**Chidham Hambrook Nutbourne East**

**Neighbourhood Plan Steering Group**

**1 March 2021 via Zoom Videoconferencing**

**MINUTES**

**Present:** Stephen Johnson, Keith Dimon, Andy Collins, Jane Towers, Andrew Kerry-Beddell, Sue Bramwell-Smith, Andrew Sargent, Philip MacDougall (Chair), Bruce Garrett, Rachel Perri, Peter Bolton,

Jon Herbert – Troy Planning.

**Apologies:** None

**Honorary Secretary**: Lisa Wilcock.

*Meeting commenced at 1931hrs*

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| 165/21 | **Apologies** |  |
| 166/21 | **Declarations of Interest**  None |  |
| 167/21 | **Approval of minutes of the meeting held on 8th February 2021**  Approved |  |
| 168/21 | **Matters not on the Agenda that the Chair considers need to be added at short notice.**  Noted that the Chair will consult with the Clerk of the Parish Council regarding future funding and the remaining budget. Chair to feed back at next meeting. **Action** **PM and Clerk.** | PM/Clerk |
| 169/21 | **Feedback from meeting with Toby Ayling and Valerie Dobson.**  The group were de briefed on the outcome of the meeting with Mr T Ayling and Ms V Dobson, CDC Planning Policy, on 25 February 2021. Noted that the Local Plan has been delayed to be adopted no earlier than March 2023 which puts the group in a very difficult position. Noted that the group still do not have an update on their housing allocation. Discussion was based on the CHPC draft Interim Neighbourhood Plan document. Feedback: CDC asked for more evidence as to why certain sites were rejected, noted that they do have the information but until CDC come back to the group with the written comments promised, it is difficult for the group to guide them towards the information that they already have.  Noted that access to sites was also raised during the CDC meeting and Mr T Ayling is expected to provide the group with a more helpful source to provide information to the group as they group have not been able to get information back from WSCC.  Noted that defining gaps between settlements to stop coalescence needed attention. It was discussed that SJ had already started that document for it to be included within the relevant policy.  Noted that the LP is now extended to at least March 2023 and the only statement is the Interim Positioning Statement. Noted that waiting for the adoption of the LP puts the group at a large disadvantage. Green space and community facilities will not be delivered if the landowners bring sites forward instead.  Noted that a District Councillor was not present at the meeting with CDC but the Chair assured the group that the DC are aware of the direction of the NP.  Noted that until public consultation has occurred the CHPC document has no weight. The group **agreed** that the document should be put into the public domain. The group **recommends** that the Parish Council meet to make a decision on the whole document when it has been revised in light of CDC comments and to how best to release it to the public. The Chair plans an informal Parish Council meeting in order to ensure a route is planned to consult with the public. It was **agreed** that the Chair would call the Parish Council together to make a recommendation on how the Interim NP should best be communicated to the residents mindful of current COVID guidelines. **Action PM to call an informal Parish Council meeting to consult on the document and approve a route to consult with the public based upon the current housing allocation.** |  |
| 170/21 | **Naming of the current draft Neighbourhood Plan document**  CDC expressed concern that the current NP document title is confusing as it mirrors the title of their document. Discussion around possible titles taking into account that it concentrates on Housing and does not yet include policies. It was **agreed** that the document should be called - The Interim Neighbourhood Housing Plan. |  |
| 171/21 | **Parish Council to increase public engagement**  **Recommendation** to Parish Council that when the Interim Neighbourhood Housing Plan has been revised to its final version the Parish Council should produce a programme for disseminating the document to the public taking into account lockdown restrictions. **Action PM** | PM |
| 172/21 | **Residents Questionnaire - Dissemination of findings**  The group conducted a questionnaire last August and the results have now been compiled. The group discussed how best to disseminate the information to the public. The group recognise that not all people have access to the Internet and that a public consultation is not possible due to COVID restrictions. Putting the information on Facebook and the website will not reach all the residents. Noted that the Village Magazine is being compiled now with a deadline of 10 March and that reaches everyone. Noted that a quarter of the Parish is on Facebook, CHPAG website and others rely on leaflets through the door and it was agreed that putting a page in the Village Magazine and publishing the data on the website and Facebook page would reach as many people as possible. Noted that a summary document had already been written as well as analysis work, introduction, conclusion but there may be a need to edit a document that will consider the 40 pages of comments. A mirror image of the questions with the results is also a way to communicate the result to the public. It was **agreed** that the group **recommends** to the Parish Council the following process to enable a public consultation:   1. Village News – April edition 2. More extensive information through the door 3. Put all information possible on the Parish Council website including the CHPAG website 4. Public Zoom meeting   Any questions that arise from the public must be addressed by any member of the NPSG or the Parish Council as they are expected to be able to provide answers and support to the public in the same way they would during a live public consultation. **Action PM to raise this recommendation at the next Parish Council meeting** |  |
| 173/21 | **Update - meeting with Pallant Homes**  Noted that this is a live planning issue in the hands of the Parish Council but the group were debriefed on the meeting with both the case officers and the meeting with Pallant Homes. Strongest objections were the ones supported by policies such as the Interim Statement and the National Policies. Noted that a condition of what would ‘harm’ your Parish was raised several times by the planners. Noted that the case officers invited the group to engage with them directly via their email or phone. A short update on the Sunley Homes application was also given to the group. |  |
| 174/21 | **Review of the Action Plan**  Carry to next meeting. |  |
| 175/21 | **Any Other Business**  Jon Herbert was asked what the best approach was to writing the NP. The advice was that until written responses from Mr Ayling with regard to points raised from the meeting on 25 February, no progress can be made on Neighbourhood Plan. Two factors need to be considered; one is the result of the Sunley Homes planning decision; the other is the comments promised back from CDC. For the work to have any weight the group will have to use it and the group has to have the information published otherwise decisions are going to be made by planners before the NP is ready. The group asked Troy Planning to give them a target date to work towards and how to market it to the public for them to engage with the document.  JH agreed to come up with a broad time line but noted that there will be dependencies. One document is the NP to Regulation 14 stage and the other is the Interim Neighbourhood Housing Plan but the question was referring to the Interim document. **Action JH to produce a broad time line.**  Noted that the recommendation is to be raised at the next Parish Council under the NPSG agenda item. Other items to be minuted will be part of the Chairs report. **Action PM to add this to the next Parish Council meeting agenda as appropriate to make progress** | JH  PM |
| 176/21 | **Date of next meeting**  12 April for next meeting with NPSG at 7.30pm on Zoom. |  |

*Meeting closed 20:54hrs*