

**COPYTHORNE PARISH COUNCIL MEETING (PLANNING)  
TUESDAY 12<sup>TH</sup> JANUARY 2016**

**ITEM NO: 8- AFFORDABLE HOUSING**

**Report prepared by the Parish Clerk**

**Chronological summary of work undertaken on the affordable housing exhibition since 8<sup>th</sup> December 2015**

<b><i>Week commencing</i></b>	<b><i>Details</i></b>
<b>7<sup>th</sup> December 2015</b>	<p>After the Parish Council meeting on Tuesday 8<sup>th</sup> December, the compromise suggestion put forward by Councillor Simon Lucas at the meeting was worked up into a draft resolution in consultation with the Chairman and Councillor Lucas.</p> <p>Other potential representatives to the affordable housing exhibition were asked to confirm their availability and willingness to attend. The parameters for the exhibition as contained in the draft resolution were relayed to the other potential attending representatives on 10<sup>th</sup> December.</p> <p>The Parish Clerk prepared a draft timetable and programme to ensure that the exhibition could be delivered on 28th January 2016. This was provided to other representatives and the Chairman on 12<sup>th</sup> December.</p> <p>As Councillor Lucas was instrumental in formulating the “compromise resolution” on affordable housing and is now tasked with the production of the Parish Newsletter, it was considered in consultation with the Chairman that Councillor Lucas should be a party to the initial tasks and activity associated with the production of a successful exhibition and approvals at the meeting on 12<sup>th</sup> January .</p>
<b>14<sup>th</sup> December 2015</b>	<p><b>Monday 14<sup>th</sup> December</b> - the Parish Clerk e-mailed or delivered hard copies of the draft resolution to all members on and invited comments. No substantial alterations /comments were received. The draft resolution appears in the minutes for this meeting</p> <p><b>Wednesday 16<sup>th</sup> December</b>– Councillor John Goodwin undertakes archive search to retrieve previous material on affordable housing that has been discussed by the Parish Council to assist Councillor Simon Lucas in the preparation of a chronology.</p> <p><b>Thursday 17<sup>th</sup> December pm</b> - Parish Clerk meets Catherine Kirkham (HARAH Rural Housing Enabler) at her Winchester office to discuss the draft timetable and format for the exhibition. Catherine Kirkham is acting as co-ordinator for responses from New Forest National Park Planning Authority (NFNPPA), New Forest District Council (NFDC) and Hyde Housing (HH). Discussion.</p> <p>First draft of Affordable Housing - Invitation and preliminary information on exhibition document prepared and circulated to chairman and Simon Lucas</p>
<b>21<sup>st</sup> December</b>	<b>Monday 21<sup>st</sup> December</b> - Catherine Kirkham on leave until 4 <sup>th</sup> January 2016

<p><b>2015</b></p>	<p><b>Tuesday 22<sup>nd</sup> December</b> - Barbara Smith confirms that she has been able to persuade the Bowling Club to give up their booking of the main hall on Wednesday 16th March 2016. Open Forum meeting to therefore take place on Wednesday 16th March 2016. Consideration as to who should chair this meeting – Councillor Simon Lucas approached and would be willing to be chair subject to Parish Council ratification.</p> <p><b>Wednesday 23<sup>rd</sup> December</b> - Finalised draft of the Invitation and preliminary information on exhibition document as shown in Appendix 1 on page 2 in the appendices to this report and covering letter hand delivered to all members of the Parish Council.</p> <p><b>Thursday 24<sup>th</sup> December</b> – Councillor Lucas completes final text for January’s Parish Council Newsletter for inclusion in the Stanley’s Own magazine having previously circulated a number of draft versions to Councillor Goodwin and the Parish Clerk over the preceding days.</p>
<p><b>28<sup>th</sup> December 2015</b></p>	<p>Parish Clerk begins process of formulating draft schedule of content and material for exhibition as shown in Appendix 2, which is a separate appendix to this report</p> <p>Parish Clerk begins assembling statistics from the 2011 census and Land Registry in respect of Copythorne for use at the exhibition.</p> <p>Parish Clerk compiles first draft of an A4 and A5 sized flyer for the exhibition as shown in Appendices 3 and 4 on page 4 and 5 in the appendices to this report</p>
<p><b>4<sup>th</sup> January 2016</b></p>	<p><b>Monday 4<sup>th</sup> &amp; Tuesday 5<sup>th</sup> January</b> - Parish Clerk supplies his draft flyers as shown in Appendices 3 and 4 on page 4 and 5 in the appendices to Catherine Kirkham, Councillors John Goodwin and Simon Lucas for comment .</p> <p><b>Tuesday 5<sup>th</sup> January 2016</b> – Catherine Kirkham supplies her suggested version of the flyer as shown in Appendix 5 on page 6 in the appendices to this report to the Parish Clerk, Councillors Goodwin and Lucas. It is considered unacceptable.</p> <p>However Councillor Goodwin considers that some of the photographs on Catherine Kirkham’s version should be utilised and to alter some of the black to coloured type. Councillor’s Goodwin’s proposed version is shown in Appendices 6 and 7 on pages 7 and 8 in the appendices to this report.</p> <p><b>Thursday 6<sup>th</sup> January</b> - Parish Clerk puts Councillor Goodwin’s suggested version through high end colour printers. Photographs supplied by Catherine Kirkham were of a poor quality resolution. Therefore, the Parish Clerk recommended to Councillors Goodwin and Lucas that the flyers and posters shown in Appendices 8 and 9 on pages 9 and 10 in the appendices should be put forward for utilisation in that they were purely factual and non-contentious invitations/notices of meetings.</p> <p>Therefore, as a result, later in the day the Clerk emailed Catherine Kirkham setting out the concerns about the wording being proposed by her was likely, under the circumstances, to be highly inappropriate and that the photos used were of insufficiently good quality for reproduction.</p> <p>The Clerk asked her to print copies of the ones he had drafted which were purely for information about purpose; date; time; location of the meeting.</p> <p>The Parish Clerk took this course of action in that the wording on the flyer and posters shown in Appendices 8 and 9 on page 9 and 10 in the appendices were considered to be</p>

non-contentious, having been included in the exhibition information and invitation document that had been supplied to members on 23<sup>rd</sup> December, were on the website and in the newsletter. In ordering copies to be printed, some flyers could be made available for distribution at the Parish Council meeting. If they were considered unacceptable, they would be binned at no cost to the Parish Council.

Later that day Cllr Goodwin then emailed the clerk to check if the intention was for the pictures to be on the flyer but not on the poster. If so, he was in agreement and wanted to email the flyers out and ask Members to distribute them.

The clerk replied that the printouts revealed the photos (on the factual flyers which had been drafted) to be of insufficient quality and therefore shouldn't be used.

However, given that the Parish Clerk considered that the contents of the finalised flyer was purely factual in the form of an information piece and the newsletter contained exactly the same information which was on the website and in the Newsletter, it was permissible to e-mail the agreed flyers.

Cllr Goodwin then emailed the flyers out and asked that it be put on Facebook, requesting that people contact neighbours and friends about the exhibition and gives them a flyer. Cllr Goodwin wished to do this as he believed that time was getting short for the promotion of the exhibition and that any delay may damage the attendance levels.

However, it then emerged that the flyer which was e-mailed by Cllr Goodwin was the one that had been prepared by Catherine Kirkham and had been rejected as shown in Appendix 5.

At 23:40 Councillor Coombs e-mailed the parish Clerk to the effect that she knew nothing about the flyer that has been released. She recalled discussion of what might be in a flyer/letter but didn't know it was now general info. She undertook to send a copy of the email to the Clerk.

**Friday 7<sup>th</sup> January** – the Parish Clerk did not read Councillor Coomb's e-mail until later in the morning when he was alerted by Councillor Lucas that there could be a problem with the flyer in that he had received a call from Councillor Herra, expressing considerable concern at what he had e-mailed out. The Parish Clerk opened the flyer attachment that Councillor Goodwin had e-mailed out and realised that Councillor Goodwin has mistakenly emailed out Catherine Kirkham's version of the flyer.

Later in the afternoon, Nick Evans, the planning officer from New Forest National Park Planning Authority, who has been dealing with affordable housing in Copythorne and was is on bereavement leave contacts Catherine Kirkham and the Parish Clerk to make two suggestions:

1. That the flyer should have an additional statement that the Parish Council's web site will have the exhibition material on it between the exhibition and the open forum event, and
2. That there should be available at the exhibition hard copy summaries of the 27 original sites and the process that was utilised to evaluate them. The Parish Clerk reiterates that no feedback is to be sought from attendees at the exhibition but the provision of a hard copy document containing details of the site evaluation process has merit. This hard copy material would be made available to attendees and could

	<p>help people make notes, formulate question and raise matters at the public forum event.</p> <p>The addition of a statement about the exhibition material being available on the website is considered to a very valid point whereby the A4 and A5 flyers have been revised to a final version as shown in Appendices 10 and 11 on pages 11 and 12 in the appendices. These are therefore the final versions that you are requested to authorise for distribution.</p> <p>In respect of the suggestion to provide a hard copy summary, discussion is required on this matter.</p> <p>Both Councillor Lucas and the Parish Clerk discussed the strong concerns with Councillor Goodwin and the need for him to acknowledge the issue and recommended he produce an apology for what had occurred</p> <p><b>Saturday 9<sup>th</sup> January</b> - Councillor Goodwin issues apology for e-mailing out wrong flyer.</p> <p><b>Sunday 10<sup>th</sup> January</b> - Parish Clerk prepares this draft information paper. Councillor Lucas suggests that in view of what has occurred that an affordable housing working group should be established to deal with the day to day work required to deliver everything that is required for a successful and professionally managed process through to a concluding decision meeting at (date to be determined) Council Meeting sometime in the second quarter of 2016.</p>
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**Members are therefore asked to consider the following and pass resolutions as appropriate:**

- 1. To note the work undertaken since 8<sup>th</sup> December in respect of the affordable housing exhibition to be held on 28<sup>th</sup> January and the open forum meeting to be held on 16<sup>th</sup> March**
- 2. To approve the A5 Flyer 1 and A4 Poster 1 as shown in Appendices 10 and 11 to this report**
- 3. To approve the proposed format and material for the exhibition in Appendix 2 to this report,**
- 4. To consider potential candidates to chair the open forum meeting and note Councillor Lucas's offer to chair the meeting,**
- 5. To approve the establishment of an affordable housing working group and to nominate members to be part of this group.**

**Michael Mortimer  
Parish Clerk  
10<sup>th</sup> January 2016**