

Steering Group Overview Minutes 11th July 2016, STC Offices

Present: Mark Brown MB, Julie Davies (JD), John Alcock (JA), Alan Latham AL, Fiona House FH, Richard Honeyman RH, Faustina Bayo (FB), Carol Campbell (CC), Members of Public (MoP)

Apologies/ Resignations: Lindsay Freeman, Sarah McStravick (SMc), Rob Chambers for previous meetings. Elaine DeMarco has resigned from Steering Group

Matters Arising:

- Draft Minutes were sent a few days after last meeting
- FB noted need to declare conflicts of interest.

Communication:

- FH to co-ordinate agenda, minutes etc.
- FB's point of contact is Chair and Deputy Chair.
- Dates for future meetings: every second Monday, set provisional dates 3 months in advance to book chambers.
- Neighbourhood Plan Logo agreed: thanks & congratulations to be conveyed from Steering Group to the young person who provided. Very recognisable as Seaford. Can now be used for banners, posters, Website etc.
- Motorfest information and table: went well. Noted taking advantage of existing events rather than new ones a good idea.

Housing:

- JD & MB to contact Lewes District Council requesting Newlands site figures – is it included in the Neighbourhood Plan numbers? It was noted it would be good to get confirmation in writing from LDC to say that any development application that is approved now and goes forward comes off minimum application requirement if possible.

Survey:

- Have received 1,100 responses. Newhaven had 160 returned so 1,100 is very good comparatively. Bigger towns usually do have a lower response rate compared to smaller towns and villages. For the size of Seaford response is really good.
- CC concerned as has had emails from two Firlie Road residents feeling survey is misleading and incomplete re the land plots for sale. RH noted the sale not decided. FB confirmed there had been lots of correspondence and when people have been contacted it has been found that people have assumed that those four plots have been allocated for development by Neighbourhood Plan. They have been told to read the information and that the four sites have nothing to do with the Neighbourhood Plan. It is the Town Council. STC are consulting now with residents.
- CC noted resident's correspondence encourages her as a Councillor to halt this survey and stop any further expenses being incurred. It was discussed this was a STC matter - this is the Town Council seeking to consult in a cost effective manner by including with the Neighbourhood Plan Survey.
- Debate on this issue continued. JD suggested CC as a Councillor takes to STC to deal with as an STC matter. CC noted further inclusion of Town Council information should be consulted through Steering Group as it had caused an enormous amount of confusion.

Other Matters:

- Confidentiality was discussed. It was noted there are minutes and the Steering Group meetings are public but to follow process issues can be discussed in private session to follow due process.
- It was noted that Focus Group workshops are events and that Focus Groups meetings will not need to take minutes but will be reporting back to the Steering Group. There will be an event report for the recent Workshop for publication.
- Budgets were discussed. It was noted STC had allocated funds for the Neighbourhood Plan but that it was not a Steering Group budget - it is a Council budget and not managed by Steering Group. It was noted two grants have been applied for to contribute towards the overall cost. It will be requested that Town Clerk see if funds can be found for incidental costs – e.g. venue hire for consultations.

Focus Group Reports:

- Facilities and Infrastructure met and will send collated strengths and weaknesses plus vision statement to FB.
- Housing group has not met yet.
- Environment led by Cllr until resident available. Due to lack of numbers, despite being greatest number of interest, would it be practical to merge with another group? Agreed it had to be standalone.
- Transport: SMC had met with Peter White to hand over Chair role. Work underway. It was noted the Community transport meeting had members of Focus Group attending.
- Economy and Town Centre had no leader at the moment.

Project Plan:

- JD noted this will be bigger part of agenda in the future. FB will recirculate for further information.
- There was concern about resource for Focus Groups in terms of volunteers. Cllrs were having to lead focus groups which was not the preferred option. John Alcock was willing to run housing. It was noted that a Steering Group member would ideally not be a Focus Group Chair unless there were no volunteers.
- It was noted the next workshop will refine objectives to formulate into objectives that will lead to the vision.
- It was noted getting young people involved was key.

AOB:

- It was noted it would be good to know learnings from other adopted Neighbourhood Plans. This was to ensure Seaford worked on what was realistic and achievable, what the rules allowed for etc. It was noted focus groups should do this.
- It was agreed that communication with residents was key.

Dates of next meetings (7pm STC Chambers):

- 8th August – report back from Focus Group Workshop

Provisional

- 12th September
- 10th October

Meeting closed