



## CHICHESTER NEIGHBOURHOOD PLAN

**Email:** [neighbourhood.plan@chichestercity.gov.uk](mailto:neighbourhood.plan@chichestercity.gov.uk)  
**Website:** [www.chichestercity.gov.uk/neighbourhood-plan/](http://www.chichestercity.gov.uk/neighbourhood-plan/)

### CHICHESTER NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON MONDAY 31ST JANUARY 2022 AT 6.00PM VIA ZOOM

PRESENT: Maureen Corfield, Alan Bradbury, Ash Pal, Brian Raincock, Richard Plowman, Andy Dixon, Anna Haskell, Clare Apel, John Pegg, Linda Boize, Laura Eccott, Michael Bevis, Kim Martin, Rodney Duggua, Andy Bain, Andy Wright, Sarah Sharp

APOLOGIES: Dawn White

1. **Chairman's Progress Report.** We've been focused on strengthening the foundations of the NP work—structure and alignment with our key stakeholder and confidence building with FERIA Urbanism.

**Target NP completion is the end of 2023.** This has been confirmed by CDC as a realistic time frame to work to. CDC gave us guidance that we should not go too far ahead of the Local Plan work to avoid issues with alignment and the Public Examination.

#### 2. **Review of Organisation Chart (updated)**

##### 1. NP structure and timescale

**NP structure.** The organisation group has put forward a structure to enable the NP work to proceed more smoothly which includes more formal communication and more work to ensure alignment with the City and District Council's as our primary stakeholders in the legal NP process.

##### 2. Proposed update to Terms of Reference (ToR)

We are working slightly differently to the Terms of Reference (e.g., we are meeting more frequently than specified). The changes have been noted and the ToR will be revised when it makes sense to give it a version revision.

##### 3. Work Groups

**The Organisation Work Group** has been created and is working (Chair: Ash Pal).

**The Communications and Public Engagement Work Group** has been created (Chair: Anna Haskell). Its members are Anna, Laura Eccott, Sarah Sharp, and Andy Dixon. The Work Group will come back to us in due course on what they think the communications and public engagement focus areas should be (for example, more work with different groups in Chichester such as Scouts/Guides/Churches/Residents' Associations/Schools and other networks.) Anna also has a meeting scheduled with Richard Eastham to discuss what FERIA Urbanism has found to work.

**PLACE Assessments.** Ash suggested another sub-group is needed to coordinate PLACE assessments. We need to produce more assessments for areas not yet covered. There was discussion on whether we need lead volunteers/coordinators for each PLACE assessment. It was thought 5 PLACE coordinators might be a more useful number to coordinate for different areas of the city. **To be discussed.**

**Policy Work Group.** Too early to work on this.

**Data and Insights Work Group.** Too early to work on this. But this document was referenced as useful future input.

<https://www.chichester.gov.uk/media/29358/Chichester-Vision---Chichester-Tomorrow/pdf/ChiVision.v13.Final.5-12-17.pdf>

4. Function of Work Groups

It's important that the Work Groups have the maximum autonomy possible and focus on specific activities to avoid duplication of effort.

5. Risk Register

Volunteers to suggest risks to Ash/Alan. The focus of the Risk Register is to identify risks to the NP early and to identify ways to deal with these risks.

3. **Project Plan**

1. We will come back with a high-level project plan proposal for discussion based on the feedback we've received.

4. **Way forward**

1. Richard Eastham is coming to Chichester on 1st Feb for meetings with the City Council, PLACE assessments (Westhampnett, Parklands, North Chichester) and with Anna Haskell re: setup of the Communications and Public Engagement Work Group
2. Recruitment of additional volunteers for NP activities.

5. **AOB**

1. Request to add housing to the Neighbourhood Plan work.

CDC has written to Parish councils requesting help to identify further housing numbers as part of the Local Plan. The letter has been circulated to SG members. The NP Terms of Reference do not include housing, but we've been asked to provide housing numbers by CDC. This would be a material change to the scope of the NP. Ash explained that we can decline to participate. Then CDC could create a Site Allocation Development Plan document to identify housing locations and indicative numbers. The group discussed pros and cons of getting involved.

This is an additional piece of work to what was envisaged when the NP was first put forward. This will also need specific environmental studies to support the housing work which would require additional resources. City Council will have to request NP group to take this forward. If we agree to do this, we will need to change the Terms of Reference.

**Action: The SG agreed to explore this cautiously.** 1. CCC needs to formally agree its position on this request. 2. If it agrees to CDC's request, the City needs to make a formal request for the SG to consider. 3. If we to add housing to the NP we will need to change the ToR and agree on additional support from FERIA Urbanism, the City Council and the district council and the process and deliverables.

### **6. Future Meeting Dates:**

Old Courtroom:

- Monday 28 March 2022
- Monday 25 April 2022
- Monday 30 May 2022 (NOTE: Bank moved for the Platinum Jubilee)
- Monday 27 June 2022
- Monday 25 July 2022
- Monday 22 August 2022 (building closed for 9<sup>th</sup> August Bank Holiday)
- Monday 19 September 2022 – 26<sup>th</sup> unavailable

Assembly Room:

- Monday 31 October 2022
- Monday 28 November 2022



## CHICHESTER NEIGHBOURHOOD PLAN

**Email:** [neighbourhood.plan@chichestercity.gov.uk](mailto:neighbourhood.plan@chichestercity.gov.uk)

**Website:** [www.chichestercity.gov.uk/neighbourhood-plan/](http://www.chichestercity.gov.uk/neighbourhood-plan/)

**CHICHESTER NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON  
MONDAY 28th FEBRUARY 2022 AT 6.00 PM**

**OLD COURT ROOM, CHICHESTER CITY COUNCIL, THE COUNCIL HOUSE, NORTH  
STREET, CHICHESTER PO19 1LQ**

**ATTENDEES:** Richard Plowman (RP), Andrew Bain (ANB), Michael Bevis (MB), Anna Haskell (AH), Sarah Sharp (SS), Brian Raincott (BR), Kim Martin (KM), Clare Apel (CA), John Pegg (JP), Ash Pal (AP), Alan Bradbury (AB)

**APOLOGIES:** Dawn White

- 1) Minutes of Previous Meeting (31<sup>st</sup> January).** Accepted.
- 2) Chairman's Progress Report.** Progress update since the previous Meeting.
  - a. Organisation Chart**

AP thanked the SG for their commitment and on-going support to the NP work. He set the expectation that the NP process and Steering Group will run for about 2 years. Membership continuity is important to understand the process, the thinking behind the decisions being taken and to ensure we move as fast as possible. It's also important that we work in a collegiate way and focus on broader Chichester interests.

**NP Qualifying Body.** AP explained the role of the City Council as the legal 'Qualifying Body' for the NP as defined by the 2011 Localism Act. The City Council has legal ownership of the NP on behalf of all Wards within the Chichester Parish. RP described his role as 'enabler' to ensure that the Steering Group was provided with the resources and organisational support to ensure that they were able to undertake the task of delivering the NP. City Councillors must be closely involved in the NP (particularly as it relates to their Wards), which is not entirely the case today. Requests for finance need to be identified and go in early to the City Council Finance Committee which meets monthly. This process has gone smoothly where we have advised on spend or possible changes early.

**Organisation Work Group.** The NP organisation chart has been distributed and clarifies how the various stakeholders relate to each other and what they do. In line with the Organisation Chart (light blue infill in the chart) the Organisation Work Group is currently envisaged as a temporary structure designed to kick start the NP work.

**Comms and Public Engagement Work Group.** In accordance with the agreed Organisation Chart the 'Comms and Public Engagement' Work Group has been created and is led by Anna Haskell.

**Formation of Future Work Groups.** Further Work Groups will be started as required.

- b. **Feria Urbanism (Feria) and NP Structure Chart.** Feria's responsibility and time availability is limited to consultancy and advisory work. This will focus on 'dipping-in and out' as requested by the Steering Group. Feria will provide support and assistance with key NP activities, milestones, regulatory milestones such as the consultation, examination and referendum, and documents for approval before delivery to CDC.

AP described the Feria Structure Chart template (copy attached) which is a high-level depiction of the sorts of activities an NP should cover—it is an example for reference and not a prescription for what we need to do. AP requested that all Steering Group Members complete this template prior to the next Steering Group Meeting. JP mentioned that we should consider this work as "disposable"—as we aren't agreeing what the NP content should be, we are merely providing some input from across the group to aid our discussion. It's a personal view as a scoping exercise and to see what common themes emerge and the spectrum of ambition in the group as a test group. Output will be discussed at the next SG meeting.

**ACTION: ALL SG MEMBERS TO COMPLETE THE STRUCTURE CHART FOR DISCUSSION AT THE NEXT ORGANISERS GROUP AND STEERING GROUP MEETINGS.**

- c. **Report on Meeting with CDC – Monday 31st Jan 2021 online meeting. Valerie Dobson (Principal Planning Officer, CDC); George Whalley (Planning Policy Team Manager, CDC) and AP, AB, and Richard Eastham (Feria). Topics discussed:**

This was an introductory meeting initiated by Richard Eastham of Feria to explore:

1. What we are doing with the NP
2. The role of Feria in the process
3. CDC's broader Local Plan (LP) work
4. How to synchronise the LP and NP work as far as possible to satisfy the needs of both plans.
5. Housing numbers

**Next steps for the NP.** The NP team is currently focused on Stakeholder Alignment, creating a robust NP plan, PLACE Assessments and Community Engagement.

**The role of Feria.** Richard talked about Feria's NP work and role, the engagement with the City Council and its NP work with other UK Parishes.

**Progress on Local Plan (LP), update from CDC Team.** CDC is planning to deliver their Local Plan draft by mid-Summer 2022.

**CDC's Expectations of the NP.** Future liaison with the CDC Planning Group was seen as beneficial to both the LP and the NP work. CDC's general recommendation was to not go too far ahead of the LP, as this may affect the examination process and the outcome. Examiners are quite particular about following the process and ensuring there is acceptable alignment with the LP (e.g., where NP's include housing numbers, that these align to the LP)

**Housing number request by CDC to Chichester City Council.** Housing is outside the current scope of the Chichester Neighbourhood Plan Terms of Reference. We are waiting for the City Council to discuss and agree what it wants to do concerning the request to find additional housing in the Chichester Parish area before taking any further action.

**3. Comms and Public Engagement Work Group.** AH reported that this group had met and had drafted objectives to:

1. Reach all people
2. Increase diversity
3. Ask people what they would like.
4. Encourage young people to participate in the NP delivery
5. Bring the NP subject to life for people
6. Capture specific areas of interest – charities, skate park; Conference Centre; Park & Ride, etc.

Communication to recruit volunteers will be led by the Comms and Public Engagement Work Group.

The groups early observations and suggested approach were:

1. Topic groups to be approached for ambitions
2. Focus groups to be developed as issue fields are identified e.g., schools groups
3. There is a challenge that there is no central list of sports/interest groups
4. Volunteers are hard to recruit but there is a need to expand the group into a greater age range (especially younger people).
5. Finding the influential person who cares about a particular topic is important.

The SG felt that it should not constrain individual work to find volunteers and that it should operate with a light touch. We want to share what's working and what's not and coordinate our activities as needed to avoid duplication and gaps.

Maureen Corfield's workshop in North Chichester was felt to be a very useful example and experiment to learn from. The event (Wednesday March 2<sup>nd</sup>) is intended to gather views from Chi North.

AP observed there is an opportunity to include other groups. For example, he'd been approached by an accessibility group that wanted to map walking routes.

AB asked that we emphasise the environment as a topic. This was felt to be a 'golden thread' running through all PLACE Assessments because of CDC's declaration of a climate emergency.

The SG asked whether it might be possible for there to be "teaser" media outreach to broaden NP engagement, but this is down to the Work Group to discuss.

### **3) Project Plan.**

**a. The Project Plan draft** (previously distributed) was presented by AP which focused on the major tasks and indicative timings.

#### **b. PLACE Assessments**

- i. Recent site visits
- ii. Amalgamation of PLACE assessments/Mapping by Ward

JP's view was that the current PLACE Assessments in the main, were too 'benign' and not 'challenging' enough. AH agreed and said that PLACE assessments should be challenging.

As no guidance or restriction has been placed on the PLACE Assessors to date this means that 'overlaps' will inevitably occur between neighbourhood areas when plotted. JP presented a macro issue list to make the point that many key issues cannot be picked up on

## AGENDA ITEM 5

a neighbourhood PLACE issue. He has produced a 'scoping' map of Chichester, showing the currently proposed PLACE Assessments Neighbourhood Areas.

AB has produced a Google Maps base plan showing City and Ward Boundaries on which completed PLACE Map to date have been plotted. A volunteer will be required to update the base layer Google Maps with completed PLACE Assessment inputs.

JP and MB mentioned that the NP work (via the by 'Policy' Work Group when we decide to establish it) will need to consider other factors such as:

1. Railway Crossing Gates co-ordination
2. Southern Gateway
3. North Street roundabout
4. Chichester 'Sheds' on each of the City Gateways
5. Buses
6. Car Parking spaces

**ACTION:** JP, AB, AP to suggest a way to organise the PLACE data.

**ACTION:** SG and Organising Group to see if we can find a volunteer keen to manage the NP Google Map

Next Meeting date: 28<sup>th</sup> March '22, 18.00

**Venue:** OLD COURT ROOM, CHICHESTER CITY COUNCIL, THE COUNCIL HOUSE, NORTH STREET

Future Meeting Dates:

Old Courtroom:

- Monday 28 March 2022
- Monday 25 April 2022
- Monday 30 May 2022 (NOTE: Bank moved for the Platinum Jubilee)
- Monday 27 June 2022
- Monday 25 July 2022
- Monday 22 August 2022 (building closed for 9<sup>th</sup> August Bank Holiday)
- Monday 19 September 2022 – 26<sup>th</sup> unavailable

Assembly Room:

- Monday 31 October 2022
- Monday 28 November 2022