

Minutes of the Steering Group meeting held on Monday 8th May 2017 at 7 pm in Seaford Town Council offices (draft)

Present: Keith Blackburn (Chair), Fiona House (Local Economy & Facilities Focus Group and Communications), Diane Bushell (Housing & Development Focus Group), Charlie Grimble (Housing & Development Focus Group), George Taylor (Local Economy and Facilities Focus Group, Sylvia Dunn (Environment & Countryside Focus Group, Faustina Bayo (AIRS), Alan Latham, Richard Honeyman and Mark Brown (Seaford Town Council). Four members of the public (MoP) were present.

Minute Taker: Margery Diamand

1) **Apologies :** John Alcock (Housing & Development Focus Group), Peter White (Transport Focus Group), Lindsay Freeman, Linda Wallraven and Sarah McStravick,

2) **Agreement of Notes of last meeting** of 3rd April 2017 were agreed.

Matters arising : There was a discussion about Community Assets.

Action Point: FH will liaise with STC to establish the current status of work on Community Assets.

3) **Housekeeping**

- Budget – FH is chasing this up as figures for 2016-17 have not been reconciled. The budget for 2017-18 is £1000.
- FB noted that a second consultant had been brought on board. She also noted that, if LDC and SDNP do not request a Housing Needs Assessment, an application for additional technical support could be made, and this support could be used for additional, professional-level work on some of the housing issues. Discussions concluded that, as Seaford has been given a target by LDC of a number of homes to be completed a *Housing Needs Assessment is unlikely to be necessary*
Action Point: Application for additional funding for technical support to be pursued by KB, FB and CG.
- There was a discussion about the resources and skills required to produce documents for the public consultation. FB noted that the next full document to be produced will be the pre-submission document. However, there was no need to print copies for all residents – some reference copies would be produced and made available in public places such as the library, and the document would be available online. She expected the document to be 50-70 pages and around 50 hard copies would be required. LDC would cover the costs of the referendum itself, although the NP Group would be responsible for the publicity. FH offered to lay out and design the documents as required. FB noted that, at present, the AIR's budget was running to target and this should continue provided there were no unexpected events.
- There was further discussion about whether additional money was available from STC.
Action Point: KB and MB to explore with STC whether any additional assistance might be available.

- Website /Communications Update: FH confirmed that the website is consistently receiving over 2,500 hits and views.

4) Report from Housing and Development Focus Group

- It was confirmed that the Group's initial assessment is that sufficient sites have been identified to meet the LDC target. This included the sites already identified for sale by STC.
- It was noted that the LDC Local Plan Part2 was being progressed and the intention was to consult on this in autumn 2017 for completion at the end of 2018/early 2019. It was emphasised that if the Seaford NP was not ready by this date it would be replaced by the Local Plan Part 2. However, there would be much communication with LDC regarding the proposals in Seaford's NP to reduce the risk of differences between these two plans.
- Regarding the Design Guide, DB explained that there were few comparable examples to look at. The Group aimed to look at enhancing the Conservation Areas and producing a general, broad based policy to apply outside the Conservation Areas.
- The Key Views work stream was hoping to liaise with SDNP and their proposals would form part of the public consultation.
- The Group emphasised that feedback from other Neighbourhood Plans showed that robust evidence was essential.
- FB noted that East Sussex Wildlife Trust would do a desktop report if required.
Action Point: DB to arrange for such a report.
- The Group noted that those Neighbourhood Plans which had been widely consulted on carried more weight with the Examiners. It might be worth putting more money and resources into the consultation stage of the Plan.
- Members of the Steering Group congratulated the Housing and Development Focus Group on the excellent work they have done and the huge task they have achieved.

5) Public Realm Report

- KB noted that this proposed design principles for parts of the town which can be seen by the public. The report was produced in 2013 but has stalled because of staff changes at LDC KB is hoping to meet with STC to see how to push the Public Realm Report forward and cross-reference elements with the NP. He was also hoping to collect some examples of good and bad design in the town.
- DB noted that it was also important that ESCC and SDNP were aware of the Public Realm Report and its recommendations. Action Point KB

6) Update on Residual Focus Group Work

- It was noted that tourism/visitor accommodation sites would be picked up by the Housing and Development Focus Group – SDNP, however, might prioritise housing over visitor accommodation.
- In response to a question from KB,FB stated that each individual Focus Group did not need to produce its own engagement report as this will form part of the final report.

7) Scoping Report

- There was no further update on this.

8) Help from Students

- DB noted that MSc students at the University of Brighton were doing some work on the NP, which would be presented as part of their final projects on 25th May in Brighton. Further details would be circulated and electronic copies of their work would be available.

9) Project Plan

- The Project Plan was reviewed and some amendments made. The new version will be put on the website. KB requested that items be numbered for easier referencing.
- It was agreed that an extraordinary meeting of the STC would be needed in August.
Action Point: AL to liaise with STC re meeting in August.

10) Public Consultation

- Town Forum to be held 23rd May.
- To be held 11th July. The large hall in the Clinton Centre had been booked plus a smaller room for breakout sessions at a cost of £110. Set up was from 4.30pm with a 5.00pm start.
- The Design Guide would form part of the consultation.
- A press release and article in Seaford Scene were planned.
Action Point: DB and FB to discuss the format of the presentations.

11) Updates on Wider Issues

- FB noted that changes were being made nationally to the NP process which would make it fairer for communities. These included:
 - The examiner will have a mediation meeting with the NP team and Local Authority prior to giving their findings.
 - Draft findings will be circulated before the final report.
 - More support would be given to plans where yearly housing targets had been met.**Action Point:** FB to circulate more information on changes to the NP Process.
- CG noted that the Group's findings on RE1 and the availability of open space in the town were significant. Ie there was a deficit in publicly available open spaces and so it was important that future building did not increase this deficit further.

12) Dates of Future Meetings : 31st May, 10th July and 14th August.