



CHICHESTER NEIGHBOURHOOD PLAN

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

Assembly Room:

- Monday 31 October 2022
- Monday 28 November 2022