

**SOUTH EAST ENGLAND REGIONAL ASSEMBLY
SUSTAINABILITY APPRAISAL SOUNDING BOARD
Action Note**

**7 June 2004
Berkeley House, Cross Lanes, Guildford**

Present:	Martin Tugwell	South East England Regional Assembly
	Joanna Cleasby	South East England Regional Assembly
	Wout Janssen	South East England Regional Assembly
	Pat Ayling	South East England Regional Assembly
	Graham Tubb	SEEDA
	Angela Howard	SEFS
	Preetie Bindra	Rural Advisory Group
	Claudia Chambers	English Nature
	Ian Hepburn	Climate Change & Natural Resource Advisory Group
	Chris Kenneford	Housing Advisory Group
	Wendy Mesher	Medway Borough Council (for Richard Simmons – Urban Renaissance Advisory Group)
	Jackie Spiby	GOSE/South East Public Health Observatory
	Chris Waite	SEERAWP Aggregates Working Party
	Steve Williams	English Heritage
	Brian Wyld	RAISE

1. Apologies

Harry Rutter	Public Health Observatory
Trish Haines	Policy Advisory Group
Craig Ibbotson	Strategy Advisory Group
Lynette Leeson	Countryside Agency
Peter Midgeley	Environment Agency
Alistair Robson	Economic Advisory Group
Louise Whall	GOSE

2. Introductions

Each member was asked to complete a contact details sheet to ensure that communication could be established quickly and correctly in the future.

ACTION:

Circulate a complete list of those invited to join the Sustainability Appraisal Board to the Group for their information.

**Pat
Ayling**

3. Strategic Assessment - Introduction

Martin gave an explanation of why the Group has been set up and its purpose behind this with regard to the South East Plan. The Assembly is currently

analysing the responses received following the Spring Debate and the results will be fed into the Members Workshop being held on 16 June. This will be followed by a debate at the next Executive meeting on 2 July and at the Plenary on 21 July.

Martin outlined to the Group through the formal process for the South East Plan.

4. Role of Sounding Board & Draft Terms of Reference

The Group had received an electronic copy of the report prepared on Guidance to Sustainability Appraisal/Strategic Environmental Assessment undertaken by Land Use Consultants. It would be important that the Sounding Board undertake a watching brief to ensure that guidance issued by the European Directive are being applied to the Plan at an appropriate.

Martin informed the Group of the existence of the Cross Cutting Group and their role in reporting back to the Strategy Advisory.

It was agreed that information circulated to the Group could be shared with others should the need arise to aid them in their tasks, but if a matter of confidentiality arose, this would be flagged up by the Assembly and the Group agreed to respect this.

The minutes of the meetings would be posted on the Assembly website as a public document in the same way as the Advisory Groups already in place.

It was agreed that meetings would be set up on a monthly basis to ensure they are in the diaries, although it may not always be necessary to hold them and continuity of attendance would be appreciated.

Terms of Reference

Following a short discussion, the Group agreed the draft Terms of Reference. The issue of Rural Proofing was raised but agreed that the Rural Advisory Group would be undertaking this in their work. Martin advised that it was envisaged that the Sounding Board would be involved in the selection and management of consultants commissioned to take the detailed work forward.

Martin drew attention to the draft vision set out in Paper 11 of the discussion papers prepared for the Spring Debate. Members of the Sounding Board were invited to provide comments on the draft vision.

ACTION:

Comments on the draft Vision back from the Group by 18 June 2004. All

5. Process

One of the roles of the Group will be to look for gaps of data within the South East Plan, how significant they are and how they can be addressed, either by indicating the source of the data or who to go to. Potential problems flagged by members of the group during the course of the meeting were:

- Aging demographic profile which came through strongly throughout the debates, one of the biggest challenges but no definitive answers.
- Spatial options – how will the Sustainability Appraisal (SA) fit in with this process?
- If sub-regional strategies required then Sustainability Appraisal work will be needed – what level of debate needed?

The Group were given a brief overview of the ongoing work to identify gaps between the Integrated Regional Framework and Regional Spatial Strategy objectives.

Land Use Consultants have been appointed to undertake an audit of existing implementation mechanisms..

ACTION:

Preliminary thoughts on key sustainability appraisal issues to be identified by the Assembly by end of next week, 18 June 2004, and circulated to the Sounding Board for comment by 2 July.

All

Advice sought from the Group on the key principles relating to SA that they would wish to see included in the briefs for any further sub-regional work.

All

6. Timescales

These will become clearer following the Regional Planning Committee workshop later this month and will be shared with the Group as soon as possible.

7. Scoping Report

Martin outlined the work in hand to produce an initial draft of the Scoping Report.

ACTION:

First draft of the Scoping Report to be circulated by the Assembly by 18 June and views/comments of the Sounding Board members sought by 2 July.

All

8. Dates of Next Meeting

It was agreed that Pat would arrange a forward programme of meetings to cover the next 6 months..

ACTION:

Pat to contact everyone in the Group to arrange future meetings.

**Pat
Ayling**

CLOSE