

PRESENT

Richard Keatley (RK) *Pulborough Community Partnership* (Chair of Steering Group)
Andy Tilbrook (AT) *Pulborough Parish Council* (Vice chair of Steering Group)
Ray Qusteded (RQ) *Pulborough Parish Council*
Peter Jones (PJ) *The Local Action Team*
Keith Russell (KR) *Pulborough Churches Together*
Gwen Parr (GP) *Pulborough & District Community Care Association* (PDCCA)
Rachel Gill (RG) *Pulborough Parish Council*
Elaine Kipp (EK) *Pulborough Parish Council*
John Wallace (JW) *Pulborough Parish Council*

IN ATTENDANCE

Rowena Tyler (RT) *Action in Rural Sussex (AirS)*
Les Ampstead (LA) *At the invitation of the Chair/Vice Chair*

APOLOGIES / ABSENT

Anne Ball (AB) *The Pulborough Society*
Sarah Norman (SN) *Clerk to the Parish Council*
Holly Bune (HB) *Support volunteer*

1. Notes of Previous Meeting 15th January 2014

Notes were accepted and agreed.

ACTIONS

- **Registration of interest forms to be sent to John Wallace, Rachel Gill, Gwen Parr and Elaine Kipp (SN)**
- **Registration of interest forms to be returned to the Parish Clerk (ALL)**
- **Read all essential information available on Parish Web site (ALL)**

2. Progress since meeting

RK, AT and LA have met with HDC to understand the progress of the emerging Local Plan. The final version is due in Early 2015 which is within our NP timescales and should cause no conflict (though it remains on the risk register).

HDC are happy to liaise with us regarding the emerging District plan and our Neighbourhood Plan.

Data sets from AirS have been received and will form an important starting point for working groups who may well choose to supplement them with other evidence/information sources.

ACTIONS

- **Review the AirS data sets (ALL)**
- **Request to be put to AirS that they provide an updated dataset using the median rather than average wage for the Parish (AT)**
- **Other recent information regarding the data set to be sought (RG)**

3. Budget

Draft application for funding completed and distributed to steering group.

AirS will provide an update on their remaining budget at the end of each phase.

The Parish Council has approved a small expenses budget and this will be managed by the Assistant Parish Clerk.

ACTIONS

- **Review and make comment if necessary regarding allocation of costs and timescales to Parish Clerk (ALL)**
- **Parish clerk to amend application for funding as appropriate (SN)**
- **Parish clerk to agree reporting process with AirS for end-phase statement of budget spent/remaining (SN)**
- **Assist Parish Clerk to be informed of budget responsibility (RQ)**

4. Project approach

The meeting reviewed example project plans provided by AirS.

A detailed plan of actions needs to be created for use of the steering group.

A high level plan identifying mile stone should be created for general distribution.

ACTION

- **AirS examples to be adapted for Pulborough NP and sent to group for review (RK)**

The importance of the local economy and the need to consult/involve local businesses in the NP was discussed and agreed. It was observed that despite their importance to Pulborough, people who work or have businesses in the designated area will not necessarily have a vote in the referendum. RT pointed out that in some NP areas a separate business area/referendum has been created to address this very issue.

ACTION

- **The possibility of creating a business area and associated referendum as part of Pulborough's plan to be investigated (RT)**

5. Communications Plan

A draft communications plan and strategy was tabled and discussed.

The approach to be adopted at the first public consultation to be held on Saturday 29th March and Wednesday 2nd April was discussed.

A logo of two swans above Pulborough Neighbourhood Plan was adopted.

ACTIONS

- **Members to review the Beacon Network spreadsheet and feed through any names/neighbourhood areas to RK/SN (ALL)**
- **Churches to be added to posters distribution list (RK)**
- **Draft communications plan to be updated based on comments (RK)**
- **Age groups to be amended to show 18-40 and 41-60 (RK)**
- **Existing Facebook and Twitter accounts held in the village (e.g. Ros Pickering's village Facebook) to be used to distribute information. These people to be contacted (RK)**
- **Pulborough Neighbourhood Plan internet domain costs and availability to be established (RK)**
- **An article to be produced regarding the Neighbourhood Plan for insertion in the next Parish News Letter (RK)**
- **An agenda/process options used in other Towns to be send to Richard (RT)**
- **Details for the public meeting to be formulated and presented at the next Steering Group meeting (RK/LA)**

- **The times for the public meetings to be established (RK)**
- **Possible theme group leaders to be established/approached (RK)**
- **Parish councillors' involvement with theme groups need to be established (RQ)**
- **Theme group membership and work brief to be an agenda item for next steering group (RK)**

6. Risk Register

The risk register was reviewed and no changes were made.

7. Any other business

No other business was discussed.

8. Date of next meeting

Wednesday 19th March 19:00 in the Parish Room.

ACTION

- **Parish room to be booked (RK)**