

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 1ST APRIL 2019

IN ATTENDANCE: Parish Council

Sheena Overington (SO), Steve Rollinson (SR)

Louise Davies (LD)

Community Members

Keith Charman (KC), Mona Johansson (MJ), Jill Sutcliffe (JS)

SO opened the meeting at 7.00 pm.

1. **Apologies:** Received from Andrew Jackson (AJ).
2. **Declaration of Interests:** LD advised that her husband had submitted a piece of land for the 'Call for Sites' and that the field submitted by the Church was currently rented by her husband. As the school had sent an email of support for development on the Church fields, SR declared that his wife was a School Governor.
3. **Minutes of the Last Meeting:** The minutes of the last meeting held on Monday 4th March 2019 were approved as a true record.
4. **Policy Review:** The Policy Review Group met on 25th March 2019; meeting notes circulated. Work had continued on the draft policy re-writes and had been used to inform the questionnaire. Any further work was on hold until the questionnaire results were known. The Group would now concentrate work on the questionnaire and identifying what other wording changes were required to update the Plan.

JS advised that she had attended a South Downs National Park (SDNP) workshop earlier in the day to get a better understanding of its Local Plan and the implications for the NP. It had been explained that it was a landscape led plan which encouraged an ecosystem service approach, by which nature and wildlife supported human endeavours. As part of the village was in the Park, she enquired into the interface or buffer and was advised that policies literally stopped on the border. JS would therefore review SDNP and draft Local Plan policies to ensure that the NP dovetailed. In terms of borders, she highlighted a bat protection protocol giving special protection within 6.5 – 12 km of an SSI area, being the Mens. It was important to be aware as this could have implications for projects within the Parish. It was hoped that the final SDNP Plan would be available within the next few months.

JS also highlighted that in relation to the National Planning Policy Framework (NPPF), there had been a challenge in the high court as the Government had not taken enough evidence of climate change. The Planning Inspectorate and Government would need to consider.

5. Site Selection:

- a. Review of Site Assessment and Allocation Process: The Site Assessment group (AJ, KC, SR) met on 25th March 2019; meeting notes had been circulated. The Group had concentrated on reviewing the Chapman Planning report and deciding how to update the site selection criteria and methodology. KC had since circulated updated assessment criteria to be considered further by the Group at the next meeting. It was important to define the criteria for the green, amber and red categories.
- b. Call for Sites: LD confirmed that 9 site information sheets had been submitted; paper copies provided to KC.
- c. Site Assessment: The Group would meet next week to confirm the assessment form and process. There was still an hour of Sally Chapman's time available and it was agreed that this time should be used for an independent validation of the form, criteria and process. **Action: KC**
- d. Further Support: It was agreed that independent validation of the consultation responses was required; to ascertain if Chapman Planning was able to assist. **Action: LD**

6. Community Questionnaire:

- a. Survey Work: A quotation had been received from Action in rural Sussex to undertake the survey work:
Full Service: £2893.57 plus vat (black and white)
Service as above but excluding printing and mail out: £2024.75 plus vat
Service as above excluding printing, envelopes and mail out: £1841.40 plus vat.

It was agreed that the full service should be accepted particularly as independent analysis of the results was required. LD advised that the Locality Grant Fund had not opened as yet and it would therefore be necessary for the Parish Council to cover this cost in anticipation of receiving the grant; this would be considered at the next Parish Council meeting. **Action: LD**

Post Meeting Note: LD has re-read the grant details and a grant claim cannot be made for any items already purchased. Therefore the AirS service cannot be confirmed until confirmation of the grant has been received. Spoken to AirS this morning and a revised quote is being sent, so all will be prepared to submit the application as soon as it opens. It may be that we cannot use the questionnaire to promote the consultation event if the timing does not work but can advertise in other ways. Important to get the grant to cover the cost.

- b. Questionnaire Content: A draft questionnaire had been circulated. All were asked to review and feedback comments to SO. The Policy Team would consider again at its next meeting; the young peoples' questions required further thought.

7. **Public Consultation:**

- a. **Arrangements:** The Village Hall had been booked from 11 am on Friday 28th June and on Saturday 29th June. (Exercise class in hall from 9.45 – 10.45 am).

Friday 28th: Set up from 11.00 am. Event Open: 2 – 8 pm (Displays put to the side to accommodate the following morning's exercise class)

Saturday 29th: Set up from 11.00 am. Event Open 11.30 – 4 pm.

Display Boards: Booked from Horsham Museum, KC offered to help LD collect and return.

Advert in Ad Vinc – required by 14th May.

Posters

- b. **Displays/Feedback:** Site Assessment Group to consider displays and feedback sheet. It was felt that basic site details with a map and photograph (no visualisations) to be included. Thought to also be given to other information sheets – welcome, explanation, final thoughts? LD to circulate feedback sheet used for Traffic Management consultation. It was agreed that any information relating to site specific policies would also be captured on this sheet rather than the consultation questionnaire.

Action: Site Grp

8. **Locality Funding and Support:**

- a. **Funding Application:** Details of anticipated costs for the year, which identified grant funding requirements as well as technical support, had been circulated. All agreed with the initial suggestions but would review to ensure all included. LD to be advised as soon as possible. It was agreed that a request for grant and technical support should be submitted. **Action: LD**
- b. **Site Assessment Support:** LD had re-established contact with Locality and would chase the Locality Support Package for site selection. **Post Meeting Note:** Specialist should be in contact in early May.

9. **Any Other Business:**

- a. **Ad Vincula Article:** JS agreed to prepare a simple explanation to the different policy levels that the NP had to sit under; 'Russian Doll' to try to give the village an upstanding of the complexity of the process that was being undertaken. To circulate prior to submission to the Ad Vincula editor by 14th April. **Action: JS**

10. **Date of Next Meeting:** Monday 29th April 2019 at 7.00 pm in the Vine Room at the Village Hall. KC gave his apologies.

There being no further business, the meeting closed at 7.50 pm.