

# WEST CHILTINGTON NEIGHBOURHOOD PLAN STEERING GROUP

## APPROVED MINUTES OF SG MEETING MONDAY 21 July 2014

Held at 7.30 pm in West Chiltington Parish Council's Reading Room,  
Church Street, West Chiltington

### Present

Amanda Apps  
Gillian Bradley  
Norman Kirby  
Clive Needham

Jane Needham  
Harvie Steele  
Robert Thornton (arrived at 7.50pm)

plus Phil Tapsfield as PR Lead

1. **Welcome.** Harvie opened the meeting at 7.30pm
2. **Apologies for absence.** Robert had given prior notice that he would be late.
3. **Matters arising from June Meeting.** Jane had received an abbreviated Code of Conduct from Tony and it was agreed that she would email this to each NPC Active Member to sign and return before the next NPC meeting. It was agreed that the NPC Constitution would be taken from the NP (please refer to the end of this document). Jane had a copy of the (now outdated) HDC General Development Control Policies Submission Document Policy DC19, which was the policy William referred to in the June NPC meeting, Robert had also furnished her with an HDC document containing DC15, dated 2007 which had superseded the document William had. Both documents are now clearly out of date.
4. Review of progress of working groups since Village Show. More questionnaires had been received, which were distributed to WG Leaders (Jane will pass S&I onto Muriel). If any new topics of significance arise they may need to be added as necessary.

**Business** – Norman reported no significant changes made, although the possibility of small business units at Brinsbury Campus would be raised under Item 5 later in the meeting.

**NE** – In view of the discovery of 4 sites of ancient woodland within the Parish Amanda had met with Sussex Wildlife Trust representatives who suggested that she and her helpers undertake a further more detailed survey on the fringes of these sites. Amanda

was concerned that further NE surveys would need to be undertaken during the Autumn and Spring seasons and Norman advised that the Plan could be amended right up until the point of submission.

**P&BE** – Whilst a small group of Parish Councilors had met to discuss P&BE after the Village Show there was as yet no information or policies for SG to discuss beyond what was already in the initial draft of the NP. Robert had attempted to discuss the formal criteria for appraising SHLAA sites with HDC, on the assumption that they themselves will have had an initial look at potential sites, although he had a proforma ‘sustainable appraisal’ document with him he had had no direct contact with Planners to report. Discussions then ensued on a wide range of PE&B topics, such as who should set the criteria for development; the appearance/plot sizes/prices of the dwellings on Bracklyn and Jayswood development; affordable housing; exception sites, the HDC Landscape Capacity Study, etc. Norman suggested that the P&BE working group should consider policies that prioritized development in favour of affordable housing and homes for downsizing at an appropriate price and signaled that infilling would be opposed amongst other considerations that it did not meet a local need.

**T & I** – Gillian had not made any significant changes, - flooding and water run off were discussed and the production of a map of the parish showing documented incidents was raised. The Environment Agency would be a good source of information regarding reported flooding incidents, which added to with local knowledge should help.

**S&I** - Jane had no comments to pass on in this respect although she did comment on the apparent £250,000 cost of rebuilding the Youth Club in its present location and wondered if this sort of money would be better spent on enlarging the present Village Hall where accessibility and parking issues were less problematic. Aspects of Children’s and Young People’s activities within the Parish were discussed as was the lack of a business plan/funding stream information from Ruth Simmonds.

**Minerals** – Clive’s presentation at the NPC July Meeting had gone down well. He had written up his findings in the approved output for insertion into the Plan. The issue of renewable energy (or microgeneration) was raised and it was agreed that this subject would be covered by the P&BE working group.

**Health and Wellbeing** – Discussion took place on the suggestion that an outreach GP facility should be developed in the village. Norman instanced his experience in Bedford where there was a satellite surgery. Even a nurse led facility would be an improvement. Robert said he would speak to Tim Fooks, but Gillian said she would pursue it.

## **5. Further consultations with Village Hall, Golf Club, Church, Nyetimber etc.**

As local businesses will have their own business plans it was felt appropriate they should be consulted about the Plan. It was agreed that Norman would compose suitable letters and Harvie would sign them in his capacity as Chairman of the Parish Council. Jane pointed out that the Community School should also be included and

encouraged to contribute as the Education Authority would have pupil role projections for 5 to 10 years hence.

**6. Publicity on PC website for the material used at Village Show.** It was agreed that Phil would liaise direct with Simon to put up information based on his Village Show Topic posters together with the questionnaires on the Parish Council's website, on the NP pages. In addition he had produced some sample pages of how the NP could look. This 'house style' was admired and approved.

**7. Neighbourhood Plan policies.** All the policies in the draft Plan were agreed. There was concern that we are running out of time. An outline Plan, with clear issues, objectives and policies for each of the topics has to be circulated to the NPC group by 4 August to prepare to finalise the document at the NPC meeting on 11 August and there remained a big gap for P&BE.. Jane expressed irritation that this SG meeting had been called to discuss each Working Group's progress and that everyone, except the Parish Council, had done the required work. A Neighbourhood Plan without clear and considered planning input at its core would fail. Harvie reassured the group that the PC was meeting again and was working hard on P&BE issues, objectives and policies and would have material available for 4 August when the draft had to be finalised to give NPC members time to read it before 11 August

After the 11 August NPC meeting we would then have to publicise the Plan to the Parish at the beginning of September, prior to the public consultation event on 13 September. It was agreed to follow the local authorities' usual practice of having hard copies available at Helpoints, local Libraries, and up on the appropriate websites. A summary would be sent to all households.

8. Norman referred to his draft of the Village Design Statement explaining that all the policy had been removed and it was essentially now about history and design although the design sections needed to be written. Robert argued that there was still too much policy type material in it and he would prefer to see an even slimmer document dealing just with history and design and no preamble. There was no consensus and no willing volunteer to redraft so Norman agreed to take it away again and see what else might be done.

**9. Next NPC meeting** – It was agreed to hold the meeting in two parts – a public meeting covering the normal agenda – and a private meeting of active NPC members only to consider the initial draft of the NP.

**10. Next SG meeting.** No date was set as it was agreed that SG would communicate by email and meeting(s) arranged as required.

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## **West Chiltoningon Neighbourhood Plan Council Constitution**

The WCNPC exists to produce a Neighbourhood Plan which reflects the needs and aspirations of the Parish. This Neighbourhood Plan relates to the use and development of land. Its primary purpose is to help in deciding planning applications in the Plan Area.

The purpose of this Neighbourhood Plan is to:

- Set out a framework to guide residents, local authorities and developers on how the community wishes to manage and control future development in the Plan Area over the next 15-20 years, along with its facilities, services and environment. This document is therefore intended to be updated from time to time, as well as formally every five years.
- Record the historical and existing status and nature of the community and its environment.
- Establish an Action Plan that provides the community with a prioritised plan to improve its facilities, services and environment on a voluntary and assisted basis.

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**The meeting closed at 10.20pm.**

**SC Approved\_July 21 2014 Mtg Mins**