

Rogate and Rake Parish Neighbourhood Plan (“NP”)Steering Committee (“SC”) meeting, Thursday 23rd January 2014, Rogate Village Hall Pavilion

Abbreviation	Present	Role/ Responsibilities	Actions
SOBT ST SWill PD VF AT NJ EP SWard PW EB MM KF PC CH JG	1. Sarah O’Brien-Twohig 2. Stephen Taylor 3. Steve Williamson 4. Peter Davey 5. Val Farron 6. Andrew Triggs 7. Nick Jacobs 8. Eric Piper 9. Simon Ward 10. Paddy Walker 11. Elizabeth Brown 12. Miranda Montagu 13. Ken Frievoch 14. Paddy Cox 15. Charles Hicks 16. Johnny Grey	RPC vice Chair Communications, community Traffic, Rake Farming Parsonage, community, old/young SDNPA Planning, design Parsonage, old/young Land, forestry, economy Chairman, co-editor, compliance RPC Chair Design, build, old/young Design, build, planning Community sustainability, energy Compliance, planning Design, Build,	
Apologies NK SS SP AA	17. Nick Keith 18. Shon Sprackling 19. Seb Price 20. Ann Arnold	Co-editor, Community, legal Farming, land, economy Public realm, movement, build Communications, Youth/old	
Introduction and update	<p>PW opened the meeting by reviewing the NP’s opening 8 months’ progress (NB For the purposes of these Minutes, SC = “steering committee”, NP = “neighbourhood plan”; remainder = members’ initials):</p> <ul style="list-style-type: none"> • Website; www.rogateandrakeplan.co.uk and useful links • Database; 275 parish names/families already engaged • Public consultation; series of meetings, emailing programme • Programme of physical mail drop and notices • Rogate Shop NP office, shop PC and on-line assistance • Evidence base; Rake/Rogate evidence files • Questionnaire; website skeleton and responses to date • Studio LK Enquiry-by-design and draft report <p>JG was welcomed onto the SC and thanked for his and PC’s work on refining the draft Questionnaire. It was agreed that, in order to avoid unwieldiness, further appointees to the SC should be nominated to the NP Chairman who would inform the SC.</p>		

	<p>PW discussed rules for future communications within the SC as follows:</p> <ul style="list-style-type: none"> • In order to reduce email traffic and protect SC members Inboxes it would be suggested that all electronic Parish communication be channelled to info@rogateandrakeplan.co.uk ; communications would then be directed to topic heads from this NP address; • PW reminded that the SC was an entirely voluntary body and email requests/traffic should bear this in mind at all times; • PW had received several requests that SC members being sensitive when copying emails in order to minimise traffic to Inbox. For instance, SDNPA are currently running with some 15 NPs and the SC should if possible avoid blanket copying to SDNPA executives; <p>PW explained his role as Chair as the process' facilitator to ensure best governance, best administration and to avoid delays. PW reiterated the primacy of the NP process' Governance document (agreed in June '13 and posted on the NP website). Debates on the NP's content would always be brought before the SC for resolution;</p> <p>The draft Studio LK report was discussed. AT emphasised that the work provided a useful kick-start for the Parish's NP. It was agreed that the document required considerably more detail, required less emphasis on development and more focus on the Community's attachment to the landscape, on conserving and enhancing the Parish's natural environment and promoting opportunities for enjoying the special qualities of the Parish. It was agreed that this be reflected in the phrasing of the Questionnaire, the primary purpose of the evening's meeting;</p> <p>JG reckoned the Studio LK report was too thin on bringing forward local issues, that it left out important detailing and categories. It was agreed that this be addressed in the phrasing of the Questionnaire;</p> <p>MM detailed the outcome of the recent SDNPA NP workshop (attended by NJ, KF and MM) which had emphasised the "definition and protection of the landscape" and identifying what environmental properties the Community wished to retain and improve. It was agreed that this be addressed in the phrasing of the Questionnaire.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
Questionnaire	<p>ST questioned how best to train those in the Parish who wanted help in filling out the Questionnaire. It was decided to offer sessions in advance of the 2 x Public Meetings (23rd February at 4pm at Rogate Village Hall AND 2nd March at 4pm at Rake Village Hall) and to arrange 2 x evening Pub sessions for those requiring assistance.</p>	<p>ST MM JG NJ</p>

	<p>ST also pointed out that AA and her team had volunteered to provide help from the Rogate Village Store NP Office.</p> <p>PW agreed to arrange that SC names and a short bio explaining each Committee member's role and qualification be added to the website. All communications to the SC would be directed to info@rogateandrakeplan.co.uk where they would then be forwarded to the appropriate SC member and/or topic head.</p> <p>The length of the Questionnaire was discussed. PC confirmed that the Parish's 2012 communication had been 14 pages. It was expected that the NP Questionnaire would be 12 pages and this was agreed as being appropriate.</p> <p>The matter of the number of new houses actually required in the Parish over the 20 year life of the NP was then discussed. AT confirmed that there was not currently any Rogate Parish housing requirement from the Local Planning Authority (LPA, in our case the SDNPA). The current CDC Plan dated back to 1999 and had now been delivered. The 13 units that had been discussed in October's Enquiry by Design process had come from Chichester's latest Housing Needs assessment. AT confirmed that 33 new homes (gross) had been built in the Parish over the past 10 years. This averaged at 1-4 new dwellings annually and, given this precedent of little Parish development, "it was therefore important for the SC and NP not to get hung up on the number of likely new starts". It was agreed that this be reflected in the phrasing of the Questionnaire and that the Parish's landscape and bio-diversity be emphasised in that document.</p> <p>SOBT suggested that the Questionnaire reflect possible "development zones" and not any detailed proposals. This was agreed. It was also agreed that the timeline for the NP was 20 years.</p> <p>The draft Questionnaire was then discussed in detail and edited by those present. PW agreed to circulate a revised almost-final version of the Questionnaire the following day with a draft copy of the evening's SC meeting Minutes.</p>	<p>AA</p> <p>PW</p> <p>All</p> <p>PW</p>
<p>Specific tasks</p>	<p>EB will liaise with the Parish's 2 x schools to arrange a presentation of the NP and NP process to pupils and their parents. ST and MM suggested that a leaflet/Questionnaire-drop at dropping-off time might be appropriate.</p> <p>PC commented that 20-30 year olds were poorly represented on the SC and in the NP process. EB to liaise with AA and Rev Edward Doyle on engaging this age-group and report to SC.</p>	<p>EB</p> <p>MM</p> <p>EB</p>

	<p>It was agreed that the final Questionnaire be distributed by hand to Parishioners' post boxes. This will happen in the w/c 3rd February. PW and ST to liaise on the logistic of this action. PD to distribute the document to the eastern area of the Parish.</p> <p>PW will organise for the Questionnaires to be printed for this mail-drop and for surplus copies to be available at the 2 x stores. PW will liaise with Farrow Creative to put Questionnaire, once in agreed form, onto website.</p>	<p>PW/ST</p> <p>PD</p> <p>PW</p> <p>PW</p>
Timetable	<p>A short discussion was had on the NP Process workflow and scheduling and the following revised timeline was agreed:</p> <ul style="list-style-type: none"> • By 3rd February – Revised Questionnaire to be available on website • 3rd March – Questionnaire to be returned by Parishioners • February – Questionnaire feedback to SC topic leaders • 9th February – Public Consultation/update/Questionnaire discussion • Pub sessions during February for those requiring help on filling in Questionnaire • 23rd February – Public Consultation and topic leader discussions, Rogate Hall • 2nd March - Public Consultation and topic leader discussions, Rake Hall • February/March – TBC; School and Youth club presentations • Early March – SC topic heads to be using format of Studio LK document to produce working draft of an NP • March - SC topic heads to be circulating drafts of NP • Late March – editorial process starts on assembling aggregated version of draft NP from topic leaders' output • 23rd March, Rogate Village Hall Pavilion – SC meeting to consider drafts • Early April – second draft of Studio LK report in NP format • Liaison on-going with SDNPA and CDC, compliance checks • NK to edit document for “clear English” throughout 	<p>PW</p> <p>ST, all PW, ST All</p> <p>ST, MM, NJ JG</p> <p>All</p> <p>All EB All</p> <p>All NK, PW, CH</p> <p>All</p> <p>All CH NK</p>
Other business	No other business.	