**CHIDHAM HAMBROOK & NUTBOURNE EAST**

**Neighbourhood Plan Steering Group**

**8th November 2021 via Zoom Videoconferencing**

**MINUTES**

**Present:** Stephen Johnson, Keith Dimon, Jane Towers, Andrew Sargent, Philip MacDougall (Chair), Bruce Garrett, Jon Keynes.

**Apologies:** Andrew Kerry Beddell, Andy Collins, Sue Bramwell-Smith.

**Honorary Secretary**: Lisa Wilcock.

*Meeting commenced at 19:30hrs*

|  |  |  |
| --- | --- | --- |
| 249/21 | **Apologies**  Andrew Kerry-Beddell, Andy Collins, Sue Bramwell-Smith |  |
| 250/21 | **Declarations of Interest**  None |  |
| 251/21 | **Approval of minutes of the meeting held on 11th October 2021.**  Approved |  |
| 252/21 | **Matters from mins that are not on the agenda**  None |  |
| 253/21 | **Matters not on the agenda that the Chair considers need to be added at short notice.**  i) None were raised by the Chair.  ii) The group discussed the 3 printing quotes required. DK had indicative an quote from Solo Press, and advice from Monster creative. There is a possibility of using CDC reprographics department as well at a cost. Noted that the costs were indicative as final print numbers are yet to be decided. **Action** PMacD to cc Bruce Garrett a copy of the latest/final Strategy Document. | PMacD |
| 254/21 | **Interim Strategy Document**  The document has been **approved** by the group and will now prepared for its publication to the public for wider comments. |  |
| 255/21 | **Draft Questionnaire to Accompany the Interim NP Strategy**  The group read through the document and shared their comments. The document should be on 2 sides of A4 paper with the layout adjusted as per SJ recommendation. It was **agreed** that the questionnaire will go out via email and via public meeting, with copies of the strategy document placed in accessible locations so the public can peruse the document. It was confirmed that only the flyer will go door to door advising the public of this. The public will need to read the strategy document before they can answer the questionnaire but this will be made clear. **Action** JT and SJ to make the minor changes to the questionnaire. Noted that the hall has been booked by the Clerk of the Parish Council for the public meeting. Responses from the public will be passed to KD for this to put onto a spreadsheet as before. Noted that this is part of the consultation process with residents and is not a repeat of the last questionnaire. | JT/SJ |
| 256/21 | **Public Consultation – update: meetings, flyer, structure and approach.**  The group discussed version 6 of the flyer, it is to be done in black and white It could have some colour but this will be looked into before publication. Noted that the Flyer needs to be worded so that the public know where to access the full document. It was suggested that councillors will be asked to keep a small supply of Interim Strategy Document and copies of the document could be held at other locations eg The Post Office and the Library. **Action** PMacD to ask the librarian to see if they will be able to hold copies of the document. Noted that the Parish Magazine deadline is very soon for any opportunity to speak about the document and public meetings. It was **agreed** that the printing of the Strategy document is to be done first, then the flyer. The public meeting is provisionally booked for the 7 December at St Wilfrids and 8th Dec for a Zoom meeting but this can be moved to suit the printing deadlines. **Action** KD to get quotations for 150 copies of the strategy document, this was **agreed** by the group. LW to get quote from 6 Villages Academy reprographics department if they still offer the printing service to the public. | PMacD  KD/LW |
| 257/21 | **AOB**   1. Noted that the 5-year housing supply was deferred at the last cabinet meeting 2. ii) Sunley planning decision was discussed. It was discussed how the Parish Council may talk to the developers directly now the decision is through. |  |
| 258/21 | **Date of next meeting 6th December 2021 – smaller meetings may occur before this date to discuss the Public Meetings** |  |

*Meeting closed 21:09hrs*