

Unconfirmed minutes - to be approved at the next meeting of the Steering Group

**Findon Parish Council**

**Minutes of Neighbourhood Plan Steering Group meeting held Wednesday 11 March  
2015  
at 7.00pm, The Gun PH**

**Present:** Cllrs Kirk (Chair) & Goldsworthy (from 7.30pm)

**In Attendance:** Richard Bell, Maureen Chaffe (Consultant), Steve Flitton, Jacqui Greaney (Minutes Secretary) & Tarquin Taylor.

Item No		<u>Action By</u>
14.97	<b><u>Apologies for Absence</u></b>	
	Apologies received from Cllrs Havenhand, Mackerell & Prior, Nick Gore, Ruth Taylor & Ed Wain. PK reported that LP has requested leave-of-absence from parish council affairs due to ill health. We all wish him well. SF has agreed to become the Steering Group's Vice Chairman in his place, with additional support from RB.	
14.98	<b><u>Approval of the Minutes 16 February 2015</u></b>	
	The minutes were approved, with minor amendments requested by JH.	
14.99	<b><u>Matters Arising</u></b>	
	14.91 - The survey of parish flint walls is now complete. MC will add this data as an appendix to the main document.	<b>MC</b>
15.00	<b><u>General Updates</u></b>	
	<ul style="list-style-type: none"><li>Liaison with SDNPA/ADC - PK &amp; RB attended the SDNP Neighbourhood Plan workshop on 26 February, which they reported was a useful networking opportunity. Presentations have been circulated to the group. <i>[PG joined the meeting at this point.]</i></li><li>TPOs - All listed &amp; mapped. Nothing more required at the moment.</li></ul>	
15.01	<b><u>For Discussion/Action</u></b>	

<p><u>Overall Draft 'Plan' progress</u></p> <ul style="list-style-type: none"> <li>• All suggestions and updates now incorporated by MC. Plan will be ready for Reg. 13 once the possible housing sites &amp; associated policies have been determined following the Consultation Event.</li> <li>• PK requested figures for the number of website hits, to monitor the effect of Public Consultation publicity over the coming weeks.</li> </ul> <p><u>School Hall open meeting</u></p> <ul style="list-style-type: none"> <li>• School Hall booked for Sat 18 April (in lieu of 28 March) for the public Consultation Event taking place between 10.30am-4.00pm. PK will be away but SF has agreed to lead the event organisation. (JG has been asked to co-ordinate refreshments, as a fundraiser for the school.)</li> <li>• Each Topic Group to summarise its policies &amp; objectives on one A4 page as part of a handout (see below) to all attendees. RB to amend these into a consistent format.</li> <li>• MC has 16 display boards available, and - depending on final display material required - will advise SF if it is necessary to source screens from Worthing College.</li> <li>• Housing Group's display to include maps of sites being considered, with a clear explanation that nothing is a 'done deal'. It was suggested that the survey results head up the display. Only site locations to be displayed but, to allay fears of over-development, data on likely house numbers to be available if needed. Attendees to be advised that housing density, type and design will be addressed once the feedback from this Event has been taken into consideration. The Findon SHLAA &amp; appraisal details to be available at the Consultation to show the process undertaken for all sites, both those rejected and those under consideration.</li> <li>• TT expressed concern that residents may not fully appreciate the difference between the Planning (legally binding) and the Community Action (non-legally binding) parts of the NP. Event layout &amp; display to ensure these are clearly distinguishable.</li> <li>• MC suggested displaying posters summarising residents' choices, as Ford NP had done at their recent consultation. These being: <ul style="list-style-type: none"> <li>a) Let development happen naturally.</li> <li>b) Let SDNP decide what development is appropriate,</li> <li>c) Let a Neighbourhood Plan control development in accordance with residents' expressed wishes.</li> </ul> </li> </ul> <p>MC to forward the Ford NP display posters for consideration.</p> <ul style="list-style-type: none"> <li>• PK to prepare a booklet to be handed out as people arrive at the welcome desk. Booklet to comprise each TG's summary with an introduction &amp; subsequent timetable. NG to arrange printing. After the Event, booklets to be made available at the Butchers &amp; P.O.</li> <li>• A letter of invitation to be mailed to each household and business. MC to use her regular mailing company (JPMG). PK to send MC the letter asap and agree on an envelope strapline. In addition, a separate explanatory letter will be included to all directly affected neighbours and landowners of the sites under consideration</li> <li>• Other publicity to include an article in Findon News and a banner in the village centre. MC to lend a banner for the school railings saying 'Neighbourhood Plan Event Here Today'.</li> <li>• MC to put together a Powerpoint 'loop' of NP sound bites and village photos, to provide 'thinking time' for those at the Event.</li> <li>• MC also suggested having a children's area for drawing</li> </ul>	<p>MC</p> <p>SF/JG</p> <p>TG leaders /RB</p> <p>MC/SF</p> <p>MC/TT</p> <p>SF/MC</p> <p>SF</p> <p>MC</p> <p>PK/NG</p> <p>PK/MC</p> <p>MC</p> <p>MC</p> <p>MC</p>
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15.02	<b><u>Any Other Business</u></b>	
	PK will be attending a Community Land Trust meeting at Aldingbourne on 18 <sup>th</sup> March.	PK
15.03	<b><u>Next Tasks</u></b> <ul style="list-style-type: none"> <li>• All Topic Group leaders to compile A4 summary page of main policies &amp; objectives, and send to RB for formatting and MC for printing.</li> <li>• Housing Group to prepare detailed maps and photos for MC to print.</li> <li>• Compile all summaries into an information booklet, and ask Nick Gore to print.</li> <li>• Send invitation letter to all parish residents.</li> <li>• Send explanatory letter to all development site neighbours and landowners.</li> <li>• Publicise the Public Consultation widely (Findon News, banner etc).</li> <li>• Topic Group leaders invite members to help out on the day.</li> <li>• Powerpoint loop of NP soundbites and village photos.</li> <li>• Provide materials for children's corner, and event banner.</li> <li>• Check the number of tables required and those available at school.</li> <li>• JG to recruit school Governor volunteers to help with refreshments.</li> <li>• Decide how many boards are needed. Extras from Worthing College?</li> <li>• Monitor the number of website hits over the coming weeks.</li> </ul>	<p>ALL/MC</p> <p>TT/MC</p> <p>PK/Nick G</p> <p>PK/MC</p> <p>PK/MC</p> <p>PK/PG</p> <p>ALL</p> <p>MC</p> <p>MC</p> <p>PK</p> <p>JG</p> <p>MC/SF</p> <p>MC</p>
	<b><u>Date of Next Meeting</u></b> Provisionally (if required) - Weds 8 April 2015 - 7.00pm venue tbc to finalise the consultation. <i>(Not minuted.)</i> Public Consultation: Sat 18 April 2015 - 10.30am-4.00pm, St John the Baptist Primary School, School Hill, Findon.	<p>Steering Group</p> <p>ALL</p>

Meeting closed at 9.00pm.