

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF PETWORTH NEIGHBOURHOOD PLAN STEERING GROUP HELD ON TUESDAY 18th NOVEMBER 2014 IN THE TOWN COUNCIL OFFICE AT 7PM

Present: Mr Douglas Cooper (Chairman) Absent: Cllr Neville Fox
Mrs Elizabeth Hodgkins Mr Rob Jackson
Cllr Mr Chris Kemp Cllr Rosa Pawsey
Mr John Riddell
Mr Lee Scott
Cllr David Burden

In Attendance: Town Clerk, Mrs Rebecca Knifton
Proposed NP Clerk, Mrs Sarah Jackson
Mr Mathew Kinghan (Nexus)

20/14 Apologies

Apologies received from Cllrs Fox and Pawsey and Mr Rob Jackson. **NOTED** that Mr Jackson will be leaving the NPSG at the end of the month.

21/14 Declarations of interest

NOTED that the Interest forms have only been completed by the Chairman and Mr Jackson. The remaining forms will be handed to the Clerk at the next meeting.

22/14 Progress on the appointment of Steering Group Clerk

NOTED that Mrs Sarah Jackson had been approached by Cllr Kemp and was interested in the role. Mrs Jackson was in attendance at the meeting so that she would be able to gain an insight of what the role requires.

23/14) Terms of reference for the Steering Group

NOTED that the ToR's had been circulated and had been adopted by PTC on the 16th of October 2014, Council minute 48/14.

NOTED that the Chairman wished to record a formal thank you to Cllr Rosa Pawsey for all her hard work with locating the financial information not held in the office and the preparation of the budgets and other financial documents in relation to grant payments.

Further **NOTED** that WSCC were running a training programme on OS mapping scheduled for the 27th of November.

24/14) Consultation Strategy

A recap was presented by Mr Kinghan.

The next stage is setting the objectives for the Plan and asking residents what they want included. It was **NOTED** that Petworth's Christmas Event is due to take place on the 6th of December and that the SG would erect a stall to gain support and to give further information.

Mr Kinghan produced two A1 posters for display and two sets of flyers to hand out at the event. **NOTED** that the cost of the posters will be around £60 for two of each. The flyers will be printed out by the Clerk.

It was **NOTED** that after Christmas the questionnaire will be sent out to every householder.

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It was **AGREED** that there should be a separate email address for the NP. The Clerk set up a separate email during the meeting which she gave the password details to Cllr Kemp and Mrs Jackson. The email address is: petworthnp@outlook.com

AGREED that the Baseline Report will be uploaded onto the PTC website.

ACTION: the Clerk to upload the document.

The Launch - Date of public meetings. **NOTED** that the Midhurst and Petworth Observer would like to publish information in their paper. It was **AGREED** that a press release from the PNPSG will be sent to clarify where the SG currently are in the process as they are due to run a general article on Neighbourhood Planning.

AGREED that the Observer should be congratulated on their recent articles.

ACTION: The Clerk to contact SDNPA to inform them of the recent letter from Ms Humphrey.

NOTED that three public events will take place in early 2015 and the key locations discussed are at the Leconfield Hall, Hampers Green and Herbert Shiner.

NOTED that Cllr Pawsey will be the finance link between the SG and PTC.

NOTED that further grants are available from April 2015.

ACTION: Hamilton Baillie, Alan Baxters and Peter Stewart Associates to be contacted with regards to highways visions for the town.

ACTION: To propose that Cllr Hanauer joins the NP.

ACTION: To advertise for members on the PBA website.

Date of next meeting to be confirmed but a provisional date of the 13th of January was **NOTED**.

Meeting closed – 8.50pm

Chairman Signed..... Dated.....