



PULBOROUGH NEIGHBOURHOOD PLAN

**NOTES OF THE STEERING GROUP MEETING
TUESDAY 13th MAY 2014
10.00 a.m. PARISH MEETING ROOM,
SPORTS PAVLION, RECTORY CLOSE**

PRESENT:

Anne Ball (AB)
David Hurst (DH)
Peter Jones (PJ)
Richard Keatley (RK)
Sarah Nelson (SNe)
Ray Quested (RQ)
Alistair Smith (AS)
Andy Tilbrook (AT)

IN ATTENDANCE:

Sarah Norman (SN)
Rowena Tyler (RT)

Clerk to the Parish Council
Action in Rural Sussex (AiRS)

1. Welcome & Introductions

2. Update on Progress so Far

- i) Designated Plan Area approved by Horsham District Council.
- ii) 2 dedicated Public Meetings held end March/early April. Good attendance with new volunteers coming forward to join Working Groups.
- iii) Each Working Group has an initial leader, who will attend Steering Group meetings.
- iv) The purpose of the Steering Group is to oversee the activities of the Working Groups.
- v) Next deliverable is the State of the Parish report.
- vi) RT has and will in future meet quarterly with Laura Bourke (NP Officer at HDC) to discuss emerging plans and their progress.
- vii) RQ confirmed that NP had also been focus of Annual Parish Meeting on 8th May which had been well attended.
- viii) RQ advised that he and AS had attended the NP workshop organised by HDC and held in Pulborough Village Hall.

3. Update from Working Groups

Our Environment & Heritage – Anne Ball

- Have met once and will be meeting again Thursday 15th May.
- Of 13 volunteers, 6 were contacted to maintain manageability of the group (details of those not contacted passed to SN for action).
- Main focus has and will be the Stakeholder and the Assets & Treasures lists which will be forwarded through to SN for collation of master list.
- Trying to meet once a fortnight

Our Housing – Ray Quested

- Delayed inaugural meeting until decision at HDC regarding Local Plan.
- This now taken and proposed plan is out for representations for 6 weeks from 16th May 2014 (website link to be emailed to all SG members by SN (**ACTION – SN**))
- Contacted 7 on list but only two responses.
- SN to chase up on non-respondents (**ACTION – SN**)
- RQ to invite any other members of group to move forward (**ACTION – RQ**).

Our Community & Health – Peter Jones

- Of 13 volunteers for this group 12 have been made contact with
- Two meetings held already
- They have identified the Assets & Treasures and Stakeholders and the list will be forwarded to SN asap (**ACTION – PJ**)

Requested guidance from Steering Group on next activity/goal of working group.

Communication & Publicity – David Hurst

- No meeting held as yet
- Sees main focus of coming period is publicity for survey to encourage returns
- Will liaise with SN regarding article in Parish Bulletin, due for distribution in early June (**ACTION – DH/SN**)

Our Business & Economy – Alistair Smith

- One meeting held
- Of 6 volunteers, 4 responded and then 3 attended meeting
- Have many Treasures/Assets and Stakeholders
- Opinion was that often difficult to get Businesses to respond to these initiatives.
- It was suggested that Alison Kent at Brinsbury be contacted regarding possibility of a one day event for businesses.
- Concerned about the level of work/commitment levied on Leader of group

Our Transport & Infrastructure – John Wallace

No report.

4. Household Survey

- Content of survey needs to be considered to enable informed responses.
- Suggested that drop in sessions be held to support returns of surveys
- Working Groups need to consider any direct activities in specific areas of the community to support the return of the questionnaire.
- Draft prepared by RK, AT and Les Ampstead.
- Need to ask what are residents' aspirations but take into account what is possible and achievable.
- Format of questions vital; neither tick box nor open questions.
- Options with request to order in order of importance considered most suitable format.
- Incentives for return of surveys such as prize draw need to be considered by the Communication Group.
- Agreed Time Line :-
 - i) RK/AT/SN to prepare draft survey
 - ii) Initial meeting to brainstorm with members of Steering Group and amendments made (date tbc)
 - iii) Amended and final proposal to be presented at next Steering Group meeting on 23rd June.

- iv) Survey to be distributed in early July to every household in the Plan Area.
- v) Deadline of 3 weeks for return of Surveys i.e. by end of July
- vi) Results analysed during August/early September and results published at the Harvest Fayre on 27th September 2014.
- vii) Subject to any amendments arising from consultation at Harvest Fayre, data passed to AirS for preparation of the State of the Parish (SOP) Report.
- viii) Draft SOP passed to Steering Group in October 2014, comments passed back to AirS and final report approved by Steering Group by end October 14.
- ix) Planning Workshop and policies drafted by rCOH in November 2014.

5. Letters to Stakeholders

- All stakeholders will be invited to the Planning Workshop in November and emphasises the need to make contact with relevant groups/companies sooner rather than later.
- All Working Groups to forward their lists of both National and Local stakeholders to SN as soon as possible (SN to chase John Wallace regarding Transport & Infrastructure Group) (**ACTION – ALL**)
- SN to draft letters immediately (**ACTION - SN**)

6. Call for Sites

- As timeline has been extended, less urgency
- Opportunity for identification of smaller “under the radar” sites that may become available during the life of the plan.
- Letter could be included in Survey covering letter
- Not wise to restrict type of site that may be put forward as may cause issues when examined.
- Full “Call for Sites” Press Release to go out end of August /early September and to be timed to coincide with the Autumn Parish Bulletin newsletter (**ACTION – SN/DH**)

7. Assets & Treasures

All lists to be passed to SN as soon as possible (**ACTION – ALL**)

8. Actions Before Next Meeting

- Working Groups continue to meet and discuss :-
 - i) Assets and Treasures
 - ii) Stakeholders
 - iii) Areas to be covered in Survey
 - iv) Parts of the community that may require some focused attention/support to ensure survey returned.
- SN to circulate to all SG Members every Friday via email, dates of working group meetings for the following week
- SN to advise date and time of meeting to discuss Survey

9. Any Other Business

AS raised the issue of the closure of the Storrington Medical Practice and the impact on Pulborough Medical Group was noted.

10. Date of Next Meeting

Week commencing 10am 23rd June 2014