

Minutes of the Steering Group meeting held on Tuesday 10th January 2017 at 7 pm in Seaford Town Council offices. (draft)

Present: Steering Group: Keith Blackburn (Chair); Faustina Bayo, AIRS; John Alcock, Housing, Mark Brown, Deputy Chair; Diane Bushell, Housing, George Taylor,; Alan Latham; Also attending: Fran Crisp, Chair Economy & Facilities FG. and Deputy Young Mayor, Tom

There were also some members of the public present including Anne Marr (Environment and Countryside Focus Group) and Charlie Grimble.(Housing FG)

Minute taker : Jane Keel

- 1) **Apologies** :Sarah McStravick, Lindsay Freeman, Mayor; Fiona House, Estelle Maisonnial LDC & Peter White Transport
- 2) **Minutes from meeting of 12th December 2016**
Agreed. **GT to put up on the website.** No matters arising.
- 3) **Housekeeping** - Debbie Ward has resigned for health reasons from the Housing Group (but hopes to continue on the Environment and Countryside Group) and Fiona House has temporarily stepped down due to pressure of work.
Action: All: **Cover needed for these members, particularly E&F FG.**
GT would be happy to update the website once he has the permissions from FH. **KB to email FH asking for George to have the necessary permissions and get people to email GT with requests for web related actions.** KB emphasised that Focus Groups will need to prioritise their work and focus on collecting information that can be used in deciding what policies should be in the Neighbourhood Plan.
See separate Focus Group reports below for more.
Budgets: There is a balance of £188.44 with £48 hall rental outstanding. Next year budget £1000 assuming it gets agreed at Council.
Web Site : Web site needs updating. **Action: GT to update the site and upload the video** (once he has access to the site).
- 4) **Project Plan:** The various “deliverables” for the project were discussed, along with the dependencies. **Action: Chairman to seek further clarification from FB and update, and issue, the “Summary of tasks to end of August”**

It was felt that Ted Hart’s reports should be available in Word as well as PDF. **Action: KB to ensure FC receives the E & F report in Word.**

FGs to consider what questions they have for consultees and stakeholders not allocated to their FG so that their Chairmen can send them to KB to be for forwarding to stakeholders/consultees.. **Action: FB to ensure all chairs have access to Drop Box to ensure they are using up to date information.**

Action: Evidence Reports from FGs to be finalised by end of February (earlier if possible). Every delay pushes back the date at which AIRs can finalise their evidence/scoping report.
- 5) **Focus Group Reports**
Fran, Economy & Facilities;
The business surveys have to be collated. **Action: FH to deliver paper version and Fran to be sent online ones.** GP surgery responses suggest they are under great pressure. Engagement report to be completed. There are gaps in some areas, dentists, theatres,

museum etc. FC said the Group' Evidence Report reports will be sent back to respondents and they will be asked for comments.

FC pointed out the need for more volunteers in this FG as there are currently only 3.

Action: Call for volunteers – GT to put on Facebook it and ask via website KB reported Chamber of Commerce, Gerry Orry, happy to help – questionnaire is almost ready to go. **KB to address C of C meeting**, hopefully in March.

KB Environment; Nothing further to report at present.

Transport : No member present. Survey monkey findings yet to be analysed and put on the web site. **Action: Analysis to be done.**

DB Housing :

FB STRESSED THAT THE HOUSING REPORT WILL BE AN ONGOING AND CONSTANTLY CHANGING REPORT AND THEIR TIMETABLE WILL NOT BE THE SAME AS THE OTHER FOCUS GROUPS.

DB reported on a workshop held for new volunteers. It was a two hour session outlining the 7 work streams covering: Brownfield sites; ownership of all green field sites; site specific policies (for about 60 sites at present); site profiles; housing needs, especially of young people, over the next 15 years.

Evidence urgently needed from the young as the reports so far received show a preference for bungalows and retirement homes which does not reflect the community as a whole. At this point Charlie Grimble said he had approached primary school/s and wanted approval to go to all the schools and mail all the parents to get more in-depth information. He was happy to do this and it was approved. Agreement that it was vital that this was done as a matter of urgency. He has already started work on it.

Deputy Young Mayor then suggested that surveys went to years 10 & 11 students at Seaford Head. He has approached various members of staff about this and he suggested a paper survey be given out, to be completed in tutor group time. This was agreed. Adjustment of age range on the form needed. DB to adjust.

ACTION: AL to get Survey forms printed. 1300 primary & 400 Seaford Head.

Design guide – 3 volunteers have come forward with access to graphic designers Survey needed. **ACTION: GT to help with the design survey.**

Legal: A new volunteer with appropriate legal experience has volunteered to look at this aspect.

- 6) **Communications Strategy** - Due to time constraints it was agreed that Anne Marr's report would be considered at the next meeting.
- 7) **Updates on wider issues** : Di & KB to have meeting with National Park Authority later this month. AL arranging a meeting with LDC which will not be held until after the decision on Newlands has been announced.
- 8) **Any other business** : Irene reminded the group that Debbie needs replacing.

Dates of future meetings : Mondays 13th Feb, 13th March, 10th April etc.

The meeting closed at 9.30 pm.