

**APPROVED**  
**MEETING MINUTES**  
**WEST CHILTINGTON**  
**NEIGHBOURHOOD PLAN COUNCIL**  
**HELD ON MONDAY 20 JANUARY 2014**  
**IN ST MARY'S CHURCH HALL, WEST CHILTINGTON**

**Present**

Muriel Astley  
Bruce Bradley  
Gillian Bradley  
Anne Bush  
David Foard  
Judy Fryer  
George Glibbery  
Norman Kirby

William Marsden  
Clive Needham  
Jane Needham, Secretary WCNPC  
Harvie Steele, Chair WCPC, Interim Chair  
WCNPC  
Phil Tapsfield  
Tony Thomas, WCPC Clerk  
Robert Thornton, WCPC

Harvey opened the meeting at 7.30pm.

**1. Apologies** were received from

Amanda Apps  
Sara Fooks

Mo Mall, who has resigned , this is a statement from her:-

"I have decided that my participation on the Neighbourhood Plan Council must be curtailed, because I am unable to commit as much time as I had planned to devote to future work.

The level of care for my husband has increased over the past few weeks. Furthermore, my family have recently recommended that we move closer to their home in SW London, sometime in the not too distant future.

I sincerely hope you will have the enthusiastic help and support of a large proportion of this community, because this will be essential for the success of the project. I wish you success in producing a Neighbourhood Plan which safeguards a bright future for West Chiltington Parish."

**2. Matters Arising from last Meeting**

Jane apologised for not including David Foard on the list of those who attended the December meeting and for distributing the 'Approved' Minutes which still said 'Draft' at the top.

Norman asked that we go through the December action points to check they have been completed.

- *Action: Tony to speak to ARS as soon as possible, and obtain a price for amending and analysing the HNS. (Any assessment ARS carry out should not be at a cost to WCNPC.)***Done**
- Action: HNS Working Group to finalise the HNS as soon as possible; pass it on to the PC, and be available to talk through the required changes to Part 2 with ARS **Done**
- Action: Jane will circulate the VDS notes. **Done**

- Action: Jane to circulate consolidated list of eight headings referenced to the complete 'wish list' submissions. **Done**
- Action: Tony will put NPC information in the PC Newsletter. **In progress**
- Action : Phil to produce some alternative posters for NPC to look at. **Done**
- Action : Tony to investigate reported problems with distribution of Parish Newsletter. **Done** (it was generally accepted this was a 'blip')
- Action : Tony to check possibility of using St Mary's Church Hall in future. **Done**

### 3. Updates from Working Groups

#### (a) Housing Needs Survey

Tony had obtained pricing from Action in Rural Sussex (AiRS). They had supplied information on pricing together with their version of the Housing Needs Survey form, together with a covering letter (which related to a different parish). This information had been emailed out to the whole NPC, but not all had received it, so this will be re-sent.

**Action: Tony and Jane to resend AiRS information to all**

Lack of hard copies of the pricing structure, survey and covering letter made commenting on them in detail difficult. Basically:-

#### 1) Full Service for West Chiltington Housing Needs Survey

Design survey

Print 1545 surveys

Mail out survey to 1545 Households

Supply 1545 256 white 90gsm SAE envelopes for survey returns

Enter data, analyse survey responses

Produce Housing Needs Survey report.

Fee for above services: £3,239.61 + VAT

#### 2) Service as in (1) excluding AirS mailout (including printing and supply of envelopes)

Design survey

Print 1545 surveys

Supply 1545 256 white 90gsm SAE envelopes for survey returns

Enter data, analyse survey responses

Produce Housing Needs Survey report.

Fee for above services: £2,364 + VAT

#### 3) Service as in (1) excluding AirS mailout and printing (including supply of envelopes)

Design survey

Supply 1545 256 white 90gsm SAE envelopes for survey returns

Enter data, analyse survey responses

Write Basic NDP Survey report.

Fee for above services: £2,094 + VAT

*(All the above are indicative costs and based on our standard maximum 6 page survey including a cover letter with a 30% anticipated response rate. Significant variations may be subjected to reductions or additional charges. They are also dependent on the final design of the survey as the number and style of the questions may have a major effect on the number which can be entered into our system per hour.)*

The meeting debated the pros and cons of each option. To save money it may be possible to undertake a lot of the envelope stuffing and delivery by volunteers. After much discussion the majority decided that there was too much potential for oversights and problems, even if sufficient volunteers were able to be recruited within what will probably be a tight timescale. Therefore, subject to receiving satisfactory information regarding timescales etc Option 1 should be the preferred option.

Tony to advise AiRS that Option 1 is the preferred package; that NPC will provide a covering letter; request suitable wording on the envelope; ask for a definite timescale for getting the survey distributed; the closing date for return of forms, plus a clear date by which the interpretation of the returns will be available to NPC. He will advise NPC by email when this information has been received back from AiRS.

Although the AiRS HNS questions were not freely available for the meeting to comment on, both Harvey and Tony said there was nothing unacceptable in there. Robert pointed out that as the Survey questions were acceptable to both AiRS and Horsham District Council (HDC) what could we change anyway, as the questions and the whole interpretation of the results had to stand up to an Inspector's scrutiny and be clearly be independent and robust. Tony advised that AiRS could make some minor amendments, but this may cause delay. The covering letter supplied as an example by AiRS was not considered to be an acceptable template and the group agreed that NPC should draft up its own for discussion at the next meeting.

**ACTION** As a group, produce a HNS Covering Letter

**ACTION** As individuals complete the sample survey and see if it is easy to complete

It was felt imperative that the envelope containing the HNS form should be clearly marked 'West Chiltington Housing Needs Survey' perhaps with some other exhortation for the householder to fill it in and return it, rather than chuck it straight in the bin. (Other exercises to raise awareness of the forthcoming NHS will be held - see Publicity.)

HDS will give AiRS an up-to-date list of addresses within the Parish.

Questions then centred on who was the budget holder for the HNS. The HNS is due to be undertaken anyway as part of the Parish Council's 5 year cycle to identify housing need, so Tony said that the Parish Council will free up the money to pay for this.

If further specialist advice or consultants need to be brought in at various points in the NP process, how much would this cost; how would this be paid for? What money is available, from whom, and when? Robert asked if there was a guarantee that any money we spend will be refunded? Tony said the HDC would make £7,000 available, but there was no clarity when these funds would be released. The money would come to the Parish Council direct, not paid centrally against invoices. It would be possible to apply for further grants, for example from the Department for Communities and Local Government.

**Action** Tony to report to the group as to what funding streams are available, and how to apply

In the event of an overspend the Parish Council would make up any shortfall out of reserve funds.

Kirdford has just had its NP agreed. Although they are not a Category 2 Settlement, Tony is going to talk to their PC Clerk about the Planning Consultant they used. Harvie described how the Kirdford plan was based on what the community wanted in it and the planning consultant put it in the approved planning language.

There must be proper consultation/public meetings/drop in session regarding NP and HNS, perhaps AIRS can guide us through the process.

It is very difficult to book the Village Hall as it is so well used already. It is important to vary the times and days of any NPC meeting to cater to those who don't venture out in the evenings, as well as those who work during the day.

Tony is asking the Village Hall Committee to email information out to its users regarding HNS and the NP process.

**4. Publicity** Phil's artwork was very well received. He had produced illustrated posters and flyers describing the NPA and urging parishioners to complete and return the HNS, in a straightforward and eye catching way. The wording of each poster was scrutinised to check that fitted with AiRS wordings, which it did.

Comments were made regarding 'So this is our chance to . . . . ensure that it [any development] is matched by an upgrade in infrastructure, if needed' on one poster, in case this weakened Category 2 status. So it was decided that the wording would be amended to read, 'Ensure that it is matched by an appropriate upgrade in infrastructure.'

Action: Phil to amend wording as above

The posters and flyers would go

- Up on Notice Boards
- Around the Village Hall, some on display inside
- Some flyers in the newspapers delivered within West Chiltoningon, from the Post Office Stores and Nisa
- Up to West Chiltoningon golf club
- Be handed out at the different societies and clubs that use the Village Hall

Action: Phil will obtain quotes for printing up various quantities of the posters and flyers.

Action: Volunteers required to hand out flyers at local groups and activities

#### **Any other business**

**Future meeting dates:** St Mary's Church Hall has been booked for the evenings of Monday 17 February and Monday 17 March. As Judy and Fran are members of CHART and have their training session on the third Monday of each month, it was decided to change to the second Monday of the Month from April onwards to allow them to attend NPC meetings.

Action: Jane & Tony to amend NPC's booking at St Mary's Church Hall

**February Meeting Minutes** Norman kindly agreed to take the minutes at the February meeting, as Jane will not be able to attend.

**The threat to Category Two Status** HDC has formally complained to the Secretary of State regarding the Planning Inspector's decision to permit, on appeal, the building of a 4 bedroom property in the front garden of Old Oaks in Spinney Lane. A High Court Hearing will now take place on 22 February 2014. If this development is permitted then this will lead to the sub-division of garden plots and there will be no way of stopping it.

**Consolidated Wish List** Norman asked about how the headings that Clive produced to be used. These were:

Communications	Built Environment
Business & the Business Community	Sports & Recreation
Environment	Planning & Development
Transport	Mineral Resources

It was decided that each month a subject would be investigated by NPC members and the ideas developed the next meeting:-

**Action**

February - Communication and Business together

March - Natural Environment (Microgeneration)

April - Transport and Infrastructure

May - Planning and the Built Environment

June - Sports and Community

July - Mineral Resources

**West Chiltington SLAA sites** These are sites that have been bought forward as suitable for future development. These sites need to be examined for suitability (checked for liability to flooding/safe access on to the highway, etc) by PC/NPC people with local knowledge and the findings presented to the village. It is hoped this will bring the subject of development to Parishioners' attention and encourage engagement with the NP. The development in the Elephant and Castle, Calluna and Bracklyn developments (totalling 19 dwellings put West Chiltington in 'credit' as far as meeting identifiable local housing need. If the Steeles Close development goes ahead that will provide 14 affordable homes, so West Chiltington will have fulfilled part of the required quota for a little while.

**NP Timetable** HDC aim to have their draft Plan out July/August 2014 so the NP cannot be finalised until HDC's is completed. The NPC already has the timetable drafted up by Norman as a guide, and the monthly meeting discussions (see above) will assist in identifying items to be addressed in open meetings, consultation and general information gathering exercises.

**Community Consultation** Many useful suggestions were made, including

- Help Session(s) during the period of the HNS
- Invite BT to speak about fibre optic broadband
- Mobile Phone provider re signal upgrade
- Discussion of SLAA sites
- Other aspects of the NP

Obviously, such meetings would have to be carefully planned, with presentations, information boards, questionnaires, etc.

**6. Set Objective(s) of Next Meeting :**

- **Look at timings of HNS process, distribution of flyers and publicity material to suit survey date, organisation of Open meetings**
- **Short session on topic of Communication and Business, everyone to do some research and bring their ideas to 'brainstorm' together.**

Harvie thanked everyone and closed the meeting at 9.15pm