

# PULBOROUGH NEIGHBOURHOOD PLAN

**MINUTES OF THE MEETING  
OF THE STEERING GROUP  
HELD ON TUESDAY 10<sup>th</sup> DECEMBER 2013  
AT 10.00 a.m. AT PARISH MEETING ROOM,  
SPORTS PAVLION, RECTORY CLOSE**

**PRESENT:** Anne Ball (AB) Pulborough Society  
Peter Jones (PJ) Local Action Team  
Richard Keatley (RK) Pulborough Community Partnership  
Ray Quested (RQ) Pulborough Parish Council  
Keith Russell (KR) Pulborough Churches Together  
Andy Tilbrook (AT) Pulborough Parish Council  
John Wallace (JW) Pulborough Parish Council

**IN ATTENDANCE:**

Sarah Norman (SN) Clerk to the Parish Council  
Rowena Tyler (RT) Action in Rural Sussex (AiRS)

Apologies for absence were received from: -

Rachel Gill Pulborough Parish Council  
Elaine Kipp Pulborough Parish Council  
Alison Wallters Pulborough Pre School

It was also noted that representative from the Pulborough Patient Link and the Pulborough & District Community care Association were invited but no response had yet been received.

It was agreed that this initial meeting would be chaired by Ray Quested, as Chairman of the Parish Council, until the formal election of a Chairman. It was subsequently agreed to defer the discussion of a Chairman to the end of the agenda.

**2. WELCOME AND INTRODUCTIONS**

RQ welcomed all and thanked them for taking the time to join in this initiative before giving a brief history of the process taken by the Parish Council to decide that a Neighbourhood Plan (NP) should be produced. All those present were provided with a collection of useful documents attached as Appendix 1.

RQ introduced RT who will be providing the AiRS support to the Parish Council and Steering Group in the production of the Plan. It was noted that the Parish Council alone may produce an NP but the engagement and consultation for the plan must come from the entire community.

SN reported that as the Parish Council had taken the decision to produce the plan with the support of AiRS (see Parish Council minutes dated 19<sup>th</sup> September 2013 minute no 65) the necessary application for the designated plan area of the parish boundary had been submitted to HDC. The consultation for this ends on 23<sup>rd</sup> December after which time applications for funding, to both HDC and the central government funding stream called Locality, could begin. RT advised that she was awaiting confirmation regarding the availability of funding under Tranche 1 which ends on 31<sup>st</sup> January 2014 and the second tranche which begins immediately afterwards on 1<sup>st</sup> February 2014.

RT summarised the roles of the three parties involved in the production of the NP; namely the NP Group (Parish Council in association with the Steering Group), Action in Rural Sussex and rCOH, the planning consultants (see appendix 1, page 3 attached).

With regard to the NP Group, RT highlighted for the need to ensure that the group works in a transparent and democratic way and all actions must be sanctioned by the Steering Group. It was also noted that the NP will be a standing agenda item for all Parish Council Full Council meetings.

RK asked if AiRS had been involved with any approved plans. RT advised that the most completed AiRS plan was Slaugham and SN was asked to circulate a link for members to review this plan.

Questions were raised about timescale and RT reported that 12 to 18 months was usual. AT expressed concern as until the HDC framework is approved and in place, pressures from the South East Plan figures may affect the impact of the NP and therefore it may be necessary to delay the publication of the plan until end 2015 to tie in with the HDC plan.

RT highlighted that the plan MUST comply with the National Planning Policy Framework (NPPF) and SN was asked to circulate a link for this document.

AT expressed concern about the potential for lack of hard evidence resulting in a document based on the opinions of the comparative few.

RT referred to the Key Project Stages & Duration (attached as Appendix 1 page 6) and highlighted the production of the State of the Parish Report, one of the first key tasks of the Steering Group. This will be collated largely through Parish Profiles supported by datasets held by AiRS. Section 3 of the State of the Parish Report will include the feedback from the focus groups together with a Strengths, Weaknesses, Opportunities, Challenges (SWOC) report.

### **3. CONSTITUTION OF STEERING GROUP**

After discussion it was agreed that RT will circulate a template to SN for personalisation to Pulborough and distribution for agreement at the next meeting. It was agreed that attendance of 75% would be acceptable as a quorum.

### **4. REGISTER OF INTEREST**

It was noted that this is not mandatory but advisable for Best Practice. SN was asked to draft a register to include basic details such name, address, business interest in parish and property/land ownership in Parish.

### **6. GROUP THEMES**

After discussion it was agreed that these groups should be called “Focus” groups.

It was noted that all members of Steering Group should sit on at lease on Focus Group and act as the liaison between the Steering and the Focus Group.

The agenda for each Steering Group meeting will always include an item to receive reports from the Focus Groups.

After lengthy debate, suggestions for the “Focus Group” titles were noted as :-

- \* Our Community
- \* Housing & Infrastructure

- \* Our Environment and Heritage
- \* Our Business and Economy
- \* Transport and Accessibility
- \* Our Health and Wellbeing

It was proposed that Steering Group members approach potential members of the Focus Groups in preparation for the public meeting to gather more volunteers.

**7. ADMINISTRATION**

It was agreed that the Parish Council website should be used for the publication of publicity, minutes, agenda etc. SN to create pages for the NP and a link from the home page.

With regard to branding it was agreed that the Parish Council swans be used on a coloured paper, samples of which SN will circulate for the next Steering Group meeting for decision.

All paper documentation will be retained in the Parish Office. An NP email address is to be arranged and possibly a Drop Box facility to enable all members of the Steering Group to access documents.

It was noted that the NP had been included in the last two issues of the Parish Bulletin and this is to be used further.

**8. TIME TABLE**

Attendees received a summary of the Key Project Stages & Duration (attached as Appendix 1 page 6)

**9. PUBLIC MEETING**

It was anticipated that this would take place in early March but would need to be confirmed at the next meeting of the Steering Group.

**10. ANY OTHER BUSINESS**

AB commented that the project was possibly overwhelming and that for those not used to working within the local authority remit, may struggle with terms and technicalities. All acknowledge that effort needs to be made to ensure that all involved are fully inclusive.

**11. CHAIRMAN**

Having learnt more of the process involved in producing the plan, RQ invited any proposals or nominations for the position of Chairman and Vice Chairman.

After discussion it was agreed with all in favour that Richard Keatley be appointed Chairman of the Steering Group with Andy Tilbrook the Vice Chairman.

**12. DATE OF NEXT MEETING**

Wednesday 15<sup>th</sup> January at 10am in Parish Meeting Room

Agenda Items : -

- Constitution (following circulation by SN)
- Register of Interests (following circulation by SN)
- Focus Groups
- Stakeholder Lists (to agree recipients)
- Branding (agreement on paper colour)
- Date, time, venue for Public meeting
- Roles of Steering Group Members
- Communication and Consultation Strategy