

Neighbourhood Plan Steering Group 20th January 2020 Chidham and Hambrook Village Hall 7pm

Present: Keith Dimon, Jane Towers, Andy Collins, Richard Weavis, Philip MacDougall, Martin McBride, Karl Seddon, Jacky Sheppard.

Apologies: Stephen Johnson, Andrew Kerry-Beddell, Andrew Sargent, Marie Gilby.

Honorary Secretary: Lisa Wilcock

Meeting commenced at 1905hrs

021/20	Apologies Stephen Johnson, Andrew Kerry-Beddell, Andrew Sargent, Marie Gilby.	
022/20	Declarations of interest None.	
023/20	Minutes 6th January 2020 and Minutes of 14th January 2020 Noted that the questionnaire should go to both landowner and developer. Minutes were approved. Noted that both Sandra Davey-Snuggs and Phil Rose are now to be removed from the email distribution as they have not attended a meeting in a long time. Action Bambi to remove both from the email distribution list.	BJ
024/20	Matters Arising A short handover has taken place between the past Chair and the new Chair. It was suggested that the document 'Stages of the NP' that Bambi Jones produced for the group should be referred to at the start of each meeting so that group know where they are within the process and what the next tasks are. Action PMcD to add action plan to the agenda. The group would like the minutes from the last meeting at CDC with Toby Ayling and Philip McDougall. A member of staff at CDC took notes during the meeting. Action PMcD to ask for a copy of the meeting notes and distribute to the group. Noted that the group are awaiting for the timescale document from Jon Herbert. Action McMB to chase this timescale document.	PMcD PMcD McMB
025/20	Policies a) The sub group met on last Friday to establish the format to be used for the policies. For each classification one person in the group is to take responsibility for it, that person will then go through each policy covering the classification they are responsible for. The group intend to use a similar format to the Birdham policy document. Noted that KS has already pulled together land use policy wording and building evidence to support the policy. MMcB will be responsible for Environmental, KD - Community Development, Housing Needs - JT, Housing Design - JS, Wildlife Corridor - SJ will be asked to take this on, AS will be asked to take over Climate Change, Community Development and Recreation RG and Steve Tanner will be asked to help with Heritage. The group noted that they need to understand the aspirations of having a convenience store in the area and asked to see the previous questionnaire from the last NP. From the last questionnaire of the 543 houses 440 wanted a store and 103 said maybe. Noted that following AKB analysis a convenience store was required and it should remain as part of the policy. Action AC to copy KD on the results of the previous questionnaire. Action. McMB to speak to AS and SJ and Steve Tanner.	AC McMB

	<p>b) It was proposed and agreed that RW will collate the information for the main document and cross reference it to NPPF and LP. It was proposed and agreed that LW will compile the document. Action RW and LW. Noted that once the document has passed through the process it would be passed back to the group to go through the process again.</p> <p>c) It was proposed that JT to approach Parish Council for an extra £5000 funding from the Parish Council. Action JT to raise this at the next Parish Council meeting.</p>	JT
026/20	<p>The question was asked whether the new NP was seen as a revision of the old NP or whether this is a new NP that supersedes the previous document?</p> <p>Action McMB to confirm with Jon Herbert whether this is a new document or seen as a revision of the current NP.</p>	McMB
027/20	<p>Format of the NP</p> <p>It was proposed and agreed that the Birdham plan has a good format with a short summary and short introduction page and the group should mirror their document. Noted that Troy have already written parts of the document and the Vision has already been agreed. Feedback from residents will be put into the objectives but the bulk of the work that needs to be done is the Policies and that is where the group's attention will be focussed on. The aim is to get this done by April time. Noted that the group should include Nutbourne East on the title of the plan. Noted that the group want to make sure the public are aware of environmental screening, new bridleways, how they will deal with traffic and access points following the results from the AECOM Design Code work.</p>	
028/20	<p>Developer Landowner Consultation</p> <p>a) It was agreed that the questionnaire to landowners and developers should go out later this week for all green and amber sites. The group will compile one list of all interested parties. This should include the list following the call for sites and interested parties that CDC have contacted. Action Bambi to ask CDC for a list of all parties they have contacted.</p> <p>b) The group are to review the questionnaire and respond to McMB by email. McMB to consult with Troy Planning to ensure that any disclaimer wording is included where necessary. Once this is complete the document is to be passed to Parish Council for final approval. Action McMB to ask Jon Herbert to provide adequate disclaimer wording where necessary. Action McMB to put together the final questionnaire following feedback from the group and pass to JT for Parish Council approval.</p> <p>c) It was proposed and agreed that the questionnaire should be approved by Parish Council before it is sent out. Action JT to send out questionnaire to Parish Council via email once agreed it will be passed to Bambi Jones for distribution.</p>	<p>BJ</p> <p>McMB</p> <p>JT</p>
029/20	<p>Phase II – Creating a Detailed Questionnaire</p> <p>Once the generic questionnaire has gone out a more detailed questionnaire will be created following the results from the AECOM Design Code. The group will then contact site owners and their preferred developers again with a more detailed questionnaire.</p>	
030/20	<p>Noted that there is an SEA meeting on 30th January at 10.00am. McMB, KS, RG will be in attendance at that meeting. Action McMB to contact Bambi to tell her they will meet at Village Hall Car Park.</p>	McMB
031/20	<p>Noted that there is a call for a AECOM Design Code meeting. AKB, KD, KS, JT will attend the meeting. Action JT to organise this meeting with Bambi Jones.</p>	JT/BJ

032/20	Items on the next agenda 1) Stages of the NP. 2) Questionnaire. 3) SEA and Design Code meetings updated times. 4) Feedback from PC meeting on 21 st January 2021.	
	Next meeting will be 27th January 2020 at 7.30pm.	

Meeting ended at 2040hrs