

Minutes of the Neighbourhood Plan Steering Group

15th December 2017

Present: K Jordan (KJ), M Evans (ME), S Avery (SA), J Cranfield (JC), D Cranfield (DC); Rosalind Irving (RI) (Lewes District Council) in attendance.

1. Apologies for absence

K Matthews, D Matthews

2. Presentation from Rosalind Irving on the draft Housing Needs Survey

RI presented a draft Housing Needs Survey and explained she had looked at two other surveys and the toolkit from Locality (as suggested by Donna Moles) and is of the opinion that the Locality – My Community – survey is the best one on which to base the Chailey survey.

The Survey will be prepared and posted, using the Council Tax database and at no cost to the Parish, by Lewes District Council (LDC), with a prepaid envelope enclosed. It will include data collection for the LDC Housing Research Project and will be in 3 parts:

Part 1: Householder information, broken down by age (as per the Census); work status - DC suggested a tick box for Self Employed should be included.

Part 2: Information on accommodation – how many bedrooms, annexes, outbuildings (potential for conversion?), adaptations for the disabled / elderly?

Part 3: You and Your Household Plans: Do you need to move? If yes, two options:

1/. If everyone is moving

2/. If a new household is being created

SA noted that there were 2 categories of people not covered:

1. Households with relatives outside the parish wanting to move into Chailey;
2. the need for housing were people are not resident at all, e.g. Chailey Heritage nurses.

RI suggesting that we could ask employers, but that would be a different survey; there is the possibility of a Rural Exceptions site if all properties were affordable. The site is currently identified in Chailey are not of sufficient size to have to include affordable housing.

KJ stated that the housing register does give data on people who would like to move to Chailey.

JC explained that there are 3 young people resident at Chailey Heritage who would like to live together in assisted accommodation, but this would have to be affordable.

KJ confirmed that we cannot ask, “Do you know of anyone who would like to move to Chailey?” As this would be a matter of opinion, rather than fact.

DC commented that, as mentioned by RI, we have to limit the survey to ensure it is not too long, as otherwise we will receive a very limited number of responses.

RI confirmed the survey would also be available online; we should advertise it to ensure a good response and a 20% response is considered good.

Articles in the Chailey News, the Sussex Express and the Mid Sussex Times, together with banners and the survey being highlighted on the website were suggested as publicity. It was noted that Plumpton offered a prize draw as an incentive to complete their survey.

SA asked about the timescale. RI confirmed the survey would be sent at the beginning of February, with 1 month in which to reply.

KJ noted that we would need the text to Chailey News in early January for an article to appear in the February edition.

RI confirmed that she is paid to undertake research, and so has contacted her line manager to see if research with Chailey Heritage and other employers is acceptable. We would need to decide what information was required and check with Donna Moles as to how this fits with the Housing Needs Survey, and then input this into the Plan.

JC commented that any extra data would add weight to the policies and RI stated that we need data that will reflect the unique nature of Chailey, rather than “off the peg” data. The draft survey will be circulated for comments.

It was **agreed** that we will proceed with the Housing Needs Survey, to feed into an assessment of needs.

JC thanked RI for the considerable work she has done on preparing the draft survey.

RI left the meeting.

3. Agreement of Minutes from the last meeting 14/11/2017

The Minutes were agreed.

4. Matters Arising

JC confirmed that contact with Donna Moles had been delayed due to the sad death of her brother. She has expressed concern that items we have sent her are not in her contract and while she is being paid for work on Section 6, she has been doing work that is not under this section. However, JC confirmed that she had made the offer to look at these items. Donna is suggesting she is paid a lump sum to act as a critical friend, but how would we quantify this?

KJ suggested we should ask her what lump sum she has in mind for the critical friend activity.

ME stated that £3,000 was agreed for Stage 6 and £3,000 would be for Stage 4.

JC confirmed that the Steering Group was undertaking most of the work for Stage 4.

KJ suggested that we should offer £420 (as was suggested for Stage 5).

Action: JC to follow up the email from Donna Moles.

5. Update on Green Spaces and Chailey Link Walk Photographs

SA reported that we need photos of the northern part of Chailey and North Common. We also need to add photos of the Link Walk views. Flora and fauna has been moved to the appendix.

ME stated that we need to decide what areas we want to protect as Landscape Character Areas; some areas are already protected such as the Commons and Rowheath. We cannot protect extensive tracts of land, but areas that give Chailey its character can be protected. ME also mentioned that the housing development at the King's Head may be included in the allocation of 30 units in North Chailey.

Action: photos are needed of North Chailey, in particular Red House Common and Lane End Common.

6. Any Other Business

ME asked for comments on his revision of the Community section, circulated in November. **Action:** comments to ME.

7. **Date of the next meeting:** Tuesday 9th January 2018.