

Steering Group Overview Minutes **14th May 2016, STC Offices**

Attendees: Faustina Bayo (FB) – Action in Rural Sussex (AiRS), Mark Brown (MB), Richard Honeyman (RH), Lyndsay Freeman (LF), Sarah McStravick (SMc), Sylvia Dunn (SD), Peter Norman (PN), Julie Davies (JD), Elaine Sammarco (ES), Fiona House (FH), Zoe Burns (ZB) Barbara Hayes (BH)
Apologies: Sam Adeniji (SA), Rob Chambers (RC), Rahnuma Hayder (Rha)

Role of Steering Group

- Overall:
 - To oversee the preparation of the plan and provide strategic management.
 - Ensuring that we have done all the right things we need to do all the way through to referendum.
 - As the Neighbourhood Plan will be reporting to the Town Council, we will be supported by them.
 - Ensure that the milestones are met with project plans so we keep to timescales.
 - Steering Group Members and their declaration of interest: you declare where your affiliations are, you declare sites you have an interest in or any groups you belong to.
 - Confidentiality very key and is in the terms of reference. Minutes are produced.
 - Website (www.seafordNP.co.uk) to be created and to last for three years, to reduce cost.
 - Commissioning specific areas of evidence and analysis needed. No issue can go forward without enough evidence. You will need STC approval if evidence gathering comes with a cost.
 - Promote the objectives of the plan: we will have a vision and objectives exercise. It will be your responsibility to promote that to the Town and approve and sign off on the key stages.
 - The Steering Group signs off the draft plans, the pre-submission plan and then it goes to STC for final approval and then goes to public consultation.
 - Act as the public face and principal contact to the local community for the neighbourhood plan.

Terms of Reference:

- Terms of reference to be created to guide our work. Things to think about for this include conflict of interest, declaration of finance, working groups, meetings officers etc. Confidentiality is key to the process.
- Once all agree to terms of reference, it will be on the website.
- There will be an e-mail address where people can direct queries.
- The website will also have information about the Steering Group.
- Terms of Reference can be amended by a majority vote if it has to be amended.
- Ideally having a younger person voice attending meetings (where possible) would be good.

Appointing/ nominating officers:

- Chair: This is a key role and will include meetings with, for example, LDC so there is a need to be up to speed about the whole Neighbourhood Plan. Deputy-Chair needed if Chair not available. It was noted MB had chaired the interim group. RH proposed JD. SMC seconded. Motion carried. FB noted she was a non-voting member. JD Chair and MB Deputy Chair.
- Secretary: FH agreed to record and produce minutes etc.
- Treasurer: agreed STC would fulfil this role.
- Publicity and Communications Officer: noted a group effort with all responsible for making people aware. SA already part of the Steering Group and he's nominated himself with group support from RH (email) FH (Website) ZB (Twitter). LF to focus on radio during Mayoral addresses.
- Noted a Logo was required, and publicity. This included writing to local schools.
- Noted that Steering Group meetings have to be open to the public, dates on the website and Facebook. Noted that the public are not part of, but observe the meeting. At the Chair's discretion they can invite the public to ask a question. If people have comments or any concerns they can also email or write.

Update on Survey – distribution and publicity:

- There would need to be a housing needs survey to help identify the actual housing needs within the Town; the type of houses people needed; and household & financial information, to help understand affordable housing need.
- It was noted the Town Council were consulting on 4 possible sites.
- The first two pages would be a good opportunity to ask some questions about the Neighbourhood Plan.

- The Survey would go out to all residents via a main distributor to 11,000 households. Every single household will receive one, with a business reply envelope. Responses go directly to AiRS who will do the analysis and present the findings to the Steering Group and the Town Council.
- This is an assessed housing needs survey based on formulae. It is trying to find out the type of housing that will be needed in Seaford, to capture the general need.
- Publicise the survey and importance to the success of the Neighbourhood Plan.

Engagement:

- Workshops and open days would be held to get as much information and input as possible.

Update on call for sites:

- The call for sites is already out and it has gone to LDC. One of the key requirements of the Neighbourhood Plan is to engage with Landowners because you have to identify sites in your community to seek to influence if/ how they get developed. You are looking at sites for housing and local green spaces.
- There are criteria to follow. Not every site can be a local green space, the Neighbourhood Plan cannot block development. Evidence is needed for local green spaces.
- Landowners will come and present to you what they have in mind and you will decide if this fits the need and criteria of Seaford's Neighbourhood Plan.
- It was asked where information should be sent to. It was explained any responses had to go to the Town Council. The Town Council will then make that available to the Steering Group.

Date for next SG meeting:

- Monday 6th June 7pm

Date and venue for focus group workshop:

- June: Focus Groups meet to plan and elect their Chairs. Venue to be sought.
- Steering Group members can be part of Focus Group(s).

AOB:

- None

Meeting closed