

MINUTES: NEIGHBOURHOOD PLAN – STEERING GROUP

Date: Monday, 26 October 2015

Time: 7pm

Venue: Kelsey Hall, Chalk Road, Ifold

- 1. Present:** Sara Burrell (SB) – Chairman, Plaistow & Ifold Parish Council; Phil Colmer (PC) Cllr; Vivien Forwood (VF) Cllr; Malcolm Frost (MF); Christine Gibson-Pierce (CGP); Denise Knightley (DK) – District Councillor Plaistow Ward and Beverley Weddell (BW) – Parish Clerk.

7.10pm The meeting opened.

- 1.1 Apologies:** Sophie Capsey, Angela Jeffery, David Ribbens. The group were advised Suzanne Hounslow, who has recently joined the board of Plaistow Village Trust, had been invited to join the NP Group and had accepted but was unable to attend this evening meeting.

2. Minutes: CGP agreed to take the minutes.

3. Review of Actions:

- 3.1** Francoise Lilywhite, Greg Osborne and Richard Wyatt had indicated they will not be continuing with the Neighbourhood Plan Group due to other commitments.
- 3.2** The Steering Group were given an update on a meeting (8th Oct 2015) held with Chichester District Council - Valerie Dobson (Neighbourhood Planning Officer) and Mike Allgrove (Planning Policy Manager). There was a discussion during that meeting of neighbourhood plan activities in this Parish and a review of each potential development site (identified by the Neighbourhood Plan Steering Group in mid-2014).
- 3.3** It has come to light that CDC had independently of the Parish Council, contacted one Parish landowner regarding a particular site in Ifold. The Steering Group were informed that CDC have been advised to assist the Parish to gain community agreement over any development sites.

7.15pm BW joined the meeting.

4. New Matters

- 4.1** On 6 Oct 2015 members of the group had met with Loxwood Parish Council councillors to share their experiences and get their advice to help this Parish move forward with Neighbourhood Plan activities. They provided many documents from the Loxwood Neighbourhood Plan process to be adapted as templates.
- 4.2** A draft budget has been prepared. PC will manage all costs associated with Neighbourhood Plan activities through the Parish Council bank account. The Parish Clerk has been advised, refer to Point 4.7 Locality Funding.
- 4.3** CGP advised she had talked with a consultant, Lisa Jackson – Jackson Planning (www.jacksonplanning.com/), who has assisted Wisborough Green and is currently assisting East Meon and another SDNP Parish to ascertain if she would be available to quote on helping our Parish in moving forward with Neighbourhood Plan activities. She is still fully engaged but recommended Chris Broughton Associates to assist with a Parish-wide survey the group intend to issue to gather more evidence needed in our evidence base, specifically regarding housing need and review of the identified sites. CGP advised she had contacted Chris Broughton Associates (www.chrisbroughton.co.uk) and Chris Bowden - Navigus Planning (www.navigusplanning.co.uk) regarding quoting on survey management (survey receipt, collation, reporting) for a Parish-wide housing needs survey. Navigus Planning do not offer housing needs survey services. CGP said she had been in email and telephone discussions with Chris Broughton to be the Parish's survey manager. He is providing a formal quote for the Parish Council to review. CGP advised she would contact AirS for a second quotation. She explained that dependent on the number of questions and type (eg. text based responses versus likert scale...) - that consultancies may need to amend their survey collation programs and that may change the quotations.

Action CGP: Provide Chris Broughton Associates quotation for Parish Council to review.
Contact AirS for a quotation.

- 4.4 A draft survey of questions has been developed after reviewing the existing evidence base. This draft was also compiled from research and review of the Loxwood Parish Council survey, Chichester District Council - Housing Needs Survey and a review of surveys from the Parishes of Hascombe, East Meon, a standard AirS (Action in rural Sussex) Housing Needs survey and a survey suggested by Chris Broughton Associates (a Housing Needs Survey consultancy). The draft had been distributed to the Neighbourhood Plan Group prior to the meeting.
- 4.5 Those present reviewed the draft survey questions. Several amendments were discussed and agreed. Members would continue to review and provide feedback. It was agreed the group would provide responses to these tasks in a prompt manner.

Action CGP: Amend draft survey with agreed changes and reissue to Neighbourhood Plan Group for further review.

- 4.6 Members discussed an appropriate timescale to issue the survey to Parishioners and when to hold 2 Public Consultations to introduce all of the potential development sites identified. It was agreed to try to complete the two activities (survey and 2 Public Consultations) prior to the end of 2015.

Action PC: To check availability of Winterton and Kelsey Halls for an end of November Public Consultation. 1 on Saturday, 1 on Sunday both 10am to 4pm.

- 4.7 BW discussed the process to apply for grants to provide funds for Neighbourhood Plan activities.

Action BW: BW will apply for Locality funding from the Dept. Community and Local Government (DCLG).

- 4.8 It was discussed that a pre-paid reply envelope would be best for survey returns.

Action PC: Determine costs associated with pre-paid return envelopes.

- 4.9 A discussion took place as to the maximum number of pages for the survey, use of double-side printing, how to fold the outgoing survey in the envelope and address labels. In addition, where to seek printing services. It was suggested to ask Valerie Dobson (CDC Neighbourhood Planning Officer) for a contact at Arun Council as they offer printing services at competitive rates and also a local company named Deva Print.

Action: BW to contact CDC for electoral roll address labels

Action: CGP to obtain quotations for printing the survey.

5. **Date of Next Meeting:** To Be Confirmed as required.

10.15pm The meeting closed.