



CHICHESTER NEIGHBOURHOOD PLAN

Email: neighbourhood.plan@chichestercity.gov.uk

Website: www.chichestercity.gov.uk/neighbourhood-plan/

NOTES OF THE MEETING TO DISCUSS THE CHICHESTER NEIGHBOURHOOD PLAN HELD ON MONDAY 22ND NOVEMBER 2021 IN THE ASSEMBLY ROOM, THE COUNCIL HOUSE, NORTH STREET AT 6.00PM

PRESENT: Clare Apel, Andrew Bain, Linda Boize, Gareth Bowen, Alan Bradbury, Maureen Corfield, Rodney Duggua, Richard Eastham, Laura Eccott, Robin Hamilton, Alastair Hanna, Cedric Mitchell, Ash Pal, John Pegg, Richard Plowman, Brian Raincock, Julia Sander, Sarah Sharp

APOLOGIES: Dan Blott, Raymond Carter, Andy Dixon, Polly Gaskin, Ian Swann. Anna Haskell.

1. Chairman's introduction.

The Chairman, Robin Hamilton welcomed everybody and gave a brief introduction to the purpose of the meeting.

2. Steering Group Terms of Reference and Election of Chairman.

Everybody had received a copy of the terms of reference of the Steering Group. The chairman said it was some time ago when he was appointed to the role chair and thought the new steering group should be given the opportunity to either reaffirm his Chairmanship or elect a new Chairman.

At this point, Richard Plowman took the Chair and asked for nominations. The current Chairman, Robin Hamilton was proposed by Brian Raincock. Linda Boize proposed Ash Pal but when asked if he was willing to stand, he declined. There being no other nominations, Robin Hamilton was duly elected to be Chairman. The other specified role of Secretary was discussed under Section 6.

3. Recap on the immediate tasks, as agreed at the last meeting

Richard Eastham, the advisor, reported that there had been considerable activity in the three areas since the last meeting

- i. Analyse the PLACE results so far and begin to research policy development

Linda Boize and Alan Bradford had been reviewing the PLACE studies with slightly different but equally valid approaches

- ii. Organise and engage local people to complete the missing PLACE surveys

Progress was being made with the West Broyle PLACE studies and arrangements were being made for the Advisor to assist with the Parklands study

- iii. Engage staff at specific schools to organise the worksheet task - Sarah Sharp, Polly Gaskin, Debbie Carter and Maureen Corfield.

On the basis of the work in progress the next step proposed was a public exhibition and engagement with the wider public in Feb./March 2022

4. Update from the SG Membership that kindly volunteered to take on the 3 x tasks above and future work

A brief update was given from those engaged in the three tasks.

Maureen Corfield was proposing a wider consultation with young people and other organisations which was thought would give useful research information. Laura Eccott would contact the College and Universities.

There was further discussion on whether the PLACE work involved too few people and how the wider public would be engaged and their views sort.

Richard Eastham said that the public meeting would be the catalyst for engaging further members of the public and further methods of obtaining views such as social media and resident association facebook groups could be used.

The public exhibition showing the work done to date would be key.

Further discussion focussed on how the exhibition would be organised and ***it was agreed a small group under the Chairman would be formed using those people who had identified as organiser under their skill set shown in Table 1.***

5. Review of tasks and next steps

Richard Eastham showed the steps leading to the plan going out to referendum and discussed between the City Council needs to approve the draft and the best time to consult with CDC which he believes should be later in the process.

Richard Plowman reported that the initial discussion with CDC at the start of the NP was that allocation of land for housing numbers need not be included.

Alan Bradford argued that a project management approach was still however needed ie the identification of task, the allocation of responsibility and timescales to ensure the project didn't drift.

6. Future organisation of the SG moving forwards

- a) Assignment of roles and responsibilities: a. 5 x character types – Organiser, Researcher, Facts n' Stats, Engager, Presenter – (discussion to be led by Richard Eastham).

The previous meeting had identified the areas people felt they could make a contribution (see table 1).

However, it remained unclear who should be on the Steering Group and it was felt to keep the steering group fluid at present while the tasks and were undertaken and evaluated and the various roles were clarified.

It was felt there was need for the organisers to undertake the tasks of the preparation, organisation and presentations required for the public exhibition.(see item 4)

b) Assessment of secretarial function and resource.

The terms of reference for the Steering Group required the appointment of a chairman and secretary.

Previously the role of secretary had been fulfilled by Anna Whitty. However, since the reboot of the Steering Group, this role had been partially covered by Gareth Bowen and Richard Plowman but neither had the time or resource to carry out the role fully.

The Chairman asked for volunteers for the role of secretary and none were forthcoming.

Anticipating resource would probably be needed in the form of an Administration Assistant to help the Chairman and Secretary, the City Council Finance Working Group had made provision of £3,600 for employing a virtual assistant (12 months support).

However the decision on the need for the admin assistant and selection of a suitable candidate would need to be made by the Steering Group.

After clarification of the role of the admin assistant, given the fact that no Secretary had come forward, the Steering Group voted in favour of employing the Admin Assistant reporting to the Chairman and that the Chairman and Richard Plowman be delegated to decide on the most suitable candidate.

Subsequent to the meeting the Chairman asked Richard Plowman to be acting Secretary so the terms of reference could be fulfilled.

7. Conclusion and agreement of next steps by the Chairman

The chairman said the main actions arising were the public exhibition planned for Feb/March and the setting up of the group of organisers to take place in the next two weeks **(this date had now been fixed as 10am Wednesday December 8th in the Council Chamber)**

It was felt that a December meeting of the Steering Group was going to be difficult given the proximity of Christmas and the next meeting would be in January.

However, Richard Eastham was keen to keep the momentum of the three tasks going and would welcome contact and Zoom meetings.

Meetings of the steering group would be on the last Monday of the month.

Gareth Bowen has subsequently identified the following dates and venues

Old Courtroom:

- Monday 31 January 2022
- Monday 28 February 2022
- Monday 28 March 2022
- Monday 25 April 2022
- Monday 30 May 2022 (NOTE: Bank Holidays have been moved for the platinum Jubilee)
- Monday 27 June 2022
- Monday 25 July 2022
- Monday 22 August 2022 (building closed for the Bank Holiday on the 29th)
- Monday 19 September 2022 – 26th unavailable

Assembly Room:

- Monday 31 October 2022
- Monday 28 November 2022

DATE OF NEXT MEETING: 6pm January 31st of January 2022 in the Old court room
Council House

Richard Plowman (Acting Secretary) - November 25th 2021