

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

Findon Parish Council

**Minutes of Neighbourhood Plan Steering Group meeting held Monday 1
September 2014
at 7.00pm in the Committee Room, The Gun**

Present: Cllrs Kirk (Chair) & Havenhand (and Mackerell from 8.30pm)

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

Item No		<u>Action By</u>
14.47	<u>Apologies for Absence</u>	
	Apologies received from Cllr Wood, Nick Gore & Ed Wain.	
14.48	<u>Approval of the Minutes 21 July 2014</u>	
	The minutes were approved and signed.	
14.49	<u>Matters Arising</u>	
	None	
14.50	<u>Updates from Working Groups</u>	

	<p><u>WG1 - Programme</u> MC is still to send the group a draft programme for completing the NP, together with time frames for reference.</p> <p><u>WG2 - Publicity/Communications</u> Nick Gore has written an article re broadband in the Village published in Findon News and also, hopefully, Sussex Local. Steve raised the issue of mobile phones, TV and DAB radio reception also needing to be improved.</p> <p><u>WG3 - Website Management</u> Richard is sending regular reports to Maureen for inclusion on the website.</p> <p><u>WG4 - Budget Management</u> Nothing to report. All under control. TT enquired whether legal support might be available if required. This was confirmed. It was agreed to donate £50 to Sussex Wildlife Trust, as requested, for data supplied.</p> <p><u>WG5 - Community Consultation</u> EW is still to provide MC with a short report and pictures of 26 June Village Hall event.</p> <p><u>WG6 - Volunteer Database</u> Nothing to report.</p> <p><u>WG7 - Liaison with South Downs National Park Authority (SDNPA)/ Arun District Council (ADC)</u> SDNP will be discussing their emerging Local Plan to the FPC Planning Committee on 10th Sept. This may give guidance to the NP Steering Group. It is hoped that the SDNP presentation will be transparent and that the Parish Council will feel able to report on it publicly, possibly in Findon News.</p> <p><u>WG8 - Built Character Assessment</u> See 14.51 Housing & Design feedback.</p> <p><u>WG9 - Liaison with Stakeholders</u> EW still to finalise the report about which local businesses & stakeholders he has approached regarding the NP.</p>	<p>MC</p> <p>RB</p> <p>EW</p> <p>EW</p>
14.51	<u>Feedback from Topic Groups</u>	

	<p><u>Group 1 Community & Wellbeing</u> An active, vocal group with very productive meetings and lots of research being undertaken covering medical provision & care; independent living; recreation; education; assets of community value. Still at the 'Findon Today' stage. MC advised members not to worry about giving her too much information - it can be discarded at a later date if need be.</p> <p><u>Group 2 Getting Around</u> (SF had to leave the meeting after this report) Researching traffic; parking; speeding; public transport & buses; footpaths & cycle routes. Obtaining evidence is proving tricky. MC recommended using the Police Accident reports, now publicly available.</p> <p><u>Group 3 Business & Tourism</u> JH reported that there are over 100 businesses in Findon, many on a self-employed basis and many working from home. Findon has more than the national average working in agriculture and retired. Tourism places being listed. Carparking has emerged as a hot issue for both business & tourism, and faster speed broadband. JH will circulate the groups' findings.</p> <p><u>Group 4 Housing & Design</u></p> <ul style="list-style-type: none"> • Four meetings so far. Identifying areas to protect. The group is keen to propose a Local Need housing development vision with clear objectives, as a starting point for further discussion. • ADC, not SDNPA, is in charge of housing policy. It was confirmed that housing policies are strategic. MC referred to the Local Housing Agreement on the Arun Housing Allocation website, which shows their policy on Meeting Local Need, including rural parishes. • This Group is still to look at Rural Exclusion sites, Live/Work units, Parking standards, Alterations & roof extensions, Traveller sites. • MC recommended looking at the government's new "Right to Build" energy efficiency policy. • In view of the sensitivity involved, the Housing group prefer their discussions to remain confidential until they are ready to share their conclusions. It was agreed that the Group will continue working on its objectives, but that MC will be sent details of research/evidence re 'Findon Today' asap. <p><u>Group 5 Environment & Sustainability</u> Research undertaken on: Character & heritage; Open spaces, trees & habitat; Energy efficiency.</p> <p><u>Topic Groups Generally</u> MC urged everyone to adhere where possible to the agreed schedule of providing a current village overview (i.e. 'Findon Today'), with evidence, before forging ahead with drafting objectives. If objectives fall out of a group's discussions, all well & good, but the 'where we are now' data should be forwarded to MC asap. All Topic Groups are recommended to share their minutes with each other for transparency and to avoid too much duplication</p>	<p>ALL</p>
<p>14.52</p>	<p><u>Other Issues</u></p> <p>Landscape Study Update: David Hares to submit draft Part II later this week for initial review.</p> <p>Sheep Fair: It is not possible to share a stand with SDNP this year as they have their own mobile unit. It was agreed that the profile of the Neighbourhood Plan in the village doesn't currently warrant a discrete stall, but perhaps a few posters on the Green would be appropriate. EW to be approached.</p>	

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14.53	<u>Next Tasks</u> <ul style="list-style-type: none">• All Topic Groups to continue with 'Findon Today', and send reports to MC by the end of September. MC can then collate each group's overviews, identifying shared objectives or conflicts, emerging finally in an updated Vision Statement. We can then look at policies, involving as many Topic Group members as possible, mid-to-end October.• JH is concerned how to ensure Findon residents feel ownership of all NP outcomes. PK suggested a public feedback evening in the near future with each Topic Group giving brief summaries of discussions so far.• Agree Landscape final draft.	ALL PK/RB
14.54	Any Other Business	
	MC would like to include a photo of each Topic Group and list of names on the website. Leaders to co-ordinate and send. Also, for our own historic records (send to PK).	ALL
	Date of Next Meeting	
	Monday 6 October 2014 - 7.00 pm at The Gun	

Meeting closed at 9.15pm