

**Petworth Town Council Neighbourhood Plan Steering Group Meeting**  
**Petworth Town Council Offices**  
**7pm, Tuesday, 25<sup>th</sup> August 2015**

**Present**

Julie Aguilar (NP Clerk)  
Douglas Cooper (Chair of SG)  
Chris Kemp (PTC)  
Ian McNeil (Member SG)  
Rosa Pawsey (Member SG)  
John Riddell (Member SG)  
Lee Scott (Member SG)  
Amy Tyler-Jones (SDNPA)

**Apologies for absence**

Pip Aitken (Co-opted member of SG)  
David Burden (Member SG)  
Elizabeth Hodgkins (Member SG)

**Minutes of the meeting held on 21<sup>st</sup> July 2015**

The following clarification was requested:

- The consultation of young people involved the senior members of Sylvia Beaufoy Youth Centre (14-18 years) as well as the junior group Evolve (10-13 years) – **JR**

**DC** asked whether members of the Steering Group had looked at any of the Neighbourhood Plans as outlined by Sarah Nelson in the previous meeting. **RP** had looked at the Petersfield plan (which has been approved and will now go to referendum) and **DC** had considered the Pulborough and Lewes plans (the latter showed creativity and was slightly 'edgy' in its approach to engaging parishioners).

**Petworth Vision**

**DC** presented his latest draft with the aim of producing a final document which can be used to brief and guide the new Working Groups.

**RP** suggested that more should be said about economic (including employment) development in the 'key principles' section. **IM** agreed although he added that the subject was already covered in the actual vision statement.

**JR** said that Petworth Vision Action Group might have statistics about employment figures which could be incorporated into the document.

**CK** concluded that it was important to acknowledge the three 'almost separate' communities (North/South/Centre) in Petworth, a situation deserving attention and which should drive the next stage of development.

**Working Groups**

The persons chairing the five Working Groups are as follows:

- Housing – **Pip Aitken**
- Environment, Sustainability & Design Quality – **Douglas Cooper**
- Getting Around – **Rob Evans**
- Working & Shopping – **Alex Rees** (incorporating Petworth Vision and Petworth Business Association whose input will be extremely valuable)
- Leisure & Well-being – **Chris Kemp**

**DC** questioned whether there should be a deputy chair to support Pip Aitken on the Housing Working Group. This person would also ensure close collaboration between the Housing and Environment Working Groups who are both likely to cover similar issues. **DC** volunteered his services.

**CK** suggested that all the Working Groups are likely to cover environmental and sustainability issues, that they should all be interlinked and it is the Steering Group's responsibility to do the combining of activities across the five distinct Working Groups.

**AT-J** suggested regular meetings to check for potential overlaps. **JR/DC** added that this could be achieved by ensuring members of the Steering Group were well represented in every Working Group. To this end, we should add the following members:

- Getting Around – **Lee Scott**
- Working & Shopping – **John Riddell & Julie Aguilar**
- Housing – **Ian-McNeil**
- Environment, Sustainability & Design Quality – **Elizabeth Hodgkins**

**DC** would like to involve Matthew Kinghan of Nexus in briefing the Working Groups so that their work is productive and accurately meets the requirements of the examiner.

**AT-J** stressed that all objectives need to be planning related (rather than issues that are beyond the powers of a Neighbourhood Development Plan).

In terms of timing, **DC** suggested all Working Groups have their draft objectives and policies in place by the end of 2015. **AT-J** recommended Nexus write the actual policies.

**RP** wanted it noted that all candidates for the Working Groups need to sign a declaration of interest and **AT-J** suggested it good practice to raise the matter at every meeting. **CK** added that the declaration of interest is likely to be a potential issue, especially with regard to housing. **AT-J** advised having substantial Steering Group involvement in the Housing Working Group and even setting specific criteria before suggesting potential sites for development (eg, "housing should be within a 15-minute walk of shopping facilities", etc). She also stated that there should be 5/6 members for each Working Group.

**CK** gave an update of the traffic consultant situation. It appears that, subject to full Town Council approval, Trenton Williams of Alan Baxter Associates will be hired, hopefully within the next month. Feedback to date is positive and a particular bonus is the multilayered nature of the organisation (although primarily an engineering organisation, it does cover other areas such as conservation).

**CK's** question is: how will the consultant fit into the Getting Around Working Group? Furthermore, timing will be critical because the location of new development might well impact plans for future transport infrastructure.

**DC** envisages that the objectives of the Getting Around Working Group should form an important part of the traffic consultant's brief.

## **AGREED:**

Roles & responsibilities:

- Working Groups should drill down into the specific issues around each of the five themes and develop the objectives for each
- Steering Group should provide guidance and synergy

## **ACTIONS**

- **JA** to arrange a meeting between Nexus and the chairpersons of the Working Groups as well as Sarah Nelson of the SDNPA w/c 14<sup>th</sup> September.
- **JA** to draft an email for **DC** to send to other potential candidates who have already shown an interest in getting involved. **DC** to issue by 4<sup>th</sup> September.

## **Consultation Statement**

**JA** circulated the draft consultation statement which will ultimately be presented as evidence to the examiner. Additional details to be added at a later stage are maps pinpointing where members of the Steering Group hand-delivered the questionnaires back in April.

## **ACTION:**

- **JR** to provide **JA** with PowerPoint presentation for the rolling video and script
- **ALL** to provide **JA** with any documentary evidence of where they hand-delivered the questionnaires.

## **AOB**

**DC** raised the issue of having a separate website for the Neighbourhood Plan because it is currently difficult to find the information quickly. **CK** thought this would be very expensive but that an alternative would be to make the navigation on the PTC website much easier.

**CK** asked whether SDNPA considered a Sustainability Assessment necessary because funds will need to be found to cover it. **AT-J** responded that the Steering Group will need to fill in a "screening opinion" form first to establish the feasibility of such a project for Petworth.

## **ACTION:**

- **RP** and **JA** to work together on approaching the Isle of Wight Geek (developers of the PTC website) about setting up an extra tab or landing page with a short website address or link.
- **AT-J** to send the Steering Group (via **JA** or **DC**) the "screening opinion" form

## **Next meeting**

The next meeting takes place at 7pm on Tuesday, 22<sup>nd</sup> September at Petworth Town Council Offices.

The meeting closed at 8.50pm.