



UPDATE

DATE: 14 October 2015
FROM: Christine Gibson-Pierce
TO: Neighbourhood Plan Steering Group

After some pause the Neighbourhood Plan is again back on track and momentum will pick up as we pass through Autumn and into the winter months. The Parish Council Chairman, Sara Burrell, the Parish Clerk, Beverley Weddell and I, with our District Councillor Denise Knightley, have been making some headway. We've had discussions, email exchanges and meetings with various consultants, Loxwood Parish Council and Chichester District Council on our neighbourhood plan. Loxwood Councillors (who managed the NP process for that Parish) Chris Agar and Tony Collings have been very helpful with advice and materials, and they've indicated that after the November judicial review of their neighbourhood plan they would consider helping this Parish further.

We now must focus on a Parish-wide housing needs survey, which is an essential piece of evidence needed to support the Neighbourhood Plan and design statements. The intention of the survey, amongst other things, is to get an up-to-date estimate of the size, type and quantity of housing that is needed to meet the future requirements of local residents and their families. We must have factual information about local households and the housing stock in which they live in each of the four settlement areas.

We have been in the process of preparing a draft survey (for the steering group to review and amend as appropriate) and are referencing questionnaires from Chichester District Council -and- Loxwood, Hascombe, Pulborough and East Meon Parishes.

In conjunction with that survey, we need to hold 2 public consultations (one in Winterton Hall and the other in Kelsey Hall) to present to residents all of the development site options identified; and for Ifold residents, to gather their views for a Village Design Statement.

As we need an experienced and independent body to manage and process the parish-wide survey for us, we're in the process of contacting various consultancies for quotations. The aim will be finalise the survey (with the consultancy's assistance); mail out a hardcopy to each household and have it also available online to complete within a 5 week timeframe. The consultancy will review our questionnaire for any ambiguous or open-ended questions, they will collate responses, conduct the analysis and prepare a report for the Steering Group on behalf of the Parish Council.

The neighbourhood plan steering group also needs some organisation to bring the NP process to a more prompt and successful outcome. To progress our NP from this point forward, will require commitment from steering group members to be willing to meet on a frequent basis and be actively involved in tasks, be they policy writing, proofing, website updates, research, preparing for / setting up / running public consultations,... and you must be prepared to work to tight deadlines. This is a big commitment and we completely understand if due to other commitments that you cannot or prefer not to be further involved in this way.

We'd like to hold a meeting with ongoing members of the steering group to:

- review and amend as required, a Parish-wide draft Housing Needs Survey; and
- plan and prepare for 2 public consultations in the Parish.

So with all this in mind, could you each please respond to me and confirm (a) if you would like to continue to be in the NP steering group; and if yes, (b) please also RSVP your attendance to the 26th October meeting. The date and time of this meeting cannot be changed as I must follow-up with the external consultancies we've contacted to get their quotes and agreements in place.

Next Meeting: Monday 26th October 2015 at Kelsey Hall, Chalk Road, Ifold.