



CHICHESTER NEIGHBOURHOOD PLAN

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CHICHESTER NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON MONDAY 30TH MAY 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), Laura Eccott (LE), Anna Haskell (AH), Ash Pal (AP), John Pegg (JP), Richard Plowman (RP), Sarah Sharp (SS), Sarah Quail (SQ)

APOLOGIES: Abigail Blumzon (ABB), Andy Dixon (AD), Dawn White (DW), Andy Wright (AW), Brian Raincock (BR)

1. **Minutes of Previous Meeting (19th April).** ACTION: Minutes accepted.
2. **Chairman's Report (Ash Pal)**
 - a. **Progress since last Meeting.** We have completed the agreed actions from the last meeting apart from the call scheduled with Feria, AH and AP on communications and engagement. ACTION: AP to schedule the call with Feria.
 - b. **New expected timeline and project plan update.** We are reevaluating our timing and approach for the CNP work given the recent results and learning from the Southbourne and Hunston NP examinations. AB and AP have reworked the project plan and we estimate that the NP process will be completed by the end of 2024. We've adjusted the timing to reflect the likely timeline for CDC's delayed Local Plan process, and to reflect the expected timescales for various CNP activities (e.g., statutory consultations, examination, etc and to incorporate consultation feedback). A copy of the Microsoft Project plan document is available.
3. **Mapping and organising PLACE assessment data (Alan Bradbury/John Pegg).** For the most part the PLACE data will be organised by Ward to align to the Chichester Civil Parish Area map and to City Councillor coverage. There needs to be some nuance in how we map (e.g., the light industrial areas go across different wards, the Chichester central shopping area also spans several wards). This means we will need to have different ways of describing the data (e.g., via micro-neighbourhoods such as Whyke, Westgate, etc; via the Wards, thematically (industrial, shopping, leisure, sport, health and wellbeing, etc), and by audience (young people, workers, residents, etc). LE made the point that these are not static (e.g., a person with a visual disability may be interested in sport, be young person, etc.) This

makes any classification difficult, and JP described our process as iterative. We will develop and refine our ideas gradually as we learn more. The plan is to offer at least three opportunities for our various stakeholders to consider and comment on our findings. AP described what we are building as a MOAM (Mother of All Matrices) to map our stakeholders and their key NP interests and so identify the key areas the CNP needed to address.

ACTION: AB/JP to work-up a Ward level view based on SG feedback and refine its initial view of emerging key themes.

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

The approach the group is taking is highly strategic—it wants to do the work once and do it right first time. The group also wants to learn more from Feria about the best ways others have engaged their communities (e.g., TikTok, Instagram) and how tools like Google Forms have been used. AP mentioned that he has engaged with the City Council on Google Forms support and ways to store the growing volume of documents being generated by the CNP team.

ACTION: AP to follow-up with the City Council on Google Forms and with Feria for its guidance on Communications and Public Engagement best practices.

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

- a. Housing location request from the City Council and CDC. AP referred to the extract from the City Council Planning and Conservation Committee minutes (31st March 2022) which provided further detail on this request. A wide range of discussion points were made about the pros of the request (e.g., community input on a topic of wide local interest, ability to fix past problems and provide deeper input to better solutions) and the cons (e.g., if we don't contribute CDC will decide on locations itself, the risk that this topic disrupts the broader CNP work). The general point was made that it's important that the CNP should maintain independence and we should be careful to not dilute our impact.

ACTION: AP to schedule a call between Feria and the steering group to discuss how other comparable locations have handled such requests.

6. Brief exercise - Needed skills

The exercise is intended to identify the critical gaps we have in the SG and the working groups. The goal is to help us identify what our perfect team might look like. It's important we address the issue of skills as we have team gaps (e.g., we lack a head for the Policy Group (SQ, RP, and MC have all kindly agreed to support this work and we ideally want more people to be involved in the broader CNP work).

1. What skills do we need (or are missing/in short supply) in the NP team to make it perfect? Please be as specific as possible.
2. Where can we find these people and skills?
3. Are there any specific people or groups you'd suggest we speak to as possible additions to the NP team?

ACTION: AP circulated the brief exercise (an electronic version is included with these minutes.) Please send your responses to LE (laura@eccott.net) who has kindly offered to collate the responses.

7. AOB

1. JP advised that he has been asked to assist CDC with Levelling Up funding work (e.g., on West Street improvements). The broad consensus was that this work and his involvement was most likely to increase engagement and

alignment with CDC and was therefore positive and was not seen as a conflict with the CNP work.

2. RP advised that City and District Councillors were to receive a CDC briefing on the CLP work on June 30th.
3. CA asked about sport within the NP. **ACTION: AP suggested that AH and CA meet to discuss and identify city-wide sports contacts relevant to NP work.**
4. AB mentioned that he and JP are developing a draft list of key topics and policy headlines which will be shared with the group at a later date.

8. FUTURE MEETING DATES:

Old Courtroom:

- 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

All meetings start at 18.00 and conclude by 19.30.