

**NOTES OF THE STEERING GROUP MEETING
TUESDAY 1ST AUGUST 2017
10am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Richard Keatley (RK) - Chair and note-taking
Martin Ellis (ME)
David Hurst (DH)
Andy Tilbrook (AT)
Peter Jones (PJ)
Ray Quested (RQ)

IN ATTENDANCE

Rowena Tyler (RT) - AirS (joined 11.15am)

1. Welcome and any apologies for absence

RK welcomed Steering Group members to the meeting. Apologies for absence were received from Heather Knight, Gwen Parr and Les Ampstead.

2. Notes of the meeting held 26th June 2017

The Notes of the Steering Group meeting of 26th June 2017 were received and approved.

3. Reports / Updates on recent activities

RK updated meeting that Gwen Parr had offered her resignation from the Steering Group due to family matters. Following some discussion, the meeting agreed that if GP would consider a leave of absence rather than formally leaving the group, that would be welcomed. It was also agreed that the PDCCA should be invited to nominate someone to the group.

ACTION: RK to confirm this with GP.

ACTION: Meet with PDCCA.

ACTION: HK to confirm that Churches Together are an official consultee.

RK updated the group on recent meetings. Representatives of the group had met with representatives from the Diocese, the Macari family and Cala homes. As always these meetings stuck to an explanation of the evidence base and how it informs our view of the community's key priorities and aspirations.

There had also been useful meetings with Alan Bolt from Pulborough Medical Group and a separate discussion with a representative from the local Clinical Commissioning Group.

ME reported on a recent Heritage workshop he had attended on behalf of the group and the possibility of including firmer policies for conservation areas. AT reported that HDC were reviewing the district's conservation areas (including in Pulborough) and that a report for consultation would soon be produced.

DH reported that he had engaged with local estate agents to undertake some informal and unscientific surveys of new arrivals in the village - to understand better who were currently seeking to move to Pulborough, where from and why. RQ was continuing with a similar survey of new arrivals at Oddstones.

4. **To note AirS / Rowena Tyler support time, including updating of the Consultation Statement**
RK had spoken with AirS' Tom Warder, who had confirmed approval for the Steering Group to receive some additional independent support from Rowena Tyler. The Steering Group agreed that RT's outstanding 7 hours of AirS time would be best utilised in working on updating the Consultation Statement - ACTION: RK to confirm with RT.
5. **Update on Housing Needs Survey / Locality Application for funding/technical assistance**
HK was in the process of applying for Locality/AECOM technical assistance for the Housing Needs Assessment (HNA) and progress would be reported at the next meeting.
6. **Site Assessment Process / Call for Sites 2017: To note appointment and availability of consultant M Williams of Colin Smith Planning and arrange panel meeting dates (possibly depending on Housing Needs Survey)**
It was not felt feasible to commence site assessment until the HNA is in place, as the two processes are correlated, and the HNA is currently dependent on the outcome of the application for technical assistance. Meetings and working with Maggie Williams would therefore be held over for the time being.
7. **Community Land Trusts - to note potential assistance/advice through AirS**
RK updated the Steering Group on his conversation with Tom Warder (AirS) regarding their offer of a meeting/advice FOC, which would help establish the way forward with CLTs. It was AGREED to seek a meeting - ACTION RK.
8. **Consideration of signing up to Yammer NP forum, as recommended by HDC**
RK offered to sign up to this on behalf of the group - AGREED - ACTION RK.
9. **Any recommendations to Pulborough Parish Council meeting on 21st September 2017**
None identified.
10. **Date of next meeting**
Wednesday 13th September 2017, 10am