered in item 9. The team do not have addresses for the stakeholders, so this list will be sent to other members of the team so that we can quickly populate with all the addresses required. **ACTION ALICE** to send to those that can help.
  - (iv) Poster: The communications team have created a poster (Appendix 2) that we plan to display around the parish, the wording shown on the draft poster was agreed, there is a blank part at the bottom that we can update with coming events, so that we do not have to keep reprinting these. These will be at many locations, list attached (Appendix 3).

- (v) Schools - John Southgate is going to ask the Bourne if the students could be involved in the neighbourhood plan in some way, i.e. by covering this in a geography session? **ACTION JOHN** Can we engage the primary school children also? **ACTION ALICE** to ask Junior's head, and to ask Ruth about asking Infant's head.
  - (vi) Branding comms group to consider keeping some colour schemes or logos on all output, as branding will enable residents to recognise neighbourhood plan material It is important to standardise the title used in documents to read "Southbourne Neighbourhood Plan". **ACTION: COMMUNICATIONS TEAM.**
  - (vii) Large Signs: There are some sign writers in the Parish, could we ask them to create some signs for us we can use at every event? **ACTION: COMMUNICATIONS TEAM.** AVI Presentation being created by Bill, this can go on facebook, webpage and DVDs when complete **ACTION: COMMUNICATIONS TEAM.**
  - (viii) Consultation Techniques (publ 2003) Rowena has guidance notes - that AiRS refer to, that we could use to inform this exercise **ACTION ROWENA** send to Alice who will forward to all & publish on the website (Appendix 4). **ACTION ALICE.**
  - (ix) Electronic presentations. An AVI Presentation being created by Bill, this can go on facebook, webpage and DVDs when complete. Different forms of media could be used to utilise the equipment available at different sites e.g. plasma scree at Village Hall, electronic equipment at the leisure centre etc. **ACTION: COMMUNICATIONS TEAM.**
  - (x) Other Useful Documentation: : It was felt that a short handbook of key facts and responses should be assembled to aid helpers at presentations. The group asked if there are other useful guides we can access, Rowena has suggested using the N/plan process chart/stage plan and adding the useful guides to each of the boxes **ACTION ROWENA** - we can then distribute this to all, and publish on the n/plan website. **ACTION ALICE**
  - (xi) Meeting 29th July - Stakeholders Event: stakeholders to be invited **ACTION: COMMUNICATIONS TEAM** AiRS/rCOH to run the event, N/plan team to provide refreshments. Suggested approach is to have tables of stakeholders, and the AiRS representatives team go from one table to another to ask what issues the stakeholders feel are important, which merit a mention, which merit a policy and so on, at the end of this event the AiRS team can establish with those attending what policies are important to the stakeholders. Suggest state of the parish report goes with the invitation. Suggested time is 6-9pm but it could be any time we feel most appropriate. **ACTION: COMMUNICATIONS TEAM** Venue to be determined (Village Hall, Age Concern, St John's) **ACTION: COMMUNICATIONS TEAM**
- 5) Open Days/Consultation Events: the events that are coming up are: Tuppenny Barn event (2-5pm) 07/07/2013, Southbourne Club event (12-5pm) 13/07/2013, Southbourne Juniors Parents Eve event (3.30-5.30) 16/07/2013 and Family Fun Day Village Hall event (10am-12) 09/08/2013. Bill Ferguson is managing the list of volunteers. If we need more then an email will be sent to all. The communications group is preparing a crib sheet that will cover all he groups, so that anyone who is manning an event will have the data they need to hand. This is expected to be a living document and will be amended as we go on, as we learn more about what it is the residents want from the group **ACTION: COMMUNICATIONS TEAM.** Equipment Sue Talbot asking Sue Payne if they have equipt we can borrow (other parishes have had such a loan for events) **ACTION SUE**, also Rowena has some equipment we can use **ACTION ROWENA.** Is there equipment we can borrow from CDC or County? **ACTION SANDRA** (county) and **ACTION ROBERT** (CDC). AiRS can attend some events, AiRS to liaise with communications team, but need to be sure we understand what is budgeted for first. **ACTION ROWENA.**
- 6) Timetable
- (i) Inputs from N/Plan team. The timetable we have is Neil Homer's timetable, with extra items we are aware of added in, and revised dates (agreed with Neil and/or Rowena). However we do not understand what all the items are, and do not know what all the inputs required from the N/plan groups are, and do not know what dates the inputs are required. We went through the timetable with Rowena, who has advised what changes she can, but the majority need to be discussed with Neil, so this is an agenda item for the Steering Group meeting on Monday 8th July. Current version attached (appendix 5). All future versions to have a date in the title to make it easier to identify updates. The latest version is always available on the website.
  - (ii) The State of the Parish Report – Rowena confirmed that Neil is using Parish not ward data. **ACTION ALICE** to e mail Neil to confirm he is using Parish data and not Ward data and to ask what the difference is. State of Parish report, if to be reviewed July 8th, we need to have it beforehand in order to review and formulate questions etc **ACTION ALICE** to email Neil to request this. If reviewed July 8th/9th (SG/PC) and issued 22 July, then the SG and PC need to determine how and when the report is to be approved, as there are no meetings between the initial review and the publication. **ACTION PARISH COUNCIL.**
  - (iii) Meetings with CDC these are regular meetings with CDC, attended by AiRS/rCOH - Robert Hayes or other N/plan representative to attend future meetings. **ACTION ROBERT** Please can we have all the meetings added to timetable **ACTION ROWENA** If these are to cover Drainage in any way please can we ensure that Roy and Sandra are invited **ACTION ROWENA/ROBERT.**
- 7) Budget Update. Attached (appendix 6). Available funds £23,000. Spent £6,235. Budgeted to be spent £14,735. Remaining funds £2,030. Total commit to AiRS/rCOH £20,215. We would like a reminder of what is and is not included in the consultant's brief, as we need to be mindful of using AiRS resource carefully, given the lack of budget remaining. State of Parish report is usually provided soft copy, we would need to budget for printing, anticipate these are to be available at key locations for residents who

want one, and are not expected to be required by all residents. Need to check what is in AiRS budgeted spend **ACTION ROWENA** to confirm and send to Alice, who will cc to N/plan team. CDC would normally pay for the referendum and examination. Alice will get updates from Lawrence so we can review the budget every meeting **ACTION ALICE**

- 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. The group questioned the need for the state of the parish report, the group felt that the letter from Neil to Developers should not be sent, the group discussed events that the N/plan could be represented at, and discussed ensuring that all sites they are aware of are included in any maps. The group agreed the 50 word statement required for the communications group. Next meeting 23rd July.
  - (ii) Environment. The group discussed the questionnaire, stakeholders, biodiversity and ideal sites for development. Next meeting 11 July.
  - (iii) Housing The group discussed updates, their nervousness re Neil's letter to developers, next meeting 16th July.
  - (iv) Business The group had not met since 04 June – meeting of 28 June cancelled due to clash of diary dates; however the Group had by email discussed: final questionnaire, received an update following the Steering Group meeting of 10 June, provided a list all major stakeholder contacts, discussed return of business survey (distributed by hand, 95 issued, 27 back, which is a good rate for such surveys). Although not finished analysis to date suggests that (for those that replied,) less than a third of the employees are Parish residents. The next meeting would be arranged following the outcome of the Steering Group meetings of 01 and 08 July when future work requirements would be clearer.
  - (v) Transport Several surveys of the train gates at peak times were undertaken. Results are included with the minutes (on website). Sylvia has resigned from the group (but is assisting N/plan team with the creation of maps). Karen hasn't been to the meetings, Alice to check if she still wishes to be involved. **ACTION ALICE**.
  - (vi) Drainage: The group has obtained the full plans of the parish, but these do not show dates for the pipes or volumes. It is hoped if we can locate a relevant expert, they will be able to extrapolate volume and other data from the details in these plans. The group has also received some storm and discharge data for Thornham and Bosham from the Env Agency, but has received nothing for Nutbourne. The group have asked the EA to confirm that there have been no discharges from Nutbourne or to supply the relevant data, but no response as yet. Southern Water have been repeatedly contacted for information but so far all that has been received back is a response from the area manager of SW saying how important cooperation is. Roy has sent the same letters several times, the next request will be advising that we would be disappointed to have to go the way of a freedom of information request and the assistance of the press, to get an answer to our letters. Possibly cc Andrew Tyrie and Sandra James if no answers are received
- 9) Neil Homer's Letter to Developers All groups are agreed that if a letter were to go out, it should not include any housing or capacity numbers. The group have previously asked could the letter come from CDC, but CDC have advised they do not wish to send such a letter, it would need to come from Southbourne Parish Council. The Parish council have agreed that they will not engage directly with any developers until the neighbourhood plan is further along in the process, expecting this to be 2014. The neighbourhood plan team is intending to have an event where developers can present to the N/plan team (and the public) their plans for development, but need to ensure that this is completely arms length, perhaps someone from CDC can chair? Or perhaps a CDC councillor who is not associated with Southbourne? This needs to be determined. CDC have appointed a neighbourhood plan officer, starting in the role on July 15th, perhaps that officer can attend and chair the event/meeting. We do not know who the officer is, **ACTION SUE** to investigate. The group is in agreement, that any letter sent to developers must not contain any numbers, purely an invitation to attend a presentation event. As the CDC SHLAA does not provide any assessment of the sites that the developers have put forward, perhaps the meeting should be under the remit of CDC, in order that the developers provide the data on the SHLAA identified sites? **ACTION GRAHAM & ROBERT** to speak to Steve Carvell to discuss if a letter is the way to go.
- 10) Any Other Business Discussed whether the map we use should show all the sites that we are aware of but it was agreed that the most appropriate course of action is to show only those sites that are in the 2013 CDC SHLAA, that way we have a clear audit trail. It is hoped if there are other sites that developers wish to have included, that they make these clear so that they can be added in.
- 11) Next SG meeting is Monday 8th July 2013 7.30 pm. 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.