

Minutes of the Steering Group meeting held on Monday 3rd April 2017 at 7 pm in Seaford Town Council offices (draft)

Present: Keith Blackburn (Chair), Fiona House (Local Economy & Facilities Focus Group and Communications), John Alcock (Housing & Development Focus Group), Diane Bushell (Housing & Development Focus Group), Charlie Grimble (Housing & Development Focus Group), Peter White (Transport Focus Group), George Taylor (Local Economy and Facilities Focus Group, Sylvia Dunn (Environment & Countryside Focus Group) and Allison Keach (Action in Rural Sussex) and Claire Tester (Action in Rural Sussex) .. Four members of the public (MoP) were present...

Minute Taker: Jane Keel

1) **Apologies :** Faustina Bayo (AIRS), Lindsay Freeman Alan Latham, Sarah McStravick, Richard Honeyman and Mark Brown.

2) **Agreement of Notes of last meeting** of 13th March 2017: SD asked for one element re the meeting schedule to be reviewed and it was agreed this would be done. –No other issues raised.

Action Point : ; KB to circulate suggested addition to the minutes by e-mail for comment and approval.

3) **Matters arising:** SD asked for one element re the meeting schedule to be reviewed and it was agreed this would be done.

4) **Housekeeping**

- Budget –F H reported the budget as being £1,000 (as been agreed by STC).
- Website /Communications Update .FH has sent updates to the local press as well as Seaford Scene with links to our website. It was agreed a non-annotated agenda would be put on the web site in future. A MoP agreed to help with this is if useful.
- Facebook – going well. 1448 people used link to Neighbourhood Plan this afternoon alone .

Action Point : All members urged to share the Facebook Page so we reach even more people.

5) **Focus Group Working Papers**

- Local Economy & Facilities: complete. The Focus Group will now not need to meet again.
- Environment & Countryside: complete except for some data analysis of sports and play facilities – members of this Focus Group will be asked if they wish to have a final meeting. If not, work complete.
- Transport: Report complete. PW announced now complete, he was standing down from the Steering Group and no further Focus Group meetings would be held.

KB wished to put on record his thanks to all members of the Focus Groups who had put so much effort working on the project.

- Housing: DB reported site profiles are complete and with Action in Rural Sussex (AIRs). Design Guide team has some new members from a recent meeting with residents. Key views guide being worked on. Data on housing needs to be collated.

Airs noted that the work undertaken by Seaford NP was one of the most comprehensive and detailed they had seen. The Steering Group were delighted by this feedback and FH asked for this to be formally noted.

6) Help from students: DB.

19 Planning students will be embarking on one month long projects starting at the end of April. Separate projects will cover brown field sites; the rural fringe, what can be done to safeguard the National Park and Town Centre (including link to the seafront, Pedestrian and cycle routes).

7) Scoping Report – KB

KB thanked DB, AL & CG for the huge amount of work they have put in. Reports have just gone to James Corrigan, Town Clerk, this week. They will then be sent onto Statutory consultees. It was agreed to add Historic England to the consultee lists in the Working Papers. It was noted that a database of respondents to questionnaires can be used for further research.

Action Points: KB to add Historic England to annexes in Working Papers.

- It was agreed that all hard copy, including paper surveys, was to be in one place, with FH. Focus Group Chairs to arrange.
- MB to be asked by FH if the Neighbourhood Watch membership database could be used to reach more people.
- FH to compile a list of email addresses of those who have commented on our work and have expressed a willingness to receive more information.

- 8) **Project Plan** - KB. Slight slippage of some dates – 1-2 months in some areas but not of concern. AK reported that Claire Tester has now joined AIRs and will help draft policies and will also assist with the Design Plan. She pointed out that 71 sites was a huge number and it would no doubt be reduced as Airs assisted us with a detailed assessment based on specified criteria..

Action Point: New milestones bar chart to go on the website. FB and FH.

- 9) **Focus Group Working Papers:** KB reported it was hoped to publish I E&C, E&F and Travel and Transport Papers this week.

9a) **Public Consultation** : After much discussion it was agreed that this would be held in the first week in July which would allow for any slight slippage of tasks on the critical path.

GT reported that he and the Mayor would do the same as at the 30th November Consultation event: that is, interviewing members of the Community before seeing the information available at the meeting and interviewing afterwards. Permission would, of course, be sought to record on video. It was decided to use the Baptist Church as long as it is available. It was further agreed that yes/no stickers would be used. Anticipated consultation event would be 5 – 8.30 pm.

Action Point : FH to arrange a venue.

10) Newlands Update

The revised application will be heard by STC on 6th April at The View.

11) **Other business** : Pat Short voiced her concerns about publicity for the consultation etc. for those not on the internet. FH reported press reports (including Seaford Scene), posters etc. would be used.

12) **Dates of Future Meetings** : 8th & 31st May, 10th July and 14th August.