



PULBOROUGH NEIGHBOURHOOD PLAN

NOTES OF THE STEERING GROUP MEETING TUESDAY 23rd SEPTEMBER 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)
Ray Quested (RQ)
Andy Tilbrook (AT)

IN ATTENDANCE:

Sarah Norman (SN)

Clerk to the Parish Council

APOLOGIES

Sarah Nelson
Les Ampstead
Rowena Tyler (AirS)

1. Update

- i) Very good response to survey – in the region of 35% of households
- ii) Analysis will be time consuming
- iii) Thanks to everyone for their hard work and input
- iv) DH preparing initial analysis for release at Harvest Fayre
- v) Noted response from under 40's disappointing and question of whether more targeted consultation for this specific age group was discussed.
- vi) Noted that often the under 40s are still "transient" and often not settled.
- vii) Agreed that Harvest Fayre traditionally attracts younger demographic especially those with young children and lack of response from this age group to be highlighted.
- viii) Agreed that if the analysis throws a particular thread in relation to this group then more targeted consultation may be considered.
- ix) All agreed that there was a need to draw the line somewhere. Surveys could still be completed and returned but when the final survey entered onto the spreadsheet this would close the consultation.
- x) Funding is dependent upon reaching planning policy stage by 31st December 2014.
- xi) RK held meeting with RT to discuss the next steps.
- xii) Timeline agreed as: - * All input for Stage 1 Report (formerly State of the Parish Report) to be with AirS by end of October.
* Stage 1 report issued by Mid November
* Planning Workshop to be held Thursday 4th December from 2pm to 5pm.
- xiii) Therefore, next deliverable is the Stage 1 Report. After this is completed is where AirS and Rcoh take a more proactive role.

- xiv) Aim of workshop is for all local stakeholders to be invited (not property/commercial developers) plus national stakeholders with an aim of 40 attendees. The event is structured by AirS and Rcoh and the outcome will form the basis of the Planning Policy drafting.
- xv) Letter to 52 National and Local Stakeholders sent 4th July 2014. To date 15 replies received.
- xvi) Noted that the Transport & infrastructure group have still not met and AT agreed to organise this as soon as possible.
- xvii) Regarding analysis, Lisa Underwood in the Parish Office and RK have compiled a spreadsheet into which the data will be entered. The timescale is tight so volunteers are needed to take away a batch to sit at home and enter. Requirement are a PC with excel.
- xviii) It could take as much as 10 mins to enter each survey.
- xix) Additional hours will be committed by the Parish Office but the issue reviewed in 1 week's time to decide whether support should be sought from AirS.
- xx) Meeting held with Laura Bourke and Barbara Childs of HDC at which concerns over information sharing and need for transparency reiterated.
- xxi) HDC Plan due for examination in November.

2. Preparation of Community Views for Stage 1 Report.

- i) Focus Groups to provide input for Stage 1 Report
- ii) Community Views input has to be completed by end of October.
- iii) Examples as provided by AirS circulated and also noted that copies of other Stage 1 Reports are available in the Parish Office.
- iv) Is crucial that every statement/claim made can be backed up by evidence
- v) RK advised that he sees the general layout to be a text introduction followed by bullet points.
- vi) Huge amount of consultation done over the last 10 years which can be referred to.
- vii) Groups to need to meet again as soon as possible to bring this all together and prepare input.

3. Harvest Fayre

- i) DH has prepared some data to be displayed in A0 form at Harvest Fayre, concentrating on questions 1 and 2.
- ii) SN to transfer data into charts to illustrate responses.
- iii) SN to email the summary to all members as soon as possible.

4. Risk register

- i) Reviewed and to be forwarded to LA to be amended accordingly.

5. Actions before next Meeting

- Focus Groups to meet and pull together opinions
- Collation and analysis of results
- Harvest Fayre Publicity
- Press release including call for sites
- Call for sites into next PC bulletin in November

6. Date of Next Meeting

20th October 2014 at 10am