

**Findon Parish Council**

**Minutes of Neighbourhood Plan Steering Group meeting held Monday 12 January 2015  
at 7.00pm, Peter Kirk's House**

**Present:** Cllrs Havenhand, Kirk (Chair), Mackerell, & Prior

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

Item No		<u>Action By</u>
14.81	<b><u>Apologies for Absence</u></b>	
	Apologies received from Cllr Wood and Nick Gore.	
14.82	<b><u>Approval of the Minutes 8 December 2014</u></b>	
	The minutes were approved after one minor amendment.	
14.83	<b><u>Matters Arising</u></b>	
	14.75 - The survey of parish flint walls (in public view) has started, to be completed by the end of the month. SF asked about potential wall repairs and restoration. This is a matter for the Parish Council. TT agreed to survey the flint walls in the North End area.	PK, RB & volunteers  TT
14.84	<b><u>General Updates</u></b>	
	<ul style="list-style-type: none"> <li>• Website management continues with RB liaising regularly with MC.</li> <li>• Budget management is in hand with funds still available.</li> <li>• Liaison with SDNPA/ADC - the next SDNP Neighbourhood Plan workshop is on Thursday 26 February, 1-4pm at Midhurst. PK, LP and RB to attend.</li> <li>• Landscaping Study - David Hares has only just supplied Part 2 of this, after meeting with PK, LP and TT for 'local knowledge' input.</li> </ul>	RB PK PK, LP, RB
14.85	<b><u>Update of Topic Group Draft Objectives &amp; Policies</u></b>	
	MC had collated all comments following the November Topic Groups gathering, and circulated these to all groups for feedback. Still work to be done on these. The whole document needs final approval before going out to 'Reg 14'. (i.e. statutory consultation) <ul style="list-style-type: none"> <li>• Community &amp; Wellbeing - no amendments</li> <li>• Getting Around - still to be checked</li> <li>• Business &amp; Tourism - policies accepted</li> <li>• Housing &amp; Design - continuing to develop policies. Must complete.</li> <li>• Environment &amp; Sustainability - flint walls added</li> </ul>	RB SF JH TT EW
14.86	<b><u>For Discussion</u></b>	

	<ul style="list-style-type: none"> <li>• <b>Findon TPOs</b> - MC has logged these and is adding them to a map (including those trees which no longer exist). Penny Boal (from the E&amp;S Topic Group) is identifying the location of all existing listed trees.</li> <li>• <b>SDNPA's approved policies for Community Infrastructure &amp; Sustainable Development</b> - these have been circulated to this Steering Group. Our NP will be taken into consideration within this. JH is concerned that SDNPA is not doing adequate consultation with stakeholders (eg parish councils, neighbourhood plan groups). PK confirmed that Findon Parish Council has been informed of the SDNP "emerging plan" process dates.</li> <li>• <b>"Findon Today" draft policies</b> <ul style="list-style-type: none"> <li>- MC explained there are two phases to go: agree the basic document then send this to Reg 14 external groups for comment. An evidence base must accompany all documentation and this will be made available online (eg maps, plans, survey, data.) The Examiner will want to know what Findon is like at present. We must help MC present the correct 'flavour' of our village and are urged asap to read each other's sections of the draft document for any final comments. <u>PK to be copied on any emails sent to MC.</u></li> <li>- MC urged the Steering Group to send out the Housing &amp; Design explanatory letter to possibly affected neighbours/land owners as soon as possible, before public consultation can take place. The Housing &amp; Design team are to draft a letter before the next meeting for the whole Steering Group to approve, before it gets circulated (to come from the Parish Council).</li> <li>- MC will draw up a list of the affected neighbouring properties once the H&amp;D team have used their criteria to identify the (5 or 6) final site <i>options</i>. TT wanted clarification on whether they were to identify several sites with proposed low development density, or fewer sites with higher density. The majority decision was for the former.</li> <li>- MC to forward an example of site selection criteria used on other NPs eg. landscape, access (including to local amenities), fitting in with local character, etc. It is important to explain to residents that any changed parish boundary would be protected for the next 20 years.</li> <li>- MC emphasised the importance of the public marketing of the draft Findon Today document, including appropriate contact details for anyone wanting to ask queries. Explanations about all proposals must be clearly outlined, and include maps etc.</li> </ul> </li> </ul>	<p>MC Penny Boal</p> <p>MC</p> <p>ALL</p> <p>TT ALL</p> <p>MC</p> <p>MC</p>
14.87	<p><u>Any Other Business</u> None</p>	
14.88	<p><u>Next Tasks</u></p> <ul style="list-style-type: none"> <li>• Complete the survey of parish flint walls</li> <li>• Approve the Landscaping Study</li> <li>• Finalise the Findon Today document</li> <li>• Complete the Housing &amp; Design process of selecting site options, and prepare procedure for consulting with all potentially affected neighbours/landowners</li> <li>• Plan the next public consultation meeting</li> </ul>	<p>PK, RB PK ALL TT</p> <p>ALL</p>
	<p><u>Date of Next Meeting</u></p> <ul style="list-style-type: none"> <li>• <b>Monday 16 February 2015 - 7.00pm at The Gun Inn</b></li> </ul>	

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

Meeting closed at 9.30pm.