

**WEST CHILTINGTON PARISH COUNCIL**  
**Neighbourhood Plan Steering Group #24 Meeting**  
**at 3.30pm on Thursday 25th January 2018**  
**Venue: Parish Council Reading Room**

**Present:** M Monks, S Davis, Assistant Parish Clerk, Debbie Jarvie; Maureen Chaffe, Process Matters,

1. **Appoint Chairman for the meeting** - M Monks was appointed
2. **Apologies for absence** - apologies received for R Gustar, J Fryer & T Kensett
3. **Declarations of interest** - The Neighbourhood Plan Steering Group Committee can only make proposals, not decisions on matters relating to the Neighbourhood Plan. Any such proposals will be referred to the parish council for decision.
4. **Housing Needs Survey**
  - Agreement has been received for us to receive the AECOM grant.
  - Discussed response to send to Locality, who is providing support to the Neighbourhood Plan Steering Group.
  - Discussed format of Survey Monkey - Questions to be asked and how to reach residents in the most effective way. Decision made to go into next Sussex Local with links to Survey Monkey (issued end of February), paper copies in Nisa, Post Office and Parish Office.
5. **Date of next meeting**  
Thursday 15<sup>th</sup> February 3.30pm