

Petworth Town Council Neighbourhood Development Plan Steering Group Meeting

Petworth Town Council Offices

7pm, Tuesday, 26th May 2015

Present

Julie Aguilar (NP Clerk)
Douglas Cooper (Chair of SG)
David Burden (Member SG)
Elizabeth Hodgkins (Member SG)
Chris Kemp (PTC)
Matthew Kinghan (Nexus)
Sarah Nelson (SDNPA)
Rosa Pawsey (Member SG)
John Riddell (Member SG)

Apologies for absence

Ian McNeil (Member SG)
Lee Scott (Member SG)

Minutes of the meeting held on 28th April 2015

Agreed with no matters arising. JR confirmed he has met up with and had a productive session with the youth group EVOLVE.

ACTION: JR to send notes to DC.

Feedback from the Community Engagement Events held on 11th, 12th, 13th May

Assessment of numbers

150 members of the public attended over the three days (representing just under 10% of households in the parish). SN considered this to be a moderate to fairly low attendance. MK said this followed a normal pattern. For example, at Henley-on-Thames, with a much larger population, the initial number was 90 but rose to 800/900 at the end of the process.

Reactions from public

Overall, very positive with CK reporting that many parishioners had since told him they wish they had come along!

CK also **NOTED** that the post-it system, although productive, meant some attendees felt reluctant to post comments/ideas that other people had already raised believing they had to come up with new ideas.

No reaction from North End Close to the North of Petworth and the Park Rise area to the South of Petworth. SN suggested marketing to these areas with targeting activities such as putting leaflets in school book bags and organising several leaflet drop-ins to specific roads or houses where community input is traditionally low.

Other

AGREED: To continue to hold future events at three strategically placed locations covering the North, South and centre of Petworth. Based on public feedback, CK confirmed it was seen as a positive move to 'go to people's patches'.

SN **NOTED** the focus should be on keeping up momentum and MK **NOTED** the end goal will be to create the objectives and vision statement for the plan as a whole and for each of the five themes.

CK recommended we avoid the word 'vision' because it could cause confusion with the Petworth Vision Action Plan that focuses mainly on the business and economic development of the town.

Next Steps – short-term

RP suggested we should capitalise on some of the high-profile summer events in Petworth, such as the Fete in the Park (11th July) and Petworth Festival, as well as the next issue of Petworth Pages, to promote the Neighbourhood Development Plan.

AGREED: To take a stand at the Fete in the Park and present the initial findings resulting from the three engagement meetings to maintain momentum and boost public confidence in the proactivity of the plan.

Responsibilities

- Steering Group to input the feedback from the hard-copy questionnaires into Survey Monkey and to provide the initial analysis of the post-it notes and other verbatim/written comments to Nexus
- Nexus to provide a quantitative and qualitative analysis of all the Survey Monkey results, provide a spreadsheet (with guidance to coding for commonly occurring themes or comments) which will hold centrally the 'hopes and fears' feedback from the 3 community engagement events and produce the overall final report.

ACTIONS:

- **JA** to remind people to complete their questionnaires by 29th May on Facebook (done)
- **JA** to book a stand at the Fete in the Park
- **CK** to collect completed questionnaires from Austens drop-box on Monday, 1st June and hand over to **JA**
- **JA** to input results of hard-copy questionnaires into Survey Monkey by Friday, 5th June
- **MK** to advise beforehand how many Survey Monkey questionnaires have been completed to ascertain the percentage split between online and paper responses
- **DC/JA/CK/JR** to meet on Monday, 8th June at 10.30am at the PTC offices to discuss how to analyse the 'Hope and Fears' post-it notes and other verbatim or written comments
- **JA (with help of DC/CK/JR)** to provide results of the above analysis to Nexus by Friday, 12th June
- **MK** to present draft report by Tuesday, 30th June (next meeting)
- **JA** to speak to Petworth Pages committee about delivering the July issue to households before 11th July and including an article to encourage people to attend the stand.

Other

Pulborough promoted its plan at a local event, SN suggested contacting the clerk to share ideas and learn from their experience.

DC raised the issue of working groups and MK recommended putting these groups together after the report is finalised. In the meantime, it was felt necessary to contact the people we met at the 3 community events who showed an interest in taking part in these groups.

ACTIONS:

- **All** to send in names and contact details of potential working group candidates to JA
- **JA** to draft email/letter for DC to send

Next Steps – longer-term

The longer-term next steps are as follows:

- The report will be used to inform the next stage of the Neighbourhood Development Plan process, in particular the writing of the objectives for the five themes for the Town
- Draft policies to support the objectives of the plan
- Next public consultation events need to focus on the actual sites earmarked for potential development.
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There was in-depth discussion around the actual sites to be identified for potential development.

SN strongly recommended a further 'call for sites' working with local landowners to ensure the release and deliverability of land to ensure the Neighbourhood Development Plan succeeds. DC/CK suggested holding private, one-to-one discussions with Petworth's key four landowners.

Before holding meetings with the landowners:

- DC recommended obtaining direction for the plan based on the feedback of the 3 community engagement meetings
- CK suggested the Steering Group agreed its own recommendations for where the potential sites should be.

CK raised the issue of the Rotherlea site whereby West Sussex County Council (WSCC) plans to build 33 houses and 44 parking bays but still makes no reference to the major issue and public concern which is providing a safe access road to the Herbert Shiner School site.

SN **NOTED** this application has already been submitted by WSCC to the SDNPA under the planning reference number SDNP/15/01862. She also stated that the SDNPA cannot reject the plan on the grounds of prematurity (ie, the Neighbourhood Development Plan not being in place) if all other aspects of the proposals are acceptable. She suggested urgent talks with WSCC and their agent, Henry Adams to come to a mutually beneficial arrangement.

EH raised the fact that the public seemed to have no objections to the number of houses being developed in Petworth (150). SN explained that this number of houses has not been confirmed. The SDNPA has a development policy that sets out requirements for each community to deliver a certain number of homes in potential areas. However, this policy will not go out to consultation until 16th July. It is hoped the Petworth Neighbourhood

Development Plan will influence the process and work in tandem with the SDNPA which is working on its own Local Plan that is expected to be completed in the Autumn of 2016. This will avoid conflict and inconsistencies. The SHLAA should be viewed as only one piece of evidence when putting together the Petworth Neighbourhood Development Plan.

ACTIONS:

- **PTC (CK)** to contact WSCC (Janet Duncton) about the Rotherlea development
- **PTC (CK)** to contact Leconfield Estate (Simon Knight) suggesting a meeting with CK and DC

DC stressed the importance of working with local landowners to have a planned view and develop a proper, coherent plan going forward. He also asked that JA should attend any meetings arranged to record the conversations.

Financial Report

RP presented an update of the Neighbourhood Development Plan budget. Overall, we are on track to keep within the overall budget albeit certain budget items have been distributed in different ways from the original plan. For example, potential overspend on fees to Nexus have been counteracted by savings gained by not using Royal Mail to deliver the questionnaires.

RP also plans to consider applying for extra funding through the Locality Grants available.

On behalf of the whole Steering Group, JR thanked RP for her tremendous work on the budgets and finances in general.

AGREED: to consider additional cost-savings in the future now that time will allow the group to take a more considered and planned approach to hosting community engagement events.

SN offered the support of SDNPA in the future for activities such as printing small quantities of items.

ACTION: JA to circulate RP's budget reports to all.

AOB

SN informed everyone that Petersfield is going to a public hearing next week (believes Petworth could face a similar situation in the future) and will report back on the process and lessons learned. Also, as part of the SDNPA planning process, the organisation is producing a video which could be used at future consultation events in Petworth.

DC thanked JR for the rolling video which was deemed very helpful and a huge success at the 3 community events. CK suggested thanking Michael Follis for his support in providing the voice-over commentary.

ACTION:

- **DC** to contact Jo Cartwright, newly appointed GM of Petworth House to arrange an informal meeting to explain what the Petworth Neighbourhood Development Plan is and to gain her involvement in the process
- **DC** to thank Michael Follis formally on behalf of the Steering Group for his help with the video.

Next meeting

The next meeting takes place at 7pm on Tuesday, 30th June at Petworth Town Council Offices.

The meeting closed at 9.40pm.

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