



# 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 25<sup>th</sup> APRIL 2022 AT 6.00 PM**

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

**ATTENDEES:** Clare Apel (CA), Alan Bradbury (AB), Andrew Bain (ANB), Michael Bevis (MB), Maureen Corfield (MC), Andy Dixon (AD), Laura Eccott (LE), Anna Haskell (AH), Ash Pal (AP), Richard Plowman (RP), Brian Raincock (BR)

**APOLOGIES:** Abigail Blumzon (ABB), John Pegg (JP), Andy Rocket (AR), Sarah Sharp (SS), Dawn White (DW), Andy Wright (AW)

1. **Minutes of Previous Meeting (28th March).** **ACTION: Minutes accepted.**
2. **Chairman's Report (Ash Pal)**
  - a. Progress since last Meeting

AP briefed the steering group on the most recent call between CDC (Jane Hotchkiss), West Sussex County Council (Greg Ockwell) and the CNP (AP, JP and Richard Eastham). These calls have been convened to allow better coordination and exchange of information related to the NP and CLP work and have been open and productive.

AP noted that two recently submitted Neighbourhood Plans (Hunston & Southbourne) had been rejected by the Inspector. We need to be very careful to ensure that the CNP is compliant with the Localism Act legislation and the prescribed process (e.g., showing that the plan work follows the process and that we've been thorough in our work and our consultations and are aligned to the CDC Local Plan where needed.

- b. Follow-up discussion on NP Group Vision Exercise

A high-level summary kindly prepared by Laura Eccott is provided below. We will test this with more people as we proceed with the CNP work. It's very early draft work and we will come back to this from time to time.

What is your ambition for the CNP?

- Reverse the slide towards a generic town (by making the most of Chichester's authentic and specific components and characters).
- All needs of locals being met with resilience/consideration to the future needs.
- Just by doing the plan and getting approved will be a significant achievement.

- Protects what is good. Deliver change in a sustainable manner. Enables more greenery to be incorporated. Support change in transport modes.
- Reflect Chichester's essential qualities and have benefits/facilities of a small city and regional hub.

How would Chichester be better if we were 100% successful in delivering the plan?

- Improve design of all aspects
- Healthier population: greener, cleaner, less concrete, less car dominant, less danger, more active travel.
- Be carbon neutral by 2030, improving wellbeing of all.
- Clean air, healthy residents and workers, a desire to walk and enjoy places/spaces.
- Safe from predatory development.

What would people say about this future Chichester?

- Gorgeous and relaxed.
- A fulfilling space which is safe and accessible, welcoming to all. "HOW DID YOU DO IT?" to be seen as an inspiration.
- The future of Chichester was acted upon after listening to the words/ideas of residents. It is green and more sustainable as the community wished.
- A great place to live! Friendly 15-minute neighbourhood with facilities all over the city (not just central).
- They get good things done.
- It's good enough to be a World Heritage Site.

#### c. Coordination

AB suggested that a central data base be set up to store documents, record evidence of community interaction and contributions to preparation of the CNP.

**ACTION: AP will pursue this with the City Council.**

#### d. Project plan update.

We are on track with the project plan. LE suggested CNP should consider lessons learned from failed Local Plans and that we should actively take measures to avoid such similar occurrences with CNP. **ACTION: AP and AB will update the project plan accordingly.**

AP reviewed a current version of the Project Plan (a hard copy was available for all meeting attendees). The first 6 activities of the Project Plan are currently on target for completion.

### 3. Mapping and organising PLACE assessment data (Alan Bradbury/John Pegg)

AB/JP are working to organise PLACE Assessment data and draft findings from the work so far. This will be organised at a ward level.

### 4. Communications & Public Engagement Group Update (Anna Haskell)

#### Draft Plan:

- Create a list of groups in various categories (via some kind of Google form) as well as use other lists publicly available (e.g., council website, local councillors lists, etc) obviously, following GDPR. **ACTION: AP/AH to speak with Richard**

**Eastham about how they suggest we engage with the public and the questions to use.**

- Ensure coverage by reaching out to groups that might be underrepresented - e.g., disability/charity groups
- Conduct focus groups as necessary
- We are going to hold off on contacting the newspaper/radio at this time due to the negative focus and the fact we have nothing to share at the moment - it would be better to gain momentum and then get people involved with a public event (of some sort).
- We are going to set up an Instagram account (name to be determined) so people can share what they love about Chichester, which could feed into the Neighbourhood Plan in an interactive way.
- When we get closer to the public event, contact the media, put up posters/flyers (in strategic locations), and get people involved that way with a big focus on interactive content and the city (e.g., click on part of the map of Chichester that you use/love) irrespective of where you live.
- The group also needs access to someone with knowledge of Google forms to help me set up the data gathering. **ACTION: AP will pursue this with the City Council.**
- AB suggested that the Workshop public engagement model as developed by MC should be used as a basis for future workshops/brainstorming sessions for benefit/ justification future 'policy' headlines in development
- The CNP website needs an update **ACTION: RP will pursue this with the City Council.**

**5. Organisers Group update (Ash Pal)**

a. Focus themes exercise

AP introduced a template to enable Steering Group Members consider 'Key Themes and stakeholders'. Responses included:

Sports activities – access for all	Mental health
Green spaces	Preservation of historic Chichester
Promote tourism	Promote cultural activities
Housing (fit for purpose)	Repurposing redundant retail sites
Transport	Disability access
Sustainable transport	Air Quality
Environment	Disability
Safety	Promote Diversity

We will come back to this list to refine it to focus on key themes which are within the scope of a CNP. This will need to be tested with our stakeholders (council's, residents, etc).

b. Policy Working Group creation

AP discussed the need to establish the Policy Working Group to begin to understand the relevant policies and to identify the work the group needs to focus on. MC and JP expressed interest to be part of this group. **ACTION: The Steering Group will look to identify someone to lead the Working Group.**

**6. AOB**

RP referred to the minutes of the Full City Council on Wednesday 20th April, 2022 (see note at the end of these minutes.) The CNP Steering Group was asked to consider inclusion of possible housing sites in the Neighbourhood Plan as part of its remit but not a specific number. The Steering Group will discuss this request at the next meeting.

RP also advised that the CDC Local Plan is now planned to be issued in July 2023 with Inspection Consultation complete by April 2024.

RP has forwarded an update note to CCC giving a broad overview of CNP proposed process and Project Plan.

**7. FUTURE MEETING DATES:**

Old Courtroom:

- 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

Dear Ash and Alan,

Prior to tonight's Steering committee, here is the outcome of the Steering committee's request for guidance on whether to include housing numbers.

Further to our discussions on housing density , current recommendations are to go for higher housing densities of at least 40 houses per ha in urban situations.

Extract from P and C minutes 31st March,2022

The Chairman advised 300 houses were asked for over the planned period which can be determined one of two ways. The District Council can carry this out (Special Development Policy Document), they would find sites for these houses, or the Neighbourhood Plan could decide the best place for the houses to be allocated. The Chairman then shared his screen which showed the HEELA (Housing & Economic Land Availability Assessment) which identified land which may be available for development and land which may not be considered. The Chairman explained the colour code for the different areas and what that meant about their development status in Chichester City. The largest site which was identified was a field on the western side of Plainwood Close, next to Brandy Hole Lane. Councillor Quail highlighted the Tannery site as being contaminated and that significant excavations needed to be carried out before it would be suitable for housing. She also referred to ongoing issues about nuisance and vandalism. After a short discussion it was decided that it be ***recommended to the Neighbourhood Plan Steering Group to consider possible housing sites in the Neighbourhood Plan as part of their remit but not a specific number although the current indication was 300 houses. The Neighbourhood Plan would have to align with the Local Plan and there was some uncertainty what the final number could be or whether it should be part of the Neighbourhood Plan.*** It was also noted that, whilst housing numbers may not necessarily be added to the final plan, the work done would be considered valuable.

These minutes were approved by Full City Council on Wednesday day 20th April, 2022 and are now Council Policy.

Best wishes

Richard