**Chidham Hambrook Nutbourne East**

**Neighbourhood Plan Steering Group**

**7th February 2022 via Zoom Videoconferencing**

**MINUTES**

**Present:** Philip MacDougall (Chair), Stephen Johnson, Keith Dimon, Jane Towers, Andrew Sargent, Sue Bramwell-Smith, Jon Keynes.

**Honorary Secretary**: Lisa Wilcock.

*Meeting commenced at 19:30hrs*

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| 279/22 | **Apologies**  Bruce Garrett and Andy Collins. |  |
| 280/22 | **Declarations of Interest**  None |  |
| 281/22 | **Approval of minutes of the meeting held on 10 th January 2022**  Approved. |  |
| 282/22 | **Matters from mins that are not on the agenda**  None |  |
| 283/22 | **Opening remarks by Chair**  The group discussed a letter received from Toby Ayling at CDC advising Parish Councils of progress with the Local Plan Review. There may be some changes to allocations but testing proposals through engagement with Highways, Southern Water, Natural England and the Environment Agency still continues. A letter in response to this needs to be sent by the group to understand what the new allocation means however it is noted that Toby Ayling has now left CDC. The group agreed to respond. A letter in draft form was distributed to the group in advance of the meeting and the group were invited to make necessary additions or changes to the letter. It was **agreed** that **action** SJ will gather comments and send the draft letter to Jon Herbert at Troy Planning for his comments before sending to CDC. | SJ |
| 284/22 | **Public Face to Face and Zoom meetings**  Consultation is a requirement of the NP process. It was disappointing the Face-to-Face Public meeting had to be cancelled and that attendance at the Zoom meeting was poor. There was some discussion about the reasons for this. For future consultations it will be necessary to plan the process for maximum participation. The group were reminded that this is not yet anywhere near a Reg 14 consultation. |  |
| 285/22 | **Questionnaire**  One member thought that some residents had found the process difficult and were not sure how to access the information. However, flyers were put through each letterbox with information about where and how to receive paper copies if required. Some suggestions were made as to how we could achieve maximum participation, including an outdoor event. It is hoped that for the next consultation of the policy document that F2F meetings will be appropriate. The logistical difficulty of collecting questionnaires by hand was highlighted. To date 50 non electronic and 68 electronic completions had been returned. This represents a 6.95 % return of all those on the electoral roll, which is about standard. It was unfortunate that the article had not gone in the Village Magazine due to an admin error. |  |
| 286/22 | **Policy Document**  This document remains in draft form and will be finalised and presented for consultation when the results from the current consultation have been analysed. |  |
| 287/22 | **AOB**  Another 15 strategy documents had been taken to Post office. Noted that PMacD and JT have more copies if more are required for the public.  Feedback was given on a presentation of the 5 yr housing supply and its implications for the District, given at the All Parishes Meeting. |  |
| 288/22 | **Date of next meeting Monday 7th March 2022** |  |

*Meeting closed 20:55 hrs*