

Minutes of the Steering Group meeting held on Monday 25th September 2017 at 7 pm in Seaford Town Council offices. (draft)

Present: Keith Blackburn (Chair), Faustina Bayo (AIRS), Fiona House (Local Economy and Facilities Focus Group and Communications and Green Spaces Review Group), Charlie Grimble (Housing and Development Focus Group), Sylvia Dunn (Green Spaces Review Group), Debbie Ward (Green Spaces Review Group), Margery Diamand (Green Spaces Review Group and Minute Taker)

In attendance: Alan Latham, STC. Two members of the public were present.

Apologies and welcome

Apologies were received from Mark Brown, Di Bushell, John Alcock and Richard Honeyman

1) Minutes of the last meeting of 14 August 2017

The minutes were agreed.

2) Matters arising

DB noted that ideas put forward by Members of the Public at the last meeting needed to be fed into the process and actioned as necessary.

Action: Steering Group

3) Housekeeping

- There were no declarations of any conflicts of interest
- There was no new information on budget to discuss
- Regarding the website, FH noted that the website was being continuously updated but no new statistics were available to discuss.

4) Project Plan

KB reported the following key points:

- There were no changes to the Plan since the last meeting.
- The next meeting of the Steering Committee would be held on 9th October, following submission of the amended Neighbourhood Plan paperwork to STC on 1st October.
- The Steering Group would discuss the date, venue and publicity for the public consultation on the 9th October meeting.
- The Neighbourhood Plan papers would be considered by a full Council Meeting on 19th October during a confidential session following the main meeting.

5) Update on Dane Valley and housing targets

The following key points were raised and discussed:

- A useful discussion with Impact Seaford has led to some changes in the proposal, in particular, a separate section on employment.
- The architect has received most of the specialist reports as well as maps of underground water pipes.
- Four outline proposals are being considered, resulting in between 130 to 180 dwellings.
- The issue has not yet been resolved with LDC over what sites may be included against the target of 185 dwellings in Seaford. A reply is awaited from LDC on the latest points we and STC have made. In order not to hold up the progress of the Housing Report, it was agreed that the outline proposal for the maximum number of dwellings should be submitted.
- The Housing Group was also looking at the optimum mix of housing stock in order to best meet the needs of the local population.
- CB confirmed that good progress was being made on the Dane Valley Project. The Steering Group thanked the Housing Group and the wider group of those who have been working on the Dane Valley Project for the excellent work being done.

6) Agreement of Reports to be issued to Councillors for their meeting on 19th October

i. Statement on Seaford's Local Landscape Character

The report was discussed and the following key points were noted:

- The team had considered the conservation areas and views from, and to these areas. Views raised by Members of the Public were also considered.
- The report comprised a policy, and a summary of the key views identified.
- It was noted that the report still needs to be fully proofed.
- The Steering Group extended its thanks to the Views Team, and in particular, Di Bushell and Andy Lowe for their excellent work.
- It was recommended that an executive summary be added.

Action: Views Team

ii. Character Assessment

The report was discussed and the following key points were noted:

- This report looked at different part of the town and the public realm. This information would feed into an eventual design guide.
- Further consultancy support was required to create the design guide itself, and a number of avenues were being explored in order to secure this.
- The Steering Group recommended that the Character Assessment was not sent to the 19th October full council meeting as this would overload councillors with paperwork. The Group could decide at what point in the process to send the report in due course. However, James Corrigan would be advising definitively on this.
- It was noted that the Character Assessment was an interesting and informative snapshot of the town's different areas, and Di Bushell was thanked for her work in creating it.

7) Questions from members of the public

- In response to a question, The Steering Group confirmed that the draft of the Neighbourhood Plan to be sent to the full council meeting on 19th October would be a final draft, and only a few additional, minor amendments were expected.

8) Any Other Business

- A document listing feedback from the Flood Action Group had not been received by all members of the Steering Group, and would be emailed again by SD.

Action: SD

9) Dates of Future Meetings: 9th October, 13th November, 11th December