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**MINUTES: NEIGHBOURHOOD PLAN STEERING GROUP** (sub committee)

**Date:** Tuesday, 6 October 2015

**Time:** 2pm

**Venue:** Ifold

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**PRESENT:**

**Plaistow & Ifold Parish:** Sara Burrell (SRB) – Parish Council Chairman, Parish Clerk - Beverley Weddell (BW) and Christine Gibson-Pierce (CGP).

**Loxwood Parish Council:** Tony Collings (TC) and Chris Agar (CA).

**Apologies:** Phil Colmer (PC), Chichester District Councillor – Plaistow Ward: Denise Knightley (DK).

**2pm** The meeting opened.

- 1.1 Members of the Steering Group met with key members of the Loxwood Parish Council Neighbourhood Plan steering group to review the Loxwood Neighbourhood Plan process and to obtain advice for this Parish.
- 1.2 TC and CA took the group through the various steps of the process and gave insight on the preparation required for tasks and lessons learned from the Loxwood experience.
- 1.3 TC recommended this Parish confirm again the Parish housing need. First with a check at Chichester District Council as to who is on their waiting list for housing in this Parish and also to look at a local lettings policy. And then secondly with a new survey.
- 1.4 A discussion took place regarding the survey Loxwood had used. They had written the survey themselves but used an independent survey manager to collate and analyse the results (AirS). There was some discussion over the rational for some of the questions they had used in the Loxwood survey. Whether there was value in having it online and home delivered. They had had a very poor response from the online version and had used surveymonkey. Loxwood had a cost of approximately £3000 for the survey which included printing, postage, collation & analysis of the survey. They allowed 1 month for the survey to be completed and returned by parishioners.
- 1.5 They stressed the need for a screening to be by CDC for a Strategic Environmental Assessment.
- 1.6 A discussion took place on the consultancies Loxwood had used at various points in the process. They received 10 days free consultancy delivered by URS through Planning Aid. This was used to critique the policies written in the Loxwood Plan.

**Action:** Tony Colling to email CGP Loxwood CLP Questionnaire, project plan and plan budget.

**Action CGP:** Review and update plan with SRB.

**Action CGP:** Review and update budget with PC and BW.

**Acton: SRB:** Email CGP a copy of the Chichester District Council housing needs questionnaire.