



## STEERING COMMITTEE

### Minutes 18<sup>th</sup> July 2016

A meeting was held in Ashington Community Centre, on Monday 18<sup>th</sup> July 2016 commencing at 8pm.

Present: Clare Barker, Di Clarke, Tiena Currell, Mary Davis, Graeme MacPherson, Colin Hoare, Mike Humphrey, Brian Clarke.

Neighbourhood Plan Clerk: Karen Dare

Apologies for absence: Nigel Spiers (personal).

Karen Dare (Neighbourhood Plan Clerk) had previously prepared and circulated an agenda.

Karen Dare updated the committee on activities since the last meeting:

- a. Call for sites – adverts had been placed in numerous locations. Deadline for submission is 30<sup>th</sup> September. Several sites had been put forward to date. The Committee agreed that publicising any site information at this early stage would not be productive. There is still much work to be done before the sites are formally considered within the NHPlan.
- b. General Village Survey – the Committee thanked Tiena for her comprehensive analysis of the results. Summaries are available on the PC website and the Master data would be circulated to Steering Committee members. The results will be given to Focus Groups for further analysis.
- c. Community Groups – Karen Dare had contacted Ashington Community Groups and asked for project/wish lists. The majority of groups had responded but Karen would chase up the remaining. Again, this information will be used by Focus Groups for further analysis.
- d. Di & Brian Clarke had visited many Ashington businesses to get their input into the NHPlan but few had responded. It was acknowledged that a different approach to engage with businesses is needed.

The following next steps were agreed:

- a. Focus Groups – more volunteers are still needed. Parish Councillors and Steering Group members need to be allocated to Focus Groups.

**Action: Karen Dare to send an article to Di Clarke for the village Newsletter.**

A detailed brief needs to be prepared for each Focus Group. **Action: Karen Dare to prepare in time for a September Focus Group start**

- b. Young people – a survey would be drafted and circulated to the Steering Committee for approval. The Survey would be aimed at 12+ year olds and

distributed via Steyning Grammar School. **Action: Karen/Tiena to prepare a draft.**

- c. Businesses - a survey would be drafted and circulated to the Steering Committee for approval. This would be taken round to businesses and appointments made to sit with owners/managers to fill in the survey. In addition, an 'open event' will be organised to attract and consult with homeworkers. **Action: Karen/Tiena to prepare a draft.**
- d. Housing Needs Survey – the last village HNS was done in 2012. The Committee agreed to include this survey within the Detailed Village Survey. **Action: Karen to contact HDC for copy of latest HNS**
- e. Festival – a stand at the Festival would be useful to publicise the NHPlan and attract more volunteers for Focus Groups. **Action: Karen to contact Festival to book a stand, organise some posters & volunteers.**

AOB:

- 1. It was suggested that a Prize Draw be organised for return of the Detailed Village Survey – this would give residents an incentive to complete the survey.
- 2. It was suggested that residents be able to provide their contact details on the Detailed Survey so that they could be contacted if they indicated a willingness to get involved in the NHPlan.
- 3. Recent correspondence to the PC was proposing re-opening a bridleway to the A24. More information on this would be sought from the Parish Clerk as this could be useful for the Transport Focus Group.

The next meeting will take place after the school summer holidays.

Signed:

Date: