



STEERING COMMITTEE

Minutes 7th March 2016

A meeting was held in Ashington Community Centre, on Monday 7th March 2016 commencing at 8pm.

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

Neighbourhood Plan Clerk: Karen Dare

Apologies for absence: Steve Shore (business).

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

Introductions - Members of the Steering Committee introduced themselves to the group.

Karen Dare had prepared draft documents for the committee to consider - Terms of Reference and Code of Conduct for the Steering Committee and Focus Groups. It was agreed that:

- a. The Terms of Reference be amended to add that meetings should be publicised via noticeboards, website and social media to give members of the public an opportunity to attend.
- b. The Code of Conduct and Focus Group Terms of Reference are acceptable.
- c. Copies of the approved documents will be put on the Parish Council website.

Action: Karen Dare

The following positions were agreed:

Chair – Graeme MacPherson

Vice-Chair – Nigel Spiers

Clerk – Karen Dare

Publicity Officer – Clare Barker

The draft Project Plan was agreed and progress to date was acknowledged. All agreed that it was important to get started on the Community Consultation exercise as soon as possible. It was agreed that:

- a. A draft 'general survey' and covering letter be prepared and circulated to Steering Committee members for approval (single sheet A4, double sided).
- b. Printing and delivery costs be obtained and submitted to the Parish Council for approval at their April meeting.

- c. Target dates for printing and delivery – by the end of April
- d. Target date for return of surveys - 31st May
- e. Survey return boxes be placed in strategic locations around the village eg Chemist, shops and a small number of home addresses be available for hand delivery of returns.
- f. Survey also to be made available online and steps taken to ensure that online returns are correctly recorded.

Action: Karen Dare

A communication strategy was discussed. All agreed that raising the profile of the Neighbourhood Plan within the village was essential. It was agreed that:

- a. Facebook and Twitter accounts are created to communicate with residents. It was acknowledged that these should only be used to disseminate information and that caution is needed to ensure these are not 'abused'.
- b. The Parish Council website is used for formal documents, updates, progress reports etc
- c. Local publications are used wherever possible eg Sussex Local, All About Horsham, WS County Times, Ashington Newsletter etc
- d. A stand at Ashington Festival be considered (alongside Ashington Parish Council) to publicise the Neighbourhood Plan and to present a more detailed Village Survey (likely to be ready in July/August)

Action: Karen Dare & Clare Barker

Additional members of Focus Groups are needed and it was agreed that a short summary of the role of a Focus Group member be prepared and circulated to residents (both as part of the general survey and via the above communication methods). **Action: Karen Dare & Clare Barker**

The next meeting will take place when the general survey has been issued/returned in order to plan for analysis and prepare Focus Group instructions.

It was agreed that a FAQ sheet on Neighbourhood Plans be produced and issued to Steering Committee members so that they can answer residents questions clearly.

Action: Karen Dare

It was agreed that a 'Planning Masterclass' be held at the 'Call for sites' stage in the project when Karen Dare can present information to the Steering Committee about Planning, HDC Planning Framework, Housing numbers, affordable housing etc etc.

Action: Karen Dare

Signed:

Date: