

Minutes of the Steering Group meeting held on Monday 14th November 2016 at 7 pm in Seaford Town Council offices.

Present: Cllr Lindsay Freeman, Mayor; Faustina Bayou, AIRS; Cllr Alan Latham; John Alcock, Housing FG; Keith Blackburn, Seaford Community Partnership; Fiona House, Admin; Mark Brown, Deputy Chair presiding. Ted Hart joined via phonelink.

Public - Diane Bushell and George Taylor.

1) Apologies: Sylvia Dunn(Environment); Sarah McStravick & Peter White (Transport)

2) Chair resignation – Due to ill health Julie Davies has resigned. Many thanks for her service. It was eventually agreed that there would be two co- Chairs with separate responsibilities – Keith Blackburn(proposed by AL, seconded by LF) would:

- chair meetings
- manage actions list
- oversee minutes
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- maintain membership list of SG and Focus Groups

Ted Hart(proposed by AL seconded by KB) would:

- manage output from the focus groups in conjunction with the focus group chairs/ deputy chairs
- liaise with Faustina on evidence from the focus groups
- engage with stakeholders

Mark Brown would remain Deputy Chair.

TH suggested Diane Bushell be appointed part of the steering group which was unanimously agreed as she has done the lion's share of the drafting of the housing report. LF suggested George Taylor, a student and video maker, also be invited to join the group to help ensure input from younger people. This was unanimously agreed. DB and GT joined in the discussions. Peter White is to be invited to attend all the steering group meetings for the transport group. At this point Keith Blackburn took over the chair.

3) Minutes of the previous meeting :

Matters arising : AL said a meeting with LDC needed re various issues including whether or not Newlands would be windfall and recreational space. Next LDC planning meeting is on 14th Dec.

ACTION : AL to arrange LDC meeting. MB,AL, JA and Di Bushell to attend.

The minutes of the previous meeting were then agreed.

Action Points :-

Xmas Magic stall – it was agreed that no stall would be taken due to the proximity of the 30th November Consultation event, a lack of resource and a question of appropriateness. However, flyers would be issued.

ACTION: A5 flyers to be produced. FH.

Seaford Scene: Peter White had done an article predominantly for the Transport Focus Group for the December issue.

Open Day – 30th November, 4.30 – 7.30 pm Clinton Hall

The aim is to provide information to the community on the progress of the plan including :-

- Environment: Maps showing 8 proposed sites for Local Green Space designation, List of proposals and the Focus Group's Evidence report,
- Housing: Potential sites, evidence reports, draft Design Guide. This event will be an opportunity to try to recruit someone with the much needed skills of illustration & architecture.
- Economy and Facilities: List of proposals and Evidence Report
- Transport: Questionnaire to inform their work

The consultation event is an opportunity for residents to ask questions and for the Focus Groups to get feedback from residents. Post it notes to be available for residents to put their points up as well as a number of questionnaires.

The Mayor & GT would greet residents at the door and ask them about their knowledge of the Neighbourhood Plan both before and after their visit. GT to video if agreed by the resident

ACTION:

ALL GROUPS: Questionnaires and lists of proposals for residents to take away and a returns box will be in Tourist Information.

FB To produce a handout to show work done to date and future actions planned

TH – Post it notes.

Publicity:

FH: Press release – Facebook, Posters etc.

LF: To get it on radio stations & STC website etc. and to decide on 2 questions to ask visitors at the door.

GT: To video the event.

4) Communications

Workshops: Very low attendance for youth event was very disappointing. LF pointed out that GT would be helpful in providing a younger person angle. FH had done presentations to year 8 students at Seaford Head School and is to present to year 11 this week. She is meeting the Head and hoping to get it put on the school website. FB wants to find 5+ students aged 13+ to train in how to plot the assets and treasures of Seaford. FH.

ACTION: FH to ask the Head to recommend suitable pupils and to report back on school interaction.

Chamber of Commerce: KB was still seeking to find a suitable time that worked for the Chamber. It was suggested early in 2017 would also be worthwhile.

ACTION: KB to:

- **email Gerry Orri re work of the Local Economy and Facilities Focus Group**
- **email the Secretary of the Chamber to forward to Chamber members encouraging attendance at the Consultation event**
- **KB to do presentation to Chamber of Commerce (Probably March 2017)**

FH reported that she was having problems with the codes being used by STC in analysing payments to budget headings but hopefully it would be sorted soon. This year's budget will be fully spent and £1,000 is being sought for the coming year to cover hall hire and some printing costs.

ACTION: FH to produce budget and spend figures at future meetings.

6) **Focus Group Reports**

It was agreed that these had been covered in the discussions above. Transport report not yet started owing to their questionnaire but will hopefully be forthcoming as soon as possible after the Consultation Day.

ACTION: All chairs to send FH updated contact details of the members of their groups.

7) **Project Plan**

FB reported that everything was on track except for the outstanding Transport Report which as previously reported will be forthcoming following their questionnaire.

ACTION: FB to send out updated Project Plan and Tasks and Deadlines summary showing deadline dates and task leader. (Similar to document covering September /November)

8) **Any other business**

TH wanted co-ordination between Focus Groups as each Group starts to look to engage with stakeholders after the Consultation Day on the 30th November. This is to avoid bombardment by various Focus Groups of, for example, LDC staff and Stakeholders. Steering Group to discuss, at the next meeting, the most suitable approach to ensure best possible outcome: the who, when, where questions. I.e. Making sure the right people go to the right people with the right questions.

ACTION: All chairs/deputy chairs to attend next steering group meeting if at all possible.

AIRS' analysis of Neighbourhood Plan Survey survey: DB expressed concern that the infographics provided by survey monkey did not reflect the underlying data.

ACTION: FB to remove infographics

1988 Seaford Local Plan – Housing and Environment and Countryside Focus Groups expressed the need to to see this plan and were unable to find a full copy they could have. One copy is currently in the Museum..

ACTION: LF, as Mayor, to request a copy of it from LDC .

Assets of Community Value :

ACTION: Facilities group to review on received from FB.

9) Date of next meeting: 12th December 7 pm at STC offices.

The meeting closed at 9.20 pm.