

Minutes of Southbourne Neighbourhood Plan Steering Group 18th March 2013

Attendees: Rowena Tyler, Robert Hayes, Alice Smith, Geoff Talbot, Sue Talbot, Graham Hicks, Jack Moss, John Southgate, Oona Hickson, Roy Seabrook, Sarah Richardson, Chris Bulbeck, Lisa Leader, Mark Everson, Philip Macdougall, Robin Rolfe, Roger Humphreys, Stephanie Cecil, Bruce Finch.

Apologies: Marjorie Bulbeck, Mark Dunn, Jim Jennings, Keith Parham.

1. Appointments: Robert Hayes was appointed Chair of the Steering Group (SG). Alice Smith was appointed Secretary of the SG. The focal points/chairs of each Focus Group (FG) were identified. A list of the focus groups and their aims is attached as Appendix 1.

Community: John Southgate (8 members)

Economy: Geoff Talbot (4 members)

Environment: Sarah Richardson (5 members)

Heritage: Oona Hickson (6 members)

Housing: TBA (8 members)

Transport: Jack Moss (4 members)

2. Chairs Group: It was noted that there will be significant crossover between groups in many of the discussions; the chair of each FG is to be the conduit for passing information to the chairs of the other FGs as required, to avoid duplication of effort where possible. This creates a Chairs Group (CG). If a chair cannot attend a SG meeting, they must appoint a delegate from their FG that can attend in their place. Concern was raised that all the FG chairs live in the same area.
3. Community. Members are Jackie Grant, Robert Hayes, Ruth Heelan, Marjorie Bulbeck, John Southgate (chair), Clare Stent, Alice Smith, and Roger Bannister. The group has met twice; minutes are available and will be filed on the PC website. The aim of the FG is to deal with community issues and facilities in Southbourne Parish, initially identifying the existing facilities, existing gaps, and then the additional facilities required following development. The FG has produced a list of the existing facilities, with brief descriptions for each. Anticipating a questionnaire to be sent out to residents, the Community FG have devised 3 questions re facilities to be incorporated in this questionnaire. This FG has, amongst other things, noted that some of the Clovelly Rd industrial units are long term empty so perhaps could be considered for new community facilities, that there are no public toilets in Southbourne, but otherwise Southbourne is quite well served with community facilities. The group is aware of the need for additional school places; this will be exacerbated by any development. The next meeting of the Community Group is 22 March 2013 7pm at the Age Concern building.
4. Economy & Business. Members are Chris Bulbeck, Geoff Talbot (co-ordinator), Gail Ward, and Graham Hicks. This group is yet to meet, the meeting is being arranged for 19.30 Wed 27th March at Geoff's house.

5. Environment. Members are Alan Feltham, Jack Moss, Jim Jennings, Mark Everson, Sarah Richardson (chair). This FG has met and amongst other things has discussed the drainage issues Southbourne faces. According to the CDC preferred approach, Southbourne has no drainage issues, and for that reason development in Southbourne is to take place in the next 5/6 years, allowing the development in Tangmere to take place later. Tangmere cannot expand until the drainage issues associated with expansion are resolved. This is not expected to happen for some years. If this is not the case, and Southbourne does have drainage issues, either currently or following development, the SG may have to go back to CDC to ask them to amend their preferred approach document. Southbourne's water is supplied by Portsmouth Water, and drainage is supplied by Southern Water (SW). Southbourne sewage goes to Thornham Sewage which is shown as having spare capacity per the CDC plans (pg 104). Appledram Sewage is at full capacity. However SW has a licence to release excess sewage into the creek alongside Farm Lane (received a few years ago), this then flows into Prinsted Harbour. SW refuse to advise in advance of such discharges, and refuse to provide information of how many such discharges occur. SW appears to be unwilling to communicate with Southbourne residents on this issue. Residents are aware the discharges are happening, as the sewage can be clearly seen flowing in the creek to the harbour, which would indicate that Thornham Sewage does not have appropriate spare capacity for the existing households. As part of the CDC planning process SW or another entity must have provided CDC with data that show that Southbourne has spare drainage capacity. We do not know who did this study but would like to see it. Bruce Finch took the action to find out who did the study, and get the study for the Environment FG and the SG to review. We need to have hard data, not assurances. It maybe that we will need to rely on OFWAT to pressure Southern Water. It was noted that Manhood Peninsular have flooding issues and meetings but it was agreed that the issues that they are experiencing are not relevant for Southbourne Parish. Residents are aware of drainage/flooding issues on Stein Road, and in Prinsted. It was noted that Birdham Neighbourhood Planning Group held an open event purely on flooding – drainage and flooding may be a key issue for this Neighbourhood Planning Group to consider. This FG has also covered parks/green space and is aware of the crossover with the Community group. The Community and Environment FGs will liaise to ensure that they are not duplicating effort in this area.
6. Heritage. Members are Chris Bulbeck, Marjorie Bulbeck, Chris Parham, Mark Everson, Michael Downer, Oona Hickson (chair). This group is yet to meet, Oona to arrange. It is possible that Heritage and Housing could be combined to form one FG but at present there are 2 separate FGs.
7. Housing. Members are Henrik Magnusson, Jim Jennings, Keith Parham, Kierstie Masih, Oona Hickson, Robin Rolfe, Roy Seabrook, and Sue Talbot (co-ordinator). This group is yet to meet and elect a chair. Rowena will send to all the settlement capacity profile, which will advise the Housing FG what the Parish is currently made up of, so that they can determine if there is a surplus or deficit of any particular dwelling type. The FG can then also see the age and wealth distributions as well as data on car usage, which will all help determine what kind of housing is likely to be preferred by the residents of the Parish. CDC has an empty homes officer that the FG can contact to obtain data about Southbourne's empty homes and perhaps engage the officer in this process.

8. Transport & Accessibility. Members are Alice Smith, Geoff Talbot, and Jack Moss (chair). Robert Hayes is joining this group. The group has met and reviewed the Transport Framework, Chichester and WSCC transport plans, Bourne College Transport Plan amongst other documents (FG are in the process of obtaining the Primary Schools' Transport Plan). The FG is aware the train gates are a problem. This group can identify what infrastructure exists now and where the gaps are, but will await input from the other groups in order to determine what changes will be required following development in the Parish. As Southbourne has a very high amount of economically active residents (70%), these people will be mostly commuting, either by car or public transport, as there are limited local employment opportunities.
9. Terms of Reference The example Terms of Reference were reviewed, and agreed that with some amendments they should be adopted by the SG and FGs. The revised Terms of Reference are attached to the minutes as Appendix 2. It was determined that although details of meetings would be made public, the SG and FG meetings would not be open meetings. Visitors/experts can be invited to speak at SG or FG meetings. FG members are welcome to attend SG meetings but will not have a vote. If an individual is very interested in this process they can join a FG or they can request to be invited to a SG or FG meeting, therefore open meetings are not required. We are required to keep interested groups informed, the SG and FGs need to determine who these interested groups are, and make contact with them via the SG (to avoid duplicate contacts from each FG). It was decided not to have a register of interests but instead for each SG and FG member to be required to declare any conflict of interests at any meeting where this is relevant, these must be recorded in the minutes of that meeting and stored in the public domain to ensure a suitable audit trail is provided. A conduct clause was considered but it was decided that it was not needed as any views held by a minority, although recorded in the minutes, would not be acted upon if the particular request had been outvoted by the majority of the relevant group. Financial assistance is referred to in the Terms of Reference, it was noted that the PC is seeking to get some funds from CDC to facilitate this process. CDC has a duty to support Southbourne, but that could be interpreted in different ways. There may be more funds available in the new financial year.
10. Briefing Note from Neil Homer: Neil has advised the SG and FGs that they need to ensure that they consider the 50 houses in the parish housing allocation that are not going to be in the village of Southbourne. He also reminded the groups that they need to co-ordinate with the parishes on either side of Southbourne. It was noted that Westbourne have contacted Southbourne PC, as they have been contacted by Tangmere to consider creating a neighbourhood plan with them, it made more sense to the Westbourne residents to combine with a neighbouring parish e.g. Southbourne. If Southbourne does not actually join with Westbourne in creating a neighbourhood plan, it is envisaged that Southbourne will share ideas and information with the neighbouring parishes, Westbourne, Chidham & Hambrook, and Emsworth.
11. Online publication of data: All minutes, documents etc will be published on [the Southbourne Parish Council \(PC\) website](#), and we will aim to link to this data from existing webpages ([Southbourne online](#), [Facebook Southbourne page](#)), in order to maximise the ability of residents to find the information. We will aim to provide links on the PC website where possible to avoid having to store too much data. Alice Smith to send Robert Hayes a

- consolidated set of links that can then be placed on the PC website. Aim to create a means on the PC website for residents to leave feedback, comments, complaints, questions etc.
12. Community 21: The SG and FGs will get access to Community 21, a Google based website for use in the process of creating a neighbourhood plan. Southbourne will have its own page, and trainers will be provided to show us all how it works.
 13. Questionnaire & Consultations: The Neighbourhood Planning Group will be required to circulate a questionnaire to residents in 2013, and to put the neighbourhood plan out to consultation in 2013. Each FG is requested to consider the questions they want included in the final questionnaire. Guidance is just a few questions per FG and to keep them simple. Free form answers are harder to collate, so although they may be necessary, multiple choice answers provide simpler data analysis. Rowena and Simon Kylie, an expert in this area, will assist us with narrowing the questions down and perfecting the questionnaire before it is finalised. Southbourne Juniors has advised we can hold consultation events at their school if required. It was discussed how the questionnaire, along with other information, could be distributed, and noted that hard copies could be available at the Farm Shop, the Library, the schools, and perhaps a soft copy online at the PC website.
 14. Scope of Parish: It was noted that the Parish covers Nutbourne, Hermitage and Southbourne. Care must be taken by the SG and the FGs to ensure that the whole parish is considered.
 15. Thorney Island: It was noted that Thorney Island is not part of Southbourne Parish and this is MOD controlled land, housing and facilities. The group needs to bear this area in mind as the residents of Thorney Island are within the catchment area for Southbourne's schools and other facilities in Southbourne Parish, and if the numbers in the Regiments based there are increased (e.g. with troops and families returning from Germany) we need to plan for that in the Parish plans. Currently Thorney Island houses 47 Regt and 12 Regt, 47 Regt are due to move to Larkhill soon, and 16 Regt are to move onto the island. The contact for Thorney Island is Stephanie Evans, 47RA-StationStaff-SSOAssistant@mod.uk; address Station Staff Officer Assistant, Baker Barracks, Thorney Island, Emsworth, Hants PO10 8DH, 01243 388547.
 16. Representation from all areas & demographics: It was noted that the SG and FG do not yet have representation from every area and demographic within the parish. The SG and FG are encouraged to advertise the Neighbourhood Plan in a bid to recruit new members, especially from locations and/or demographics that are not currently represented, e.g. Hermitage, Nutbourne, Park Road & Manor Road area. The Southbourne Primary Schools PTA have recently sent out an email asking anyone interested to email Rowena so this may result in a few new members. The SG and FGs need to consider how we can involve the rest of Southbourne in the neighbourhood plan process. This is a point we need to address at the next meeting.
 17. Chidham Boundary Change: It was noted that Chidham has applied for a boundary change, moving some of Nutbourne into the Parish of Chidham; this was approved by CDC on 5 March 2103 and is now out for consultation, then will go to the Boundary Review Commission. Of the 100 consultation documents sent out to Chidham residents, 1 returned No, 28 returned Yes, therefore the change was been approved. The result is to move 229 Nutbourne households and several fields from Southbourne Parish to Chidham Parish, leaving approx. 100 Nutbourne households in the Parish of Southbourne ([link to Chidham](#))

[boundary change map](#)). The public can send any comments on this to Diane Shepherd by 15th April 2013 (notice from Diane Shepherd attached to these minutes). As the final decision will be some months away, it was agreed that the SG and FGs should proceed as though the area planned to be moved to Chidham is still part of Southbourne, i.e. work with the old boundary, as that is the designated area that CDC has included in their draft planning document. If all agree, Robert Hayes will submit something to CDC to request that if Southbourne's designated area is reduced, that the housing allocation will also be reduced accordingly. To be discussed in the next SG meeting.

18. Hard Copies of CDC Planning Document: It was noted that the CDC preferred approach planning document is over 200 pages and onerous for SG members to print. Robert Hayes to ask CDC for some hard copies that can be held centrally and therefore accessed by SG and FG members as well as any interested residents. These could be held at the Farm Shop, the Library, the Bourne and other suitable locations.
19. Distribution Lists & Data Protection Act: Rowena has passed the email distribution lists for each FG to Alice Smith, who will ask each FG if they are happy to have their email addresses shared. If so, Alice will share all the dist lists with all the SG and FG members. At present each FG member has agreed to share their email addresses with those in their FG. We must not send anyone's email address or phone number until approval for this distribution has been received, or we will be in breach of the data protection act. Alice to co-ordinate the approvals required, and will only share the data if it is approved.
20. Phone Numbers & Data Protection Act: It was agreed that phone numbers would be practical, if each SG agrees to share their phone numbers with the rest of the SG, Alice will create and share a list. Each FG chair to ask the same question of their FG, i.e. is every member of the FG happy to provide phone numbers to be share with the other members of that FG. The chair is then responsible for that list of numbers and ensuring the FG members are aware they cannot distribute outside of the FG.
21. Oxy data set: Rowena will send to the PC clerk the oxy data set, this is all the data about Southbourne that is in the public domain, and will be invaluable in the course of the neighbourhood plan process. Census data, economic data and so on. This will be filed on the PC website and will be circulated to all.
22. Southbourne Settlement Capacity profile: Rowena will send to Alice the [Southbourne Settlement Capacity Profiles](#), a document providing the data used by CDC in their planning. Each group can then validate the data in this document where possible to ensure that the data therein is accurate. Each FG is required to validate and feed that back to the SG in the next SG meeting. Please note the link here does not provide the full data (the appendices) , so the full data will be emailed with these minutes.
23. The Chichester District Plan is out for consultation. [Main document \(agenda item 5 on CDC website\)](#). All the documents are available online. [CDC Plan documents](#). The number of dwellings suggested for Southbourne is 300 in Southbourne Village and 50 in the surrounding areas, i.e. Prinsted, Hermitage and Nutbourne. Responses to this plan are requested until 7th May 2013; a response from the SG would be appropriate and can be discussed at the next SG meeting. (Note – there are differences between the 2010/2013 SHLAA identified areas)
24. Drop in Local Plan Meetings: to review the local plan there are a number of local meetings – 22nd March at Westgate Leisure Centre (9-12pm), 27th March at the Assembly Rooms (6-

8.30pm), 28th March at the Bourne Leisure Centre /Community College (9-12am). Also there are meetings at Bracklesham Barn march 25 (9.00am to noon); Chi farmers market April 5 (9.00am to 2.00pm); Wisborough Green Farmers' Market in Village hall april 11 (9.00am to 12.30pm); Tangmere April 12 (7.00pm onwards); Selsey Centre April 14 (10.00am to 2.00pm) ; Westgate Leisure Centre April 19 (9.00am to noon); Chichester Children and Family Centre April 23 (6.30pm to 8.30pm). All SG members are asked to attend one of these if they can. Is this group able to publicise these meetings in any way as this would be a good way to engage the community with the Southbourne Neighbourhood Plan, e.g. can we put flyers around the parish to publicise? All are welcome. Bruce Finch to ask CDC if we can have some Southbourne NDP flyers at these meetings, that publicise the focus groups and invite residents to join. If we can get residents to these meetings we might be able to get some of them to join the Focus Groups.

25. Communications to Rowena: please prefix any communications to Rowena with Southbourne NDP as she deals with many other groups, this will enable her to understand more easily who is contacting her.
26. Future Meetings: Future SG meetings will be held at St Johns, it was agreed that this being a place of Faith was unlikely to deter any interested parties from attending meetings. Meetings are set in place for the 2nd Monday each Month, at 7.30pm. The dates for 2013 are 8 April, 13 May, 10 June, 8 July, 12 Aug, 9 Sept, 14 Oct, 11 Nov and 9th Dec. Email will be the main means of communication for this group, i.e. to send out Agendas, Minutes etc.

Southbourne Neighbourhood Development Plan Focus Groups

Community - to include social, recreational, cultural facilities to be retained or included, increased use of community buildings, and working together to promote a healthy and inclusive community. Also to consider impact on school places and educational choices for residents in the parish.

Economy/Business - to include employment prospects, issues, impacts, home working, retail and service needs for the parish

Environmental - to include ensuring that the natural and local environment is enhanced, with minimum impact on biodiversity and pollution. Also to consider issues specific to the area, e.g. risk from coastal change, flood risk, energy efficiency, opportunity to incorporate renewable energy initiatives.

Heritage

to include securing the future of heritage assets, identifying where sustainable development could enhance redundant or disused buildings. Defining characteristics of the local area, connection between people and places.

Housing - to include assessment of local housing needs, the scale and mix of housing, and range of tenures needed to meet household and population projections, considerations of key location sites, optimise potential of sites to sustain an appropriate mix of uses. Design and quality of built environment.

Transport & Accessibility - to include road access, public transport, impact on parking, heavy vehicle movements. Also carbon reduction initiatives to lessen transport movements. Promoting cycle pathways, walking. Accessibility for less able bodied or people with particular access needs.

Terms of Reference

1. The purpose of the Steering Group is to create a Neighbourhood Plan for the entire parish of Southbourne, manage it through the approval process and set up a robust on-going management process to ensure the plan is acted upon and amended as necessary.
2. The Steering Group (SG) will consist of 10-12 members of the following composition:
 - a. Chairman
 - b. Secretary
 - c. Up to 10 other SG Members
3. The SG will make efforts to maintain a range of skills/knowledge in the SG and Focus Groups, and be representative of the parish as far as is possible within the constraints imposed by being drawn from volunteers.
4. The Parish Council clerk will provide such financial and administrative assistance as is appropriate within that approved by the PC.
5. There will be 6 Focus Groups :
 - i. Community
 - ii. Economic/Business
 - iii. Environmental,
 - iv. Heritage/Local Knowledge
 - v. Housing
 - vi. Transport/Accessibility
6. Each Focus Group will contain one or more SG members and each SG member will be on at least one Focus Group (FG). FGs will seek specialist assistance as required.
7. Each FG will elect a focal point or chair, who will be responsible for reporting back from the FG to the SG. If the chair is not able to attend the SG meeting, they must appoint a delegate for that meeting, from their FG.
8. The chairs of the FGs represent the Chairs Group (CG) who are responsible for sharing information with the other FGs as required, in order that duplication of efforts are avoided and so that communications are not delayed by waiting for SG meetings to share information.
9. The full SG will meet once a month, on the 2nd Monday in each month if possible.
10. The SG may consider itself sufficient to make decisions if 75% of the group is present.
11. FGs will meet as required but at least once a month. FGs will aim to send their minutes to the SG on the Thursday prior to the SG Monday meeting.
12. Meetings are not intended to be 'Open' meetings but should be held where possible in public buildings and notified on the PC web-site and notice-boards. FG members will be notified of SG meetings by email and may attend to observe but not vote. Specialists or interested parties may be invited to attend and speak at SG meetings.
13. Agendas and Minutes of SG and FG meetings will be produced by the Secretary, distributed to SG members and published on the Parish Council web-site.
14. The views of residents, businesses and other people and groups with interests in Southbourne Parish will be sought by the SG and FG members using a range of communication methods, including Open Meetings and surveys.
15. The use of electronic methods for communication will be maximised, while remaining sensitive to the needs of groups unwilling or unable to access these methods.
16. The project will be managed through a project plan, which will be developed and updated by the SG.
17. The committee will report regularly to the Parish Council and other interested groups as agreed.
18. SG and FG members will be expected to declare any conflict of interest in every meeting, which will be recorded in the minutes of that meeting, and therefore available to the public.
19. SG and FG members must maintain confidentiality when requested and comply with the requirements of the Data Protection Act.

