

PULBOROUGH NEIGHBOURHOOD PLAN

MINUTES OF THE MEETING
OF THE STEERING GROUP
HELD ON WEDNESDAY 15TH JANUARY 2014
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
Gwen Parr (GP) Pulborough & District Community Care
Association (PDCCA)

IN ATTENDANCE:

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

Apologies for absence were received from: -

Rachel Gill Pulborough Parish Council
Elaine Kipp Pulborough Parish Council

1. **Notes of Previous Meeting 10th December 2013**

The Notes were accepted and agreed.

2. **Terms of Reference**

The draft ToRs were reviewed and the approved terms are attached and will be added to the project files. Any changes to the ToR will need to be approved by the SG.

ACTION: SN to add amended ToRs to project files.

3. **Register of Interests (ROI's)**

ACTION: All members are to return completed forms to Sarah Norman in advance of the next meeting.

ACTION: SN to published ROIs on the NP page of the Parish Council website and add to the project files.

4. **Budget**

AiRS fee is £18,750 which provides 45 days of work (not only RT but also background staff at AiRS providing support).

Grants of approx £7,500 due from HDC and similar amount from central government funding (called Locality) are expected but not guaranteed. Worst case scenario would be total budget available of approx. £27,000 (£18,750 AiRS + £8,250 all other costs i.e. venue hire, materials, publicity).

The Parish Council will need to approve all expenditure by Steering and Focus Groups and will need to agree a budget available for incidentals.

ACTION: RK/AT/SN to request from AiRS management that a regular statement on budget/effort remaining is made available to the SG.

ACTION: RQ/AT to refer issue of an expenses budget to Parish Council.

5. Project Approach

SG supported RK/AT's recommendation that LA support/assist the SG. LA will assist with the plan but will not be part of the Steering Group.

SG agreed that the group's current focus is project initiation, i.e. getting to grips with the scope and of the project and fully understanding what we are doing and why. This needs to happen before we can competently communicate with the wider public and ensure SG and FG's are comfortable with their tasks.

ACTION: SN to circulate a list of essential reading for SG members.

ACTION: SG members to read essential material in advance of the next meeting.

ACTION: SG members to begin identifying local treasures and assets (T&As) and being their suggestions to the next meeting.

SG agreed that during this initiation stage it makes sense to allow a degree of flexibility when it comes to Steering Group membership (with the SG as a group working to identify any gaps and voting on any changes to membership).

AT/LA highlighted that the Pulborough NP must comply with the HDC Local Plan which is not yet ready (and not scheduled to be ready until 2015). The SG agreed that this would affect our timescales and approach and action was required to understand HDC's position and mitigate any risk to our activity.

ACTION: RK/AT/LA to meeting with HDC on 27th January and report back to the SG.

ACTION: LA to create and maintain a risk register for the NP project.

SG agreed that it was essential to the success of a neighbourhood plan that it be (and be seen to be) as representative as possible of the community, and discussed at length the importance of devising and delivering a comprehensive and innovative Communications & Consultation Strategy. It was agreed that the SG should have ultimate responsibility for this but that a dedicated Communications & Consultation focus group with a strong leader would most likely be necessary to deliver any agreed strategy. It was agreed that however it is tackled it is project-critical and must be a priority for the next meeting.

ACTION: Members to give thought to someone who may be suitable in this Communication role.

ACTION: RK/AT/LA to prepare material on the key aspects of Communications & Consultation to be discussed by the SG at the next meeting.

RT reported that AiRs would be providing a dataset and to avoid duplicating it was agreed that this should be circulated asap.

ACTION: SN to chase for Dataset and circulate before next meeting

Members of SG's and FG's need to be aware of the data protection responsibilities.

ACTION: SN to circulate guidelines on data protection and add to project files.

ACTION: SN/AT/RQ to ensure that NP will be a standing agenda item on all Parish Full Council agendas for report.

Public Meeting. After discussion it was agreed that it was sensible to plan for a public meeting in late March. This will be an event to announce the NP to the community, explain what the process is, why it is being carried out and how/why people can get involved. Agreed that a Saturday to coincide with the Village Market would be appropriate together with an evening session during the same week. Saturday 29th March and Wednesday evening before agreed. RT to attend. All these types of events will need to be included with the Community Consultation summary which has to be submitted as part of the plan for examination.

RK/AT emphasised that a poorly conceived or ill-prepared start to public communication/consultation could potentially do irreparable damage to the process and so felt the group should be prepared to cancel if it became clear nearer the time that we were not ready.

ACTION: SN to book a room at the Village Hall for the morning of Saturday 29th March and the preceding Wednesday evening 26th March 2014.

6. Short Term publicity and communication considerations

As discussed above, Communications & Consultation Strategy to be a priority for discussion at next SG meeting.

NP page on PC website will hold all documents including ROI's, Agendas, Notes of Meetings, project library and Risk register when available.

Make full use of next copy of Parish Bulletin which is delivered to every house in Parish – front page.

ACTION: RK/SN to see that something is added to the Parish web site/Parish bulletin.

7. Administration

All correspondence must be through the Parish Office and email subjects to be preceded with "Pulborough NP:"

As much printing etc should be done through the Parish Office to avoid expense of cartridges etc at home

NP email address to be included in NP page of website

ACTION: RK/SN to include NP email address on website.

8. Any Other Business

AB raised the question of how the SG would ensure timescale is adhered to. It was agreed that the next meeting should look in more detail at the project plan/timescales/milestones.

ACTION: RT to provide a timetable/milestones

9. Date of Next Meeting

Week commencing 17th February in the evening

ACTION: SN to check room availability and confirm date to all members.