

APPROVED MEETING MINUTES

WEST CHILTINGTON NEIGHBOURHOOD PLAN COUNCIL

HELD ON MONDAY 18 NOVEMBER 2013
IN THE PARISH OFFICE IN CHURCH STREET AT 7.30PM

Present

Geoffrey Adams
Amanda Apps WCPC
Muriel Astley
Bruce Bradley
Gillian Bradley
David Foard
Judy Fryer
George Glibbery
Norman Kirby
Mo Mall WCPC

William Marsden
Clive Needham
Jane Needham Secretary to WCNPC
Harvie Steele Chair, WCPC ; Interim Chair
WCCPC
Phil Tapsfield
Tony Thomas WCP Clerk
Robert Thornton WCPC
Hiliary Willoughby.

Harvie opened the meeting just after 7.30pm.

1. Apologies were received from

Anne Bush
Sarah Fooks

Isabel Glenister WCPC
Michael Jackson WCPC

2. Matters Arising from last Meeting None

3. Updates and Next Steps from Working Groups

(a) Housing Needs Survey. David Foard took us through the changes made to the previous HNS questions from the 2008 survey, which had been compiled by 'Rural Action'. The questionnaire had been simplified and some questions had been removed. This is only the second HNS within West Chiltoningon Parish, but the information gathered this time around will be able to be compared with the previous data collection.

It took a long time to run through the survey questions, as each gave rise to discussion and debate. At times the meeting went off at tangents, but some interesting topics were raised and some useful information was disseminated. This helped put some complex planning issues into context in respect of threats as well as opportunities for the future as a cohesive community.

There was much discussion of the meaning of 'affordable housing' as land price is very high in West Chiltoningon; and 'sustainability' and it was generally felt that HDC's definitions did not reflect the unique nature of West Chiltoningon.

Jane had received this guidance from HDC:-

Affordable Housing

‘Affordable housing comprises rented housing or shared ownership housing provided to specified eligible households whose needs are not met by the market and which should be available at a cost low enough for them to afford, determined with regard to local incomes and local house prices and shall include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.’

Sustainable Development

Click on following link and look up page 3 (bottom of page - not the non-technical summary).

http://www.horsham.gov.uk/environment/planning_policy/14479.aspx

Discussion turned to how to increase the number of respondents were sought and methods of ‘spreading the word about the Neighbourhood Plan Council and the forthcoming HNS were discussed. Harvie stressed the importance of ensuring that the survey result is robust as it will be scrutinised by the Planning Inspectorate.

The meeting felt that the wording in the introduction to the survey should be strengthened and must stress the importance of Parishioners completing and returning the survey. Although HDC had the technology to allow the survey to be completed on-line there would be no control as to who completed it, nor how many times, so it was decided that the questionnaire would be delivered to each home in the Parish (date yet to be decided).

Each question was scrutinised in turn and many changes were made to the running order; wording and choice of responses. Some questions were removed. Some open questions and suggestion boxes were included to encourage freedom of expression. The meeting agreed that ‘55 years plus’ was an appropriate age to be referred to in Question 5. The Sub Group will implement the changes and the revised questionnaire will be circulated, before being placed before the Parish Council, who have to approve it. Tony will check whether HDC also need to approve it and what time frame is envisaged for such approval. **Action: Tony**

Tony said that the last HNS indicated that 29 people had identifiable housing need, and that the HNS form should direct those in that position this time around who to contact within HDC (**Action : Jane**) There is a statutory duty to fill any proven housing need. It was noted that the Saxon Weald project has stalled.

It was felt that there is a clear need for smaller, but market value homes with smaller gardens to allow the 55plus age group to stay in the village. Robert said that growing families need more bedrooms but they cannot afford bigger houses. Various things can be done to keep the price down (eg high density) at the planning stage, but others felt that this type of development was not in keeping (eg 6 terraced houses instead of one 4 bedroomed home). . Occupancy at Wheelwrights has improved after an extended period where they were just not selling. It was also noted that people do not automatically prefer to ‘downsize’ into bungalows.

The revised set of questions will be produced and circulated with the draft minutes, to those attending the meeting [of 18th November 2013] which when approved will go to West Chiltington Parish Council for their approval. **Action Mo, David, Jane**

(b) Census 2011 information Clive took us through a thoroughly entertaining presentation sampling data he had obtained from the 2011 and earlier Census. This was a preliminary look at the type of information available so he could familiarise himself with it, as a view to marrying up the Census information with that collected by the next Housing Needs Survey. The data clearly showed that West Chiltington does not conform to national or local averages, both in terms of the age distribution of the population and the nature of the village housing. It was concluded that these demonstrable differences clearly show that the village's future development cannot be based on a standard imposed from outside.' His Power Point Presentation is attached.

(c) Village Design Statement Robert, Fran and Judy have commenced their revision of the original VDS of 2002 as this will now be incorporated to form part of the NP. Their initial work looked at what can be reused and what needs to be revised or removed.

The mages remain valid, with the addition of some photographs of the 'wilder' areas. References to superseded planning policy have to be corrected. There are some gaps that should be plugged in respect to issues that have been raised. Reference was made to one Appeal Inspector stating that the VDS did not have any weight, as it was more of a 'community plan'. Maps and plans need to be checked, especially with reference to the South Downs National Park

The language used needs to be 'translated into HDC planning phraseology' to turn the old Village Design Statement into a policy document, which clearly states that 'this is our policy on this issue'. For instance, infilling by the demolition of a large old house, and its plot being redeveloped with 6 to 8 new houses should be firmly rebutted. Councillors have stated that this type of development (as in the former plot of Bracklyn) 'would not be a precedent'. It was then proposed that, to ensure this 'clear text on infilling' would be needed to have weight in planning decisions.

It may also be possible to accord the existing Wells Cottages an extra level of protection.

A copy of Robert and Julie's work-in-process is attached to these minutes.

4. Consideration of likely topics for inclusion in the NP (eg. The Character of the West Chiltington Village Area; Planning and Development Policy ; Footpaths; Public Transport; Employment/Working from home; Green Spaces; Residents' Wish List)

Clive was keen to investigate potential upgrades to the footpaths to improve connection between The Common and The Village. Having been posted abroad between 2008 and 2012 he was unaware of the massive, earlier efforts made in this regards. Others have registered their interest in being part of a Footpath Sub Group, so this is a subject which will be incorporated into the community Wish List of projects.

High Speed Broadband is considered a necessity and Tony advised that West Chiltington is one of the first areas that will be surveyed by BT who will investigate the existing connections and work out how best to supply this service. This does not mean West Chiltington will be upgraded very quickly, unfortunately.

Vodafone has advised the Parish Council that they are joining forces with EE to upgrade the service provided via the Nutbourne Mast near the reservoir

Time was against us and we had to move swiftly on. This item will appear on the next Agenda

5. Starting off the Consultation Process with Parishioners

HDC had placed the advert showing the Designated Neighbourhood Plan Area in the local papers and the consultation period ended on 23rd December. Comments can be made on-line here http://www.horsham.gov.uk/environment/planning_policy/16227.aspx

Action: Jane will ask Mike to put this up on the Village Website

Action: Tony will get this put up on the Parish website

Jane said that so far the work of the WCNPC was disseminated by emailing minutes to those attending the meetings (and when minutes were approved out to all those that had expressed interest in the WCNPC); via the Parish and Village websites and by word of mouth. Could the effort be extended by leaflets and posters? Some of those attending suggested enlisting the help of local groups (Jazz Club; WI; the School; etc) We also need to start organising some general meetings at times and venues to suit parishioners. Perhaps a public meeting in the Village Hall early in the New Year could be arranged to start things off and get feedback.

It is vital to publicise the HNS and urge parishioners to look out for it dropping on their doormats and encourage them to complete and return it. Parishioners' input into the 'Wish List' is vital and Clive offered to act as the focus for the topics put forward and sift through the ideas, putting them into some form of logical framework. Jane is happy to have 'Wish List' items/thoughts emailed to her in the first instance.

Action: Tony will draft some suitable words up for posters/leaflets

Action: Jane will act as initial contact for 'Wish List' ideas janeneedham@hotmail.co.uk

Action: Clive will collate 'Wish List' ideas

Tony reported that the Parish Newsletter, due at the end of October/beginning of November had not yet been mailed out to homes within the Parish, but hopes to get this out by end of November. It will contain information about WCNPC and the forthcoming Housing Needs Survey and its importance to the future of the village.

Action: Tony will expedite production and mailing of the Parish Newsletter.

6. Any Other Business

Both Tony and Jane reported that they have been approached with ideas about what should be included in the consultation. It was agreed that with the three sub groups (HNS, Census 2011 analysis and VDS review) well underway and a firm target for the majority of the work to be done by late summer 2014, we need to push hard and keep momentum going.

7. Set Date and Objectives of Next Meeting

It was agreed that the next meeting will be held on **Monday 16th December 2013**, at 7.30pm in the Parish Reading Room, Church Street. Jane will put out a call for agenda items nearer this date.

Action: Jane will circulate these minutes (when agreed) and prepare Agenda for next meeting.

Harvie thanked everyone for their contributions and the meeting closed at 10.05pm.

Included with the Minutes(1) HNS (2) 2011 Census PPP (3) VDS review