

Petworth Town Council Neighbourhood Development Plan Steering Group Meeting

Petworth Town Council Offices

7pm, Tuesday, 28th April 2015

Present

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

Apologies for absence

David Burden (Member SG)
Neville Fox (Member SG)
Ian McNeil (Member SG)
Rosa Pawsey (Member SG)

Minutes of the meeting held on 24th March 2015

Agreed apart from changes to the dates of the three public engagement events.

Introductions

DC introduced Sarah Nelson, Strategic Planning Lead, SDNPA to the group who, in turn, introduced themselves.

Community Engagement Events – Progress Check

Booking of locations

DC confirmed the dates of the events. They are taking place on 11th, 12th and 13th May at the Herbert Shiner School, Hampers Green Community Centre and Leconfield Hall respectively.

JA confirmed that the venues are booked.

Delivery of questionnaires

The majority of households have received their questionnaires by hand. DC **NOTED** that two areas of the parish have not yet been covered.

ACTION: JR and Roger Hanauer (the latter via CK) to confirm delivery of their respective areas.

MK explained that the Survey Monkey online questionnaire is now live. Nexus has made the change recommended by JA and will add in the cut-off date for completing the questionnaire.

CK added that 6 completed paper questionnaires have already been delivered to Petworth Town Council offices. There has been one objection to having to give name and address details.

JA asked how we should prove to the examiner that the questionnaires have been delivered. MK responded that it suffices to state in writing which members of the committee delivered the questionnaires and their respective delivery areas.

Delivery of banners and permissions for their display

JA confirmed that permissions for display of the three banners have been secured: outside Herbert Shiner School (on WSCC fence) via Premises Manager Brendon Rowley, Kaleidoscope Pre-School Nursery fence next to Hampers Green Community Centre via John Townsend (who will contact Lucy Banting) and Natwest Bank railings via Manager Martin.

ACTION: JA to chase Steeple Graphics re: delivery of banners. Should be ready 1st May.

Shop-front publicity

JA has produced flyers. A note is being circulated to all PBA members asking them to put up the flyers in their shops/cafe premises as well as publicise the new Facebook page via their own social media pages and Twitter accounts.

ACTION: JA to organise delivery of flyers to shops and cafes.

Questionnaire return box in Austens

ACTION: CK to check the box is on the counter at Austens.

Large maps

MK showed a copy of two maps: one for the town centre and another for the whole parish. The former was considered better for posting green dots to illustrate where residents attending the public meetings live.

All **AGREED** they should be laminated, ideally 3 of the parish and 5 of the town centre.

ACTION: SN recommended all hosts take the time to understand the maps because many residents might not know the exact location of their street.

Nexus discussion boards/other materials

MK outlined the boards: 2 generic pages followed by one page for each of the five themes in the Petworth Neighbourhood Development Plan. Facts and figures have been taken from the Baseline Report and questions taken from the questionnaire.

All **AGREED** the boards should be used as prompts to stimulate discussion during the public engagement meetings.

There ensued various discussions about the pros and cons of showing plans for potential development sites:

- MK stressed the need to be open.
- JR suggested many residents felt that development sites had already been decided.

- SN emphasised the importance of clear wording should a map of potential sites be displayed (ie, 'these are the options identified so far and there will be more opportunities to discuss other sites in the next [state timeline]')
- DC strongly recommended that the SHLAA plans should be available at all five tables, but not overtly displayed. This will enable those enquiring to be given an explanation of the importance of their input in the final selection of sites.

ACTIONS:

- MK to send team the recent photos he has taken to illustrate each of the five themes
- All to provide any comments/amendments to the display boards to MK by latest 1st May
- MK to arrange production of the display boards: 2 for each theme (1 to illustrate the theme itself plus 1 other for 'hopes & fears')
- DC/JA to arrange for several copies of the Baseline Report to be available at the public meetings
- JR to supply copies of the 'Process Road Map' in the video
- SN to provide SHLAA map (to have available should residents ask to see it). 1 copy for each host.

Easels

CK **NOTED** that the boards created for last year's WW1 exhibition are not suitable.

It was **AGREED** that we need 5 sets of 2 display boards.

ACTIONS:

- JR to investigate and procure boards from P&DCA, Community Church and Leconfield Hall
- JR to let CK know if this is not possible ASAP so that CK can purchase new boards, if necessary
- SN to ask if SDNPA has a supply of boards with CK offering transport if located.

Stationery

ACTION: JA to give order to Becca latest Wednesday, 29th April.

Will need a supply of 5 different coloured Post-It Notes, green location dots, notebooks for hosts, Velcro tabs for display boards, a sign-in book, envelopes to keep Post-It Notes safe and plenty of pens/pencils.

Gazebo

JR confirmed this is all arranged. The gazebo will act as a focal entrance piece where, after signing-in, residents will be invited to view a short video (for which the voice-over has now been completed).

Those attending the pre-event meetings on 6th May **AGREED** to watch the video to make last-minute tweaks, if necessary.

Hosts at Public Engagement Meetings

- Someone from SDNPA will pop in during the three events (**ACTION:** SN to confirm who)
- Nexus will attend:
 - Monday, 11th – Dominick Veasey
 - Tuesday, 12th – Matthew Kinghan
 - Wednesday, 13th – Zoe Knott or Leanne Williams
- DC, EH, CK, JR and RP to host the five tables and attend on all three days
- Shirlita Jagdeo-Sadler to sign people in. She is available Monday, 11th (from 4.30pm) and Tuesday/Wednesday 12th and 13th (from 3.30pm).

ACTION: RP to arrange badges for hosts.

FAQs

MK has drafted and will circulate for everyone's input.

Financial Report

ACTION: RP to provide at next meeting.

NOTED: CK explained that there is adequate budget for the public engagement meetings. RP has applied for several grants but has budgeted on the basis that we will win only one of them.

Feasibility of producing pre-submission draft plan by late 2015

DC asked what the options are assuming we are unable to meet the end-of-year deadline.

SN suggested working with MK to produce a realistic timeline following the May meetings.

Roles and responsibilities – team leaders for working groups

All **AGREED** we do not have enough people and DC added that we all need to look out for new people to join the team (perhaps during discussions at the public engagement meetings).

CK suggested the potential joint collaboration between members of the Vision Group and the Neighbourhood Development Plan Steering Group. There are parallels and it would be good to pool resources and prevent duplication.

Rather than creating a large group, SN recommended looking at specific tasks and allocating those tasks to named individuals.

CK also suggested involving some of the newly-elected members of PTC.

Other discussion points

SN explained that CDC has no planning authority. All planning activities have been transferred to SDNPA who is now responsible for planning across the region. CDC planners are now contracted by the SDNPA.

NOTED: during the public meetings, let residents know that SDNPA is the official planning authority working closely with CDC (to dispel any confusion).

EH raised the concern of translating Mr Slaney's planning proposals for Petworth into the Neighbourhood Development Plan. SN emphasised that SDNPA provides an initial recommendation/requirement but the Neighbourhood Development Plan can disagree and reject it based on the evidence coming out of the public consultation process.

CK expressed the need for clarity to help guide parishioners in supporting the Neighbourhood Development Planning process.

SHLAA analogy: SN explained it is a basket or bucket full of sites that you examine and take out only the very best.

NOTED: SN explained that we must include the word 'development' when referring to the Neighbourhood Plan, so, Neighbourhood Development Plan.

DC asked what happens after the public engagement meetings. MK explained that Nexus will compute the results and produce a summary report to put together the objectives of the plan (subject to their time/budget). There will be a meeting before the analysis process begins.

JA and JR expressed an interest in helping out with the analysis of results.

AOB

JR raised the issue of involving young people under the age of 18 years and outlined his plans for reaching out to them, using the video as a starting point to elicit their hopes/fears and gain valuable input into the plan.

ACTION: JR to arrange during May and to report back to the meeting on 26th May.

Next meeting

The next meeting takes place at 7pm on Tuesday, 26th May at Petworth Town Council Offices.

The meeting closed at 9.20pm.

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