

WOODMANCOTE PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting held in the Parish Hall on Tuesday 11th November 2014 at 6.00p.m.
(Members of the Public were invited to attend)

Mrs L Bannister – Clerk to the Council
48 Titmus Drive Tilgate Crawley West Sussex RH10 5ER
Tel: 07921 822869
Email: woodmancoteparishcouncil@gmail.com

Present: Cllr. D. Austin (Chairman), Cllr. C. Broucke, Cllr. M. Grimes, Cllr. P. Williams, Cllr. A. Underwood, Cllr. J. Ochoa, Mr L. Austin, Mr P. Wilkins, Mr R. Lunn, Mr C. Blazeby, Mrs P. Batchelor, Mr D. Linford
L. Bannister (Clerk)

Others Present: 2 members of the public

Attendees were recorded in a visitor book

1. Apologies

None.

2. Minutes of the last Meeting held on the 14th October 2014

Minutes were agreed and duly signed subject to amending paragraph 3, item 1 to remove the word 'only'.

3. Action updates from previous Minutes

None.

4. Declarations of interest from members in respect of any items in the Agenda

None.

Cllr. Underwood arriving.

5. Open Forum (Committee agree to adjourn proceedings for questions from the members of the public)

None.

6. Report from visioning and objectives workshop

This was held on the 3rd November. This was attended by AirS and a company that they have sub-contracted called rCOH. There was positive feedback from the meeting, and attendees felt it was interesting to get a point of view of Woodmancote from an outsider. The Committee are prepared to continue with rCOH.

rCOH were due to send a report through about the meeting but have not yet done so.

7. Focus groups – decision on what groups to set up

None formed yet.

8. Finance / payment

It was agreed by Woodmancote Parish Council that the Clerk would help with administrative work relating to the Neighbourhood Plan. The Clerk has so far completed five hours work at a rate of £10 per hour.

9. Correspondence

None received.

10. Meetings

Cllrs. Austin and Ochoa have met informally to discuss matters. This was not minuted (although future meetings of this type will be).

11. Next steps

A questionnaire needs to be sent to residents of Woodmancote. As a starting point, two questionnaires were shown at the meeting - one found on the Locality website, and another provided by AirS. Cllr. Austin has taken advice from Faustina Bayo at AirS and Laura Bourke at Horsham District Council about these, who have said that the questionnaires are suitable.

The content of the questionnaire to be used was agreed upon (a copy of which is attached to these Minutes).

This questionnaire will form the basis of the Neighbourhood Plan.

It was decided that:-

- The questionnaire will be sent with Christmas cards
- There will be one questionnaire per household
- The forms will be hand delivered
- A stamped, addressed envelope will be included
- The deadline for returning the forms will be the 20th December
- A message will be printed on the envelope to encourage people to open, complete and return the questionnaires

The previous questionnaire had a return rate of around 30%.

12. Call for sites

Laura Bourke at Horsham District Council has sent an email saying that she has a confidential list of potential developers in the area, and she would pass them our details and ask them to contact us should they want to be included in the call for sites. No response has been received from this so far.

Woodmancote now need to advertise their call for sites on the noticeboards and website. In future, this will also need to be sent to certain agencies and anyone we are aware of having land that could be developed.

There was some discussion about whether the format of the call for sites notice should be more 'plain English'. However, as the format had been provided by AirS it was decided that the wording needed to remain so that all requirements to explain 'call for sites' are met.

Cllr. Grimes will put this notice on the website with a banner saying:

'URGENT – window for call for sites is now open'

The call for sites notice (along with the questionnaire), needs to be sent to Albourne, Shermanbury and Henfield Parish Councils.

13. Other business

A Neighbourhood Plan from Albourne Parish Council has been received. It says within the Plan that Woodmancote Parish Council has been consulted, however it has not.

It was decided that the area to be designated within the Neighbourhood Plan will be Woodmancote's historic boundaries. This area will need to be mapped.

14. Date of next meeting

The Steering Group will meet at 6.00pm on Tuesday 9th December at the Parish Hall.

There will be an informal meeting at 7.00pm on Tuesday 25th November at the Cricket Pavilion.

The meeting closed at 7.20pm



NEIGHBOURHOOD PLAN QUESTIONNAIRE

The Neighbourhood Plan will set out where new development will go, what kind of development it will be, and what sort of social and leisure facilities are needed to make Woodmancote a better place to live and work.

Neighbourhood plans provide local communities with the means to make plans for their own areas. Local people can not only write their own neighbourhood plans but they also decide whether the plan should be adopted through a local referendum vote.

Before any planning proposals are made Woodmancote Parish Council wants to find out what the local community thinks about the Parish. To do this the Parish Council wants to hear from as wide a range of local people as possible – residents, businesses, shoppers, young people, older people, community groups, service providers, and other stakeholders.

We would be very grateful if you could you spend 5 minutes answering a few questions to make sure you have your say in the future of Woodmancote Parish. This is the first stage in the process and there will be further opportunities to comment on the draft plan.

1 For each of the following list of things in Woodmancote Parish please tick the box which you think best describes the current provision:

	Excellent	Good	Average	Poor	Inadequate
Housing	<input type="checkbox"/>				
Job opportunities	<input type="checkbox"/>				
Leisure	<input type="checkbox"/>				
Shopping	<input type="checkbox"/>				

2 Do you go outside of Woodmancote Parish for some facilities? Yes No
If your answer is yes, which facilities are missing or inadequate?

Shops Social Sports Restaurants Education Other

3 Where do you go for facilities?

4 Which of the following applies to you (tick more than one if applicable):

I live in the parish I work in the parish I shop in the parish
I use the parish's leisure facilities I am active in a local community group

5 In your opinion, how strong is the sense of community in Woodmancote?

Very strong Quite strong Average Not very strong Weak

6 How do you rate the general quality of the environment in Woodmancote?

Excellent Good Average Poor Very Poor

7 Is there anything you think is particularly good or bad about the environment in Woodmancote?

8 What do you think are the three best things about the Woodmancote Parish?

9 How do you get about in Woodmancote? Do you travel mainly

By car By bus On foot By motor bike By bicycle

10 What do you think of the job opportunities in Woodmancote? Are they

Excellent Good Average Poor Very Poor

11 If you could change one thing about Woodmancote Parish what would it be?

12 What priority should the following areas be given in the choice of what should be in the Woodmancote Neighbourhood Plan?

High priority Moderate priority Low priority

A balanced stock of housing types and sizes to meet local needs

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Protection of local Green Belt from any new development including extensions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Promotion of fast telecommunication services

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Preservation of general tree cover

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Protecting and preserving the character of Woodmancote

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other (please specify)

13 If any members of your household, relatives or friends have moved away from Woodmancote, please give the reasons you know reliably that they had. Tick all boxes that apply

- | | | | |
|---|--------------------------|---|--------------------------|
| To begin job/course of study | <input type="checkbox"/> | To meet retirement housing needs | <input type="checkbox"/> |
| To be closer to relatives or elderly care | <input type="checkbox"/> | To improve access to jobs | <input type="checkbox"/> |
| For suitable market housing to buy | <input type="checkbox"/> | To be closer to health care | <input type="checkbox"/> |
| For affordable housing to rent/buy | <input type="checkbox"/> | To improve access to shops and leisure facilities | <input type="checkbox"/> |
| Other (please specify) | | | |

14 What type of accommodation would any members of your household seek to obtain within the foreseeable future? (Rented or Purchased)

- | | | | | | |
|---------------|--------------------------|--------------|--------------------------|--------------------------|--------------------------|
| Detached | <input type="checkbox"/> | Flats | <input type="checkbox"/> | 5+ bedrooms | <input type="checkbox"/> |
| Semi-detached | <input type="checkbox"/> | 1-2 bedrooms | <input type="checkbox"/> | Retirement housing units | <input type="checkbox"/> |
| Terraced | <input type="checkbox"/> | 3-4 bedrooms | <input type="checkbox"/> | Bungalows | <input type="checkbox"/> |

15 What, if any, amenities or leisure facilities are needed in Woodmancote and where could they be located (including for young people)?

16 Do you run a business (or self employed) working from home? Yes No

If yes, what type of business?

17 If you run a business or work within the Parish (incl from home), what facilities would better support you and can you suggest any new employment opportunities or business activities that could be established in the parish in the future? If so, where might they be located?

18 How high a priority should the following be given in the Neighbourhood Plan?

- | | High priority | Medium priority | Low priority |
|--|--------------------------|--------------------------|--------------------------|
| Maintenance of road surfaces, paths and verges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintenance of footpaths, cycleways and bridleways | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provision of more footpaths and cycleways | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Efficient drainage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (please specify) | | | |

19 Please describe your households use of the local bus service. Mark any boxes that apply.

- | | |
|--|--------------------------|
| No householder has ever used the service | <input type="checkbox"/> |
| Householders have used the service but are not currently using it. | <input type="checkbox"/> |
| Householders would consider using the service if improved. | <input type="checkbox"/> |
| Householders currently use the service. | <input type="checkbox"/> |

20 How regularly and for what purpose do members of your household make use of the footpaths and bridleways in and around Woodmancote?

	Regularly	Occasionally	Never
Cycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercising animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rambling/walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jogging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horse riding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other purpose (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21 What do you think the Neighbourhood Plan should achieve?

Please add any other comments you wish to make on the topics of the Survey or on the Neighbourhood Plan.

Please provide your contact details if you wish to be kept informed of future stages of the Neighbourhood Plan.

Name

Address

Email

Tel No

When you have completed this questionnaire, please return it in the enclosed stamped addressed envelope.

For further information please see the Woodmancote Parish Council's website:

<http://www.woodmancoteparishcouncil.co.uk>

To make sure your comments are taken into account, please return your completed questionnaire by 20th December.