

Steering Group Overview Minutes
6th June 2016, STC Offices

Present: Richard Honeyman (RH), Sarah McStravick (SMc), Sylvia Dunn (SD), Zoe Burns (ZB), Fiona House (FH), Mark Brown (MB), Julie Davies, Chair (JD), Faustina Bayo, Action in rural Sussex (FB), Lindsay Freeman (LF), Keith Blackburn (KB), Barbara Hayes (BH).

Apologies/ resignations: Sam Adeniji resigned, apologies from Rob Chambers and Rahnuma Hayder

<p>Matters arising:</p> <ul style="list-style-type: none"> • Publicity: LF has been promoting the Neighbourhood Plan Survey. • It was noted that Facebook should be used to impart information only to residents. Queries about the Neighbourhood Plan should be sent to the Neighbourhood Plan e-mail address. • It was noted that more than Facebook required as many do not use it. It was agreed flyers, radio etc. would be used, alongside the Neighbourhood Plan website (www.seafordnp.uk) which has been created. The website would hold all key information and documents.
<ul style="list-style-type: none"> • Housing: SMc asked about Newlands and if this was part of Seaford allocation. It was noted this was a matter for LDC, the Neighbourhood Plan could not decide. Clarity was needed from LDC. • It was noted that the Neighbourhood Plan has no weight until the process gets to the “regulation 14” part of the due process.
<ul style="list-style-type: none"> • Survey: SMc noted residents are concerned if they do not receive Seaford Scene they will not get questionnaire. LF noted STC would have 500 copies and FB noted surveys had been delivered door-to-door with a self-addressed return envelope. • Noted survey was a key way to get input and not just having to use District data. Equally, other evidence would be gathered. • Noted there would also be input sought from young people. • 210 surveys had been returned as at 6th June. Forms could be returned to Tourist Information. • Anything that was covered by the Data Protection Act was being sent to AiRS.
<ul style="list-style-type: none"> • Steering Group: LF had email from Cllr asking how the steering group had been formed. It was noted that prior to the Steering Group there had been a Neighbourhood Plan Working Group where all Cllr’s were invited to join. Steering Group made from volunteers. Initial meeting May 3rd – Group elected Julie Davies Chair. All future Steering Group meetings would be open to members of the public. • It was noted that all interest forms have been gone through again and the only person missed from initial Steering Group invitation was KB due to wrong email typed.
<ul style="list-style-type: none"> • Finance: MB advised that Lucy (STC Finance Officer) would run the account for the Neighbourhood Plan. • Reminder given re conflict of interests etc.
<ul style="list-style-type: none"> • STC: It was noted that the Neighbourhood Plan Team would need to update STC on progress. Eventually, this would also include the Planning Committee as the Plan progresses.
<ul style="list-style-type: none"> • Focus Groups: <ul style="list-style-type: none"> ○ Invitation to Focus Group Meeting at Clinton Hall 7pm on 20th June to be sent to those who expressed an interest on completed forms. ○ Transport and Travel has had 6 volunteers, Housing 5, Environment & Countryside 12, Local Economy & Town Centre and Facilities & Infrastructure limited volunteers. ○ Some steering group members are also on Focus Groups.
<ul style="list-style-type: none"> • Upcoming Focus Group Workshop Information: <ul style="list-style-type: none"> ○ Attendees will get opportunity to change groups if they want to. Can be on more than one group. ○ To set out at Workshop what the Neighbourhood Plan can and cannot do. ○ 10-15 minutes to elect a lead, each group will have one or two from Steering Group, and plan their next meeting. ○ Explain difference between Steering and Focus Groups. Focus Group’s can be informal - bullet point information from meetings via Steering Group representative to report back to Steering Group. ○ Look at existing local groups who may have done work on topics covered by focus groups and liaise with them, ask for information and expand group with skill and experience. Even ‘old’ reports can be useful. ○ After the workshop at every Steering Group meeting there will be reports back from the Focus Groups representative. ○ After 4-5 months provide a brief report on the key issues in the Town in relation to the group topic and what the Neighbourhood Plan should look at. It is important Focus Groups look at Lewes District Plan and report on gaps relating to Seaford specifically that can be addressed by the Neighbourhood Plan.

- **Call for Sites Update:** None yet received. Call for sites have been notified through standard channels followed by Developers, as well as LDC contacting those developers/landowners they know of.
- Eventually will be assessing sites, but only those put forward by the owner or the agent on behalf of the landowner. Cannot assess any site if it has not been submitted to the Neighbourhood Plan. You can look at sites for local green spaces and make the landowner aware that the site will be allocated as a green space. But with a Housing and Development site it has to be the landowner who puts it forward. They have to be prepared to develop it within the plan period. It has to be deliverable, developable and achievable.

A.O.B:

- Information about the Neighbourhood Plan Team for website
- Terms of Reference for website
- Project Plan – FB to send to FH/JD to distribute to the Steering Group.

Date of next meeting: 11th July 2016 7pm STC Chambers