

**Petworth Town Council Neighbourhood Plan Steering Group Meeting**  
**Petworth Town Council Offices**  
**7pm, Tuesday, 24<sup>th</sup> November 2015**

**Present**

Julie Aguilar (NP Clerk)  
David Burden (Member SG)  
Elizabeth Hodgkins (Member SG)  
Chris Kemp (PTC)  
Ian McNeil (Member SG)  
Sarah Nelson (SDNPA)  
Rosa Pawsey (Member SG)  
John Riddell (Member SG)  
Lee Scott (Member SG)

**Apologies for absence**

Pip Aitken (Co-opted member of SG)  
Douglas Cooper (Chair of SG)  
Matthew Kinghan (Nexus Planning)

**Minutes of the meeting held on 22<sup>nd</sup> September 2015**

Approved without changes.

**Responsibilities/ways of working in Douglas Cooper's absence**

Douglas has several pressing personal commitments which means he is unable to devote himself fully to being chair of the Steering Group (SG). While he is absent, it was **AGREED** that:

- **EH** to act as chairperson of the Environment, Sustainability & Design Quality Working Group.
- **CK** to chair all future Steering Group meetings.
- **JA** to copy **DC** on all correspondence.

**Working Groups**

**JR** suggested the SG meetings would be a good forum for the Working Groups to raise any issues and share information and all agreed.

**IM** mentioned the Historic England workshop that he, **RP** and **EH** attended on 13<sup>th</sup> November and encouraged the Working Groups to take their findings into consideration when putting together their objectives and plans.

**SN** voiced the concern SDNPA has over the tardiness of the Petworth Neighbourhood Plan. The project needs to move more quickly. In particular, it needs to demonstrate the progress made around housing and the activities of the Housing Working Group.

**DB** suggested it would be a good idea to involve someone from the Petworth Society.

## **AGREED:**

- To hold another SG meeting before the end of the year (Tuesday, 22<sup>nd</sup> December) and to invite the chairpersons of the Working Groups to this meeting.
- All plans need to demonstrate objective, evidence-based policies and be able to justify to residents why they have reached the conclusions they have. They also need to support the vision statement developed by Douglas Cooper.

## **ACTIONS:**

- **JA** to invite the chairpersons to the SG meetings.
- **JA** to circulate any notes that chairpersons of the Working Groups bring to these meetings to the other chairpersons.
- **RP** to send Historic England workshop materials to **JA** who will circulate to the SG and chairpersons of the Working Groups.
- **WORKING GROUP CHAIRPERSONS** to attend the meeting on 22<sup>nd</sup> December (or send a delegate). At this meeting, they should be prepared to:
  - share knowledge their groups have discovered to spot potential overlaps and similar issues common to other or all Working Groups
  - timeline and programme for their plan
  - any evidence gaps or information they need to execute their plan
- **JR** to approach Keith Thompson (Petworth Society) to participate in the Petworth Neighbourhood Plan.
- **DB** to continue the relationship with Peter Jerrome (Petworth Society) and re-iterate the positive developments coming out of the plan.
- **JA** to ensure all Working Group chairpersons have access to the Petworth Vision research (Baseline Report and recent Issues Consultation reports are on the PTC website).

**SN** stressed the importance of being professional and transparent with a strong, clear vision. When policies are drafted, the SG should translate them into language that everyone understands, ie, a quick translation of the salient points in the plan, what is being done, what it means – short and pithy. It is also important to drip-feed the public with short progress reports along the way and show openness by inviting, for example, utility companies along to a special ‘infrastructure’ day.

## **SDNPA draft local plan – highlights**

**DC** has read through the draft local plan – nearly 400 pages of it! He has ear-marked the most relevant sections and it has a lot of good information in it which can be used by the SG and the Working Groups.

## **ACTION:**

- **JA** to photocopy the relevant sections/pages and circulate.

## **FINANCIALS**

**SN** explained that Petworth needs to conduct a Sustainability Appraisal but not necessarily a Habitat Regulation Assessment (HRA).

**RP** gave a financial update and made the following points:

- The fee for Nexus Planning Consultants is £35K to cover the whole period of the plan and to include a Strategic Environmental Assessment (SEA). They have been paid £13.5K to date.
- We have received two grants, one from Locality and one from the SDNPA.
- Rosa has spoken to Amy Tyler-Jones of the SDNPA and drafted a letter about obtaining potential funding for the SEA. She will apply for a further locality grant but she needs a definitive timetable for the project and schedule of fees from Nexus to proceed.
- One person should be authorised to invite Nexus to the SG meetings and **MK** should tell us, in advance, if we ask him to do something which falls outside the original agreed contract.

### **ACTIONS:**

- **JA** to put **RP's** letter to the SDNPA on PTC letterhead and send to Amy Tyler-Jones.
- **CK** to work with **RP** to develop the timeline and fill in the Locality grant form online.
- **MK** to contact **SN** and discuss the SEA to ensure Nexus is not duplicating work that might already have been done by the SDNPA.

### **Dates for 2016 Petworth Neighbourhood Plan Steering Group meetings**

These meetings are open to all SG members and to the chairpersons (or their nominated representative) of the Working Groups. They take place at 7pm and are held in the Petworth Town Council office.

Depending on the progress of the plan, we may not need all of them but they are confirmed as follows:

- Tuesday, 26<sup>th</sup> January
- Tuesday, 23<sup>rd</sup> February
- Wednesday, 23<sup>rd</sup> March
- Thursday, 28<sup>th</sup> April
- Tuesday, 24<sup>th</sup> May
- Wednesday, 29<sup>th</sup> June
- Tuesday, 26<sup>th</sup> July
- Wednesday, 24<sup>th</sup> August
- Monday, 26<sup>th</sup> September
- Tuesday, 25<sup>th</sup> October
- Monday, 28<sup>th</sup> November

### **AOB**

#### **Working with neighbouring parishes**

**SN** warned against making the Petworth Neighbourhood Plan too generic. It has to reflect the needs of the local area whilst simultaneously adhering to the strategic direction of the SDNPA. She also said it was important to communicate with other neighbouring parishes who either have or are developing Neighbourhood Plans such as Fittleworth and Wisborough Green.

**CK** mentioned that he has already been approached by Haslemere who are interested to know more about our transport issues and how many residents might use their railway station.

#### WSSC & Petworth Local Plan

**CK** has a copy of the Petworth Local Plan published by West Sussex County Council in 1971. There are some interesting statistics in it which could be used by the Working Groups.

#### Technology update from SDNPA

**SN** informed the SG that all future planning meetings would be webcast enabling citizens to dial in live or listen to them at their convenience. Details are available on the SDNPA website.

#### Next meeting

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

The meeting closed at 8.45pm.

-ends-