

Petworth Town Council NP steering group meeting at PTC Offices
On Tuesday 27 January 2015

Present

Douglas Cooper (Chair of SG)
Chris Kemp (Chair PTC)
Rosa Pawsey (Cllr PTC) – took minutes.
David Burden (Cllr PTC)
Lee Scott (member SG)
Elizabeth Hodgkins (member SG)

Absent Neville Fox (Cllr PTC)

1. **Apologies for absence** – John Riddell (due back from NZ Feb 2);
2. **Pecuniary interest forms** : submission of pecuniary interest forms was checked and all present have submitted them to the Council – either as Councillors, or as members of the SG.
3. **Minutes of previous meeting** 18 November 2014 - agreed
4. **Matters arising** from minutes of previous meeting 18 November 2014
Re 22/14 – Need for Clerk to PTC-SG – Mrs Jackson has turned down the post.
Chris Kemp will again speak to the Petworth Business Association on 28/1/2015 hoping to find a Clerk to the SG **ACTION – Chris Kemp**
5. **Meeting with Chris Patterson (CP), SDNPA on 17 December 2014** – attended by Douglas Cooper, Chris Kemp, Rosa Pawsey.
 - A new employee at SDNPA will oversee the east of the Park (CP oversees the west end of the Park from Midhurst);
 - CP advised that PTC-NP uses drop-in events and advised on overall design (video loop, display boards addressing 5 or 6 major topics, consultation tables at which experts are available to discuss issues with the public, post-it notes). He stressed the importance of recording the numbers of public attendees.

6/7. Proposed questionnaire and first drop-in events

Douglas reported on progress and discussion followed:

Questionnaire

- a. (DC said) information pamphlet to double as **questionnaire**, and inform public re **dates of drop-in events**.
Text: DC to see Nexus (Matthew K) on 28/1/2015 and run proposed text of pamphlet/questionnaire past him.
ACTION Rosa/Douglas will work on draft and circulate for SG comments

Costs: DC will discuss printing costs with Matthew K. **ACTION – Douglas** Printers in Chichester will be investigated **ACTION - Chris to check with PBA experience;**
ACTION Rosa to find other info (St.Richards Press??)

Distribution: by team of volunteers or by post as well as through display containers in public places; the **electoral register** will be used to ensure every household receives at least one copy **ACTION - Rosa to look into postal costs**

Return of questionnaire -

- via post and/or
- via “post” boxes distributed around town in shops, and public places
- via Survey Monkey (link through PTC website to Survey Monkey at Nexus)

Drop-in events

- **Dates** – will be end of March / beginning of April to be decided later
- **Format** will include video as CP (of SDNPA) suggested. **Video text** is under development by DC/RKP. John Riddell will make the vide
 - **ACTION – video to be finished by next meeting: 24/2**
- **Halls** – will be booked later

8. Other matters at Chairman’s discretion

8.1 The newly published **SHLAA** was discussed.

Relevant to PTC-SG : Petworth data, and Byworth data

8.2 Each member of the SG needs large scale colour OS maps of Petworth town and the NP area probably at 1:1250 scale.

- **ACTION DC to** ask Matthew K of Nexus to organise through PTC OS licence

8.4 It was recognized that the SG needs more members.

- **ACTION DC** to ask Ian McNeil
- **ACTION Chris kemp** to ask Pip Aitken (of PBA) to join
- **ACTION David B.** to ask one or two of his contacts

Other potential members Cllr Roger Hanauer; Cllr Joan Devine

8.4.Dates of next meetings

24 Feb

24 March