

Minutes of the Steering Group meeting held on Monday 13th March 2017 at 6.30 pm in Seaford Town Council offices (draft)

Present: Keith Blackburn (Chair), Mark Brown (Deputy Chair), John Alcock (Housing FG), Diane Bushell (Housing FG), Charlie Grimble (Housing FG), Peter White (Transport FG), Alan Latham, George Taylor, Sylvia Dunn

Mike Parr (Housing FG), Pat Short (Housing FG), and 2 other members of the public.

Minute Taker: Jane Keel

Apologies : Faustina Bayo (AIRS), Fiona House, Lindsay Freeman (Mayor), Sarah McStravick & Richard Honeyman.

1. Agreement of Notes of last meeting of 13th February 2017 – unanimously agreed.

2. Action Points: DB has updated HG member list; FH & LF have been into the schools again; liaising with the museum etc., has been done.

3. Housekeeping –

201718 Budget - £1,000 grant has been agreed by STC

Website Update : Minutes now uploaded. Electronic questionnaires are now on the website. Facebook links. It is important to complete the questionnaire via sharing from the website which apparently enables us to assess numbers more accurately.

KB reported a member of the Chamber of Commerce (Jerry of Blog Expert) wants to be involved and he will be given access to information.

Action Point: KB requested suggestions, by 20th March, to improve the website without wholesale change

3. Focus Group Reports

Economy & Facilities: KB said their report will be ready this week. (18th March) Chairman Fran Crisp has retired.

Environment & Countryside: A near final draft report will be available by the end of the week (18th March).

Transport: Report drafted and currently with Keith. (aim to complete by 18th March) It was noted that 50% of the questionnaire responses were paper and 50% electronic. Problems analysing paper ones – where can people find the free text comments. Outstanding points – 3 teams of 2 to go to different parts of the town to assess the potential impact if development were to take place in the areas visited

Housing: DB & CG are currently finishing off site profiles, which will pass to Allison Keech Consulting to undertake the SA/SEA, which is expected to take around two months The Brownfield sites team

continue to contact owners of brownfield sites to establish their availability between now and 2030. The Design Guide team is due to meet at the end of March and they will report back as to when they will be ready to consult the public.

4.Help from students:

DB has liaised with lecturers from Brighton University and 19 Planning students will be embarking on one month long projects starting at the end of April. Separate projects will cover a review of a large brownfield site; the rural fringe; pedestrian and cycle routes; and Town Centre including links to the seafront.

5.Scoping Report – discussion of the issues

It was agreed that its purpose was to prepare for SA/SEA appraisal and assessments. It will be used to consult with statutory consultees.

Next Public Consultation Event: Venue to be agreed (Baptist Church/Downs Centre)? Availability & cost important. Favoured night is Wednesday probably in June /July. **Action Point:** MB to check.

Timing agreed : Open to public 5 pm – 8.30 pm with 30 mins set up time. **Action Points :** DB to liaise with Allison for possible time scales so the date can be agreed. DB to ensure landowners are aware of consultation date. Format of consultation to be discussed and agreed at April meeting. **Action Point:** KB to include on agenda

CG & DB said **68 sites** have been examined and many aspects covered including: legal, environmental, recreational, archaeological, planning context and policy. Huge effort has been put into this. **Affordable housing:** There is a clear aspiration and need to provide affordable homes, however, the deliverability is likely to be constrained by existing policy and the size of the sites.

The **Green Spaces report** will be issued with the housing report. MAGIC sites' facts covering some Green Spaces have now been included on the Team's database.

Action Points AL to collate people's comments to him this week (by 17th March) with tracked changes into DB's draft.

Going through the report, **comments on various items :-**

It was thought the opening statement should make clear that 'Parish' means 'town' and that this Plan will be reviewed in line with new legislation – probably every 5 years.

4.10 Minimum houses 185 – should be pointed out that this is a nett figure and the gross figure is 553.

No reference to Spatial Policy 1 in Core Strategy.

4.13 Map 2c. This was considered to be poor – should be larger scale

5.9 Reference to Bishopstone Place. No-one knows what this is (or where it is).

5.13 Demographics and other items should be compared where possible with national figures rather than district ones.

Action Point: Where relevant, Faustina to put in 2015 projections,

5.15 351 dwellings figure incorrect – should be 11,293

5.16 **Action Point** – This Zoopla data needs a timescale

5.19 The key fact here is that the retirement figure is high

5.3 **Action Point:** CG prepare a statement on Neolithic remains.

6.4 **Action Point:** KB to delete the numbers and use percentages.

6.**Project Plan** : As discussed in item 3.

7.Future Organisation of the Project

The Focus Groups (except Housing) are effectively winding up although they will have to address any issues that come up later in the process. Consideration also needs to be given as to whether the Steering Group has all the necessary skills for its future role.

8.Newlands Update

The revised application will be heard by STC on 6th April at The View. Numbers have been reduced from 238 to 183. Newlands: will not be in the Neighbourhood Plan but, if it goes through, there will be 40% affordable units. The green space will be in the form of two football pitches. LDC's official classification is NOT windfall but 'unidentified'. It was noted that this cannot be included in the Neighbourhood Plan.

9.**Other business** – None

10.**Sites – Confidential.**

Dates of Future Meetings : As he would not be able to attend two of the prearranged Steering Committee meeting dates (namely 3rd April and 31st May), the Chairman asked the committee if it would mind rescheduling these two dates. Discussion for and against followed. SD said that to rearrange meeting dates previously agreed by all the Steering Group on 11th Jul 2016, in her opinion, would be inappropriate as the deputy chair should be able to stand in on the dates in question. While having every confidence in the deputy chair, other members of the Committee felt that given the complexity of subject matter and in the interests of optimal continuity the two dates should be rescheduled if at all possible. SD requested a recorded vote the result of which was:

For rescheduling: KB, DB, CG, PW, JA, AL; against rescheduling: SD, GT, MB

The next meeting would therefore be on 3rd April,

