



CHICHESTER NEIGHBOURHOOD PLAN

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**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 (31st 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 2nd) 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

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: 28th 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 9th August Bank Holiday)
- Monday 19 September 2022 – 26th unavailable

Assembly Room:

- Monday 31 October 2022
- Monday 28 November 2022