

APPROVED MEETING MINUTES

WEST CHILTINGTON NEIGHBOURHOOD PLAN COUNCIL

HELD ON MONDAY 17 FEBRUARY 2014
IN ST MARY'S CHURCH HALL

Present

Muriel Astley
Anne Bush
David Foard
Sarah Fooks
Norman Kirby
William Marsden
Ray Parker

Harvie Steele Chair, WCPC ; Interim Chair
WCNPC
Phil Tapsfield
Tony Thomas WCP Clerk
Robert Thornton WCPC
Denis Wright

Harvie opened the meeting at 7.30pm.

1. Apologies were received from

Amanda Apps
Bruce & Gillian Bradley
Fran Davis

Judy Fryer
George Glibbery
Clive & Jane Needham

2. Matters Arising from last Meeting

a) It was agreed that planning and the built environment tabled for discussion at the meeting in May should be brought forward to March as it was so fundamental to the development of the neighbourhood plan. The subjects fixed for discussion in March and April would be moved so that the timetable would be:

17 March	Planning and the built environment
14 April	Natural environment
12 May	Transport and infrastructure
9 June	Sports and the community
14 July	Mineral extraction

b) The expected report on Neighbourhood Plan funding schemes could not be delivered as the arrangements had not been finalised yet.

ACTION – Tony to continue pursuing and report next meeting. **Tony reports subsequently that applications can now be made and he is putting this in hand**

c) The Housing Needs Survey timetable provided for the survey forms to be issued by AiRS on 17 March with a 4 week period for completion and return. It now seems likely that AiRS will complete the analysis and report within 6 weeks, rather than the 6-8 weeks previously indicated. This would mean it would be likely to be available by 31 May and therefore available for discussion at the 9 June meeting of the WCNPC.

The 4 week period for completion was questioned and it was agreed to seek a reduction in this to 3

weeks.

ACTION: Tony to speak to incorporate new timetable in the HNS covering letter.(see later).
Tony reports subsequently that AiRS has agreed to 2 weeks for responses and 3-4 weeks for analysis with report available by 30 April.

Robert argued that it was desirable for a more detailed plan of activities to be drawn up taking account of issues beyond the HNS. Norman distributed a schematic showing the timetable implied by the decisions already taken with a proposal for a public meeting in July and the plan finalised by August. He then demonstrated that the existing programme for discussing potential issues already extended into July and this made the proposal for a public meeting unrealistic. It was agreed that it was more reasonable for a public meeting to be held in September with the finalisation of the plan for submission to an internal expert review to follow later in the year after a period for written as well as oral comments to be submitted by villagers. [Kirdford had allowed 2 months for this process].

The current expectation is that HDC will have an updated version of its framework plan ready for public consultation in early June. This too will influence our timetable as we have to dovetail our Neighbourhood Plan into the HDC framework.

ACTION: - Norman will amend his schematic to reflect the decisions taken at this meeting and extend it for further discussion at the next meeting.

A draft covering letter to the HNS was presented and discussed and with a few amendments it would be finalised between Phil and Tony.

ACTION: Phil and Tony to finalise HNS covering letter.

Tony explained that Storrington and Thakeham parish councils were planning a meeting for discussion of issues common to them and West Chiltington. No date has been set but details will be circulated when it is known.

3. Neighbourhood Plan designated area

Although HDC had approved the West Chiltington parish as the designated area the agreement of the South Downs National Park Authority was still awaited.

Tony reports subsequently that HDC and SDNPA have accepted the proposed area.

4. Update on Old Oaks planning issue.

HDC had decided to withdraw its planned application for a review of the Planning Inspector's decision on the planning appeal in relation to the proposed infill building at Old Oaks. Spinney Lane. The planning application has therefore now been approved. It was thought that there might be long term issues on the status of the category 2 settlement and it was hoped that HDC would clarify this in its framework document. In the meantime HDC was lobbying DCLG through Nick Herbert MP. HDC and the West Chiltington PC would continue to oppose development proposals other than that that reflected in the established housing needs.

5. Communication and Business issues for inclusion in Neighbourhood Plan

Robert identified a number of important communication and business issues:

Broadband – Post – Vehicle access – HGV's – Satellite navigation – Small Business Parks
- Protecting existing shops – Offices/Light industrial sites – Diversification of farms – Village

Business Directory.

Discussion centred on the importance of high speed broadband especially for businesses and the improvement in mobile communications. For the purposes of the Neighbourhood Plan it will be important, however, to develop the anecdotal awareness of the need into specific evidence.

ACTION: Robert will circulate his more detailed notes for comment.

Tony reported that there was a likelihood of improvements to the Gay Street and Smock Alley mobile phone masts.

BT had completed its survey of West Chiltington for fibre optic cable provision leading to high speed broadband but there remained some scepticism about the speed and extent of its deployment across the parish.

Norman reminded the council of the importance of collecting evidence to support any policies that were eventually determined and explained that Kirdford had used a business questionnaire. He circulated a copy of the questionnaire with some comments of his own to stimulate discussion. He also circulated some details of local businesses to give some context to the type and number of businesses that were associated with the village. It was agreed that a questionnaire was a good idea.

ACTION: If comments on the Kirdford questionnaire were directed to him in the Meantime, Norman would draft a questionnaire based on the Kirdford example for circulation in two weeks' time.

Distribution of the questionnaire was discussed with inclusion with the HNS agreed to be the most favourable mechanism but this would depend on agreement of the final version and the logistics having been agreed in time.

ACTION: Tony to assess the logistics of distributing a business questionnaire with HNS.

6. Publicity

A print of 1000 of the leaflets discussed at the previous meeting had been obtained. Muriel volunteered to help get them to local organisations that used the Village Hall. Others would be available in both village shops.

Meetings would be arranged after 17 March to help villagers with completion of the HNS.

ACTION: Tony to identify a morning, afternoon and weekend slots and locations and invite WCNPC members to volunteer to participate.

7. Any Other Business

None

8. Set Date and Objectives of Next Meeting

It was agreed that discussions on plan issues at subsequent meetings should be prepared for and led by someone with an interest. Members were asked to volunteer or to suggest suitable discussion facilitators. Suggestions to be made to Tony.

Harvie thanked everyone for their contributions and the meeting closed at 9.25pm.