

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 20th April 2021

Date: Tuesday 16th March 2021

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mr S Rollinson (SR), Mr H True (HT),
Mr M Watson (MW), Mrs S Winship (SW), Mr T Worrall (TW)

In Attendance: Mrs L Davies, Clerk
Cllr J Duncton

Members of Public: 5

Due to the Coronavirus Pandemic, the meeting was held online via Zoom that was permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The Chairman opened the meeting at 7.45pm and welcomed all. The Chairman advised that the meeting would be recorded for minute preparation only, and the recording then deleted.

1. Apologies for Absence:
All members were in attendance.
2. Declaration of Members' Interests:
HT declared that the applicant of 3 The Luth was his neighbour.
TW declared that one of the sites in the Neighbourhood Plan consultations was adjacent to his property and he knew the applicant of Stable Field socially.
AB declared his friendship with the applicant of Stable Field but he had no other interest.
SR declared his friendship with the applicant of Stable Field and that he had previously recorded this friendship within the Neighbourhood Plan review process.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 16th February 2021 were approved as a correct record and would be signed by the Chairman at a later date.
4. District/County Councillor Updates:

District Councillor

Cllr Evans had circulated an update in advance of the meeting but had been unable to attend the meeting.

- COVID-19: Good progress was being made with the vaccinations. A weekly dialogue continued between CDC and NHS Sussex with improved communication channels. It

appears that those within the 40 years bracket will start to get their vaccinations by the end of March.

- Council Tax: Cabinet recommended an annual budget spending plan for 2021-22 to the March Council meeting (2nd March) that sets a band D council tax of £170.81 (a £5.00 increase) which was approved.
- Southern Water: Southern Water and OFWAT responses to CDC enquiries had now been circulated to all Parish Councils.
- The Local Plan and Revised Development Scheme: Discussed at the roll-over full council meeting on Friday 12th March. After much debate members voted in favour of a one-year delay (March 2022) with the anticipated full adoption of the local plan set to March 2023. Members supported two proposals:
 - For the council to acknowledge the wide spread public concern and regret regarding all further delays and ask residents to understand that the delay is due to an impossible timetable imposed by central government and the tardiness and equivocation of the statutory bodies including West Sussex County Council, Southern Water, The Environment Agency and natural England.
 - That in July a critical Council report would be presented to Council , where a full debate could take place in public on the next stage of the Local Plan. This is to ensure that residents are kept fully abreast of developments regarding the local plan.
- Covid Grants: The Covid Recovery Grants scheme was launched on the 20 August 2020 and it has now been closed. Details of the number of businesses and the amounts awarded for the large and small business support were provided.
- Lagoon 3: A multi-agency meeting took place on 23rd February (including fire services) and a follow up meeting has been arranged for Tuesday 20th April with key officers from CDC, the cabinet member, district councillors and parish councillors .
- Loxwood Claypit: Cllr Evans continued to attend meetings with the local campaign group in order to be kept informed of developments with this planning application as and when it goes in. The Stop the Clay pit group have also launched Sussex Spring Watch which will run from 15th March – Early May a varied programme of events for everyone in our community that loves nature.
- Kirdford Planning Application (Townfield): Application for a 70-home development was submitted last week. Cllr Evans was liaising with the Parish Council on this and fielding enquiries from concerned residents.
- BT Building (Newpound Lane): I have been contacted regarding this aesthetics of this building. I would be keen to inquire whether this has been raised previously before I investigate this. The Clerk to provide details.
- Next Meetings: Next Cabinet meeting on Tuesday 6th April, Full Council meeting on Tuesday 18th May (Annual Meeting)
- Contact: Cllr Evans was pleased to be contact with any issue, feedback, problem or question: gbevans@chichester.gov.uk / 07958 918056.

County Councillor (In attendance from 8 pm until 8.17 pm):

Cllr Duncton had circulated an update in advance of the meeting, summarised below.

- Children's and Young Peoples' Service: Still being improved. Three Children's Homes that were not fit for purpose were being brought up to a high standard with plans to improve 2 more homes in the Crawley area.
- Children and Family Centres: There was a 10-week consultation on future provision. These buildings have not been used for the last 18 months with Social Workers undertaking home visits.
- Household Waste and Re-cycling Facilities: To ease traffic congestion at some, a booking system was being introduced for a trial period; it would not be introduced at Billingshurst. *SW expressed concern that a booking system at Horsham would encourage Horsham residents to attend at Billingshurst and create further congestion. JD advised that a booking system was being used successfully in other counties, and arrangements would be monitored; this problem was not anticipated.*
- Fire and Rescue Training Facilities: a new site had been approved at Broadbridge Heath.
- Potholes: In the last year, WSCC repaired 20,500 potholes, roughly 4000 more than the previous year with further funding allocated in the budget.
- Watershed Funding: There was about £300,000 funding available for Parishes to apply for works to resolve water and drainage issue.
- Elections: To be held for the County Council, the Police & Crime Commissioner and some Borough, District and Parish Councils, as well as Neighbourhood Plan referendum, on 6th May. Coronavirus regulations would make the process more difficult.
- Local Plan: Cllr Duncton advised that Chichester District Council did have a Local Plan in place but did not have a Revised Plan, but officers were working hard to achieve. Advice was being obtained and it was not an easy process with the Chichester Harbour AONB, wastewater treatment and A27 debate. Cllr Duncton took the opportunity to remind that there were parishes north of the South Downs National Park. *The Chairman expressed concern that the CDC position with a lack of 5-year housing land supply put parishes in a very vulnerable position for development outside an adopted Neighbourhood Plan. He asked if representations had been made to the government to highlight local concerns. Cllr Duncton advised that there were endless discussions and officers were working extremely hard to address concerns relating to the A27 and wastewater.*
- Budgets: Had now been set and work had started on the 2022/2023 plans.
- West Sussex Youth Council Success: Cllr Duncton was delighted to report that the Youth Council had competed in a national debating competition and placed second, behind a team from Merseyside.

5. Public Questions:

Durbans Road Resident: Owner of Listed Grade 2 property located in designated Local Green Gap. Objected to the Stable Field planning application and expressed his concerns: situated in a Green Gap, contrary to Neighbourhood Plan policy, impact upon insect life and wildlife, views, drainage and dark skies, skyline domination and developer's justification to hide caravan site. He was concerned about the implications of sports provision and parking on site, highlighting his concerns at an event held last

year. He asked if the Parish Council had been involved in discussions relating to the sports use and if an application had been made for Change of Use.

Resident and Chair of Keep Kirdford and Wisborough Green: Gave explanation to the importance of the natural environment and the impact of development on the green verges and fields which characterised the village and were now under threat. She provided details of a recent survey for a mobile telephone mast on Fittleworth Road and expressed concern that a verge would be replaced by pavement for the proposed residential development on Stable Field. She highlighted the importance of the Green Infrastructure for local wildlife, the other planning issues being faced by neighbouring parishes and the need to consider sustainability.

Kirdford Road Resident: Confirmed that he wished to listen to discussion and had no questions.

Billingshurst Road Resident: Wished to comment on the retrospective planning application for the awnings at the Old Mill Café. He expressed concern that the proper planning process had not been followed and provided details of conversations with the café owner. He appreciated and supported the valuable service provided at the café but expressed concern at the structure's height above the hedge line (2.6m high in comparison to 1.8 which was normally permitted) and impact upon his property. He believed that it was an eye sore in the Conservation Area which was reliant upon his hedge to lessen the impact. He hoped that an amicable compromise would have been possible, whether this was to lower the canopy or change the position against the building, but the owner appeared unwilling to engage. He expressed concern about the water runoff and drainage.

6. Report on on-going matters:

a. Coronavirus (Covid-19):

Members agreed that the viral spraying of the playground, benches and public toilets should continue to cover the Easter holidays. To be reviewed again at the next meeting. Members were delighted that the Cricketer's Arms would be re-opening on 12th April following government guidance. It was noted that the marquee had now been removed and the use of tepees for covered seating, was approved, if necessary.

b. Traffic Management Plan (TMP)/A272 Noise and Speed:

An A272 survey, to support the 40mph buffer zone on the western side of the village, had been circulated in the last Parish Council newsletter; 40 responses had been received, in addition to the original letters of support. There was 100% agreement that speed and noise were having a huge impact upon residents. SW had received further advice from the Chief Inspector for Sussex Safer Roads as to how to pursue the application with WSCC and would request confirmation of police support. **The Clerk to compile the survey results and make further enquiries from WSCC into the Traffic Regulation Order process.**

SR advised that a Community Speedwatch (CSW) member was currently attending a CSW briefing. Sussex police had committed to provide more police presence at CSW sessions which would not only show a presence in the community but enable offenders to be fined and receive licence endorsements. The question posed to Chief Inspector Jon Carter about news on the buffer zone or electronic signs had yet to be answered.

The police were now using CSW data to identify locations for police presence. The CSW group had undertaken 4 sessions in recent days with another session planned this Thursday. SR extended thanks to SW for coordinating and encouraging more volunteers. Parents at the school were circulating warnings when CSW was operating; it was having the desired effect but not the correct spirit so SW would raise this with the school.

In terms of the acoustic trials, it was known that the Kensington and Chelsea trials were being assessed and evaluated to ensure that any prosecutions would stand prior to being considered for testing in other areas.

c. Songhurst Meadow Open Space:

In discussions with the Chairman, Runnymede had advised that it was happy to transfer the land to the Parish Council at any time, however, they still required some use during construction. It was perhaps a few months away from having ownership transferred, but the Chairman felt that it was good to start the process of ground preparation work; Runnymede had confirmed access in advance of the official transfer. **AB agreed that this spring was the ideal time to start work and agreed to provide a works specification and costs for consideration at the next meeting.**

d. GoGigabit Scheme

The parish scheme had been successfully registered with Openreach. Openreach confirmed that the government voucher scheme would continue for the next financial year and a quotation for the installation was now being prepared. This would confirm if the voucher scheme covered the costs or whether user contributions would also be required. Further promotion, when the details had been received, maybe required to improve uptake and increase funding potential.

e. Village Green Levelling and Drainage:

AB advised that Wisborough Green Sports (WGS) was taking the lead on this project. A working group had been established comprising of 2 Parish Councillors, himself and MW, 2 Trustees, and 2 representatives from each of the Football and Cricket Clubs. Just before the meeting, AB had circulated WGS's Procurement Policy and works specification for information. Tenders would be invited from 4 contractors with a response deadline of the first week in April; a minimum of 3 tenders would be obtained and a cost breakdown prepared for better evaluation. Each contractor had been asked to design and give justification for their recommended scheme. Details would be presented to the Parish Council at the April meeting.

A lot of research had been undertaken and many technical issues had been discussed, including muck away, along with timings. It was proposed to commence work on 23rd August on the southern end of the Green with the main green works starting on 31st August, after the Bank Holiday weekend. The Clerk highlighted that the Horticultural Society tent would probably need to be relocated to allow safer access to the area behind the Pavilion. The visiting fair had also confirmed re-location to the northern end of the Green for one year.

MW had raised the health and safety implication of spraying on a public open space; as such, a physical fence to prevent access may need to be installed. MW advised that he had also raised on-going maintenance and the need to agree a plan and financial contributions for a 5-year maintenance programme.

AB advised that there were two current drainage issues; a mains leak that Southern Water had attended but not fixed. The other issue was surface water from the estates which overflowed from a drain in Wyatt Close. This had also been reported and attended but not resolved. **AB would follow up on both.**

MW advised that an article had been prepared for the next Ad Vincula; he had reduced the content slightly and suggested that an update be provided next month. As a correction to the January minutes, the Clerk advised that sport could not be played on the Green until January 2022, not June 2022 as stated.

f. West Sussex Association of Local Councils (WSALC):

The Chairman and SR attended several meetings in recent weeks to be fully briefed on the proposed changes. At the AGM, resolutions were taken which resulted in the resignation of the Chair and Vice-Chair and allowed the organisation to continue under different management. The service structure would continue, using the same advisory personnel for WSALC on a 6-month trial basis, in the hope of joining with East Sussex later; the membership fee had been reduced by 10%. The tentative contract with Hampshire ALC had been cancelled. **Members resolved that the Parish Council should withdraw its resignation and pay the membership fee for next year.**

g. Permissive Path (Newpound Lane to Durbans Road):

The Chairman recently contacted the landowner having heard nothing further following his contact early last year. The landowner advised that he had placed signage on the gates to identify a permissive route. These signs had now faded, so as a gesture of thanks, members approved the purchase of printed signs to provide clear information to walkers when the routes could be used. **Landowner to be advised and signs purchased; the cost was unlikely to exceed £50.**

h. Clerk's Report:

- Community Storage: The storage garage had been withdrawn from the market. The Fete Society could continue to rent on the same terms.
- Grass Cutting Contract for 2021 Season: In discussion with the Chairman, the Clerk had confirmed the contract. The contractor has agreed to undertake

alternative maintenance work should the drainage/levelling impact upon the grass-cutting frequency.

- Clothes Bank: In view of the imminent Village Hall construction work, CDC had been asked to arrange removal of the clothes bank to maximise car park space.
- Risk Assessments: Members were reminded to complete for review and discussion at the next meeting.
- Upfield Stores: The owners had reported to WSCC potential subsidence to the wall footings and pavement as a result of a surface water drainage issue. This could be considered for a Watershed project although WSCC was potentially liable for the wall damage.
- Parish Council Annual Meeting: This was the first meeting of the next Parish Council year at which the Chairman was elected and was required to be held in May. At the present time, Coronavirus regulations did not permit a Parish Council to meet virtually after 7th May, but current regulations did not permit groups meeting inside; no Parish Council guidance had been provided. Members agreed that the May meeting should be held on Tuesday 4th May unless regulations permitted a virtual meeting on Tuesday 18th May.
- Any Other Matters or Actions to Report:
 - Pegley Contracting had advised that the tarmacking to remove the trip hazards behind the Pavilion and the work in the Village Hall car park would be undertaken during week commencing 22nd March. The Clerk would ask that the potholes were also filled. WGS had advised that surface damage had been caused by Active Ground Maintenance. AB felt that there was little opportunity for compensation but should be mentioned for future work. He suggested that any repairs be included in the new Pavilion building work.
 - The gritter and public toilet hot water heater had been included on the Parish Council's insurance policy. **HT agreed to ascertain that the gritter would be covered by E P Clark's insurance when being towed by one of his vehicles.**

7. New Items for Discussion:

a. Wisborough Green Sports Request:

A request had been received to use the Green for the RunWisborough event on Sunday 4th July 2021, subject to COVID restriction at the time. The format would be similar to previous years with the same management in place; a local 5K and 10K race but with a slightly earlier start time of 9.30 am. Members were thrilled to support the event. **Clerk to issue Agreement form and ensure that the necessary paperwork was received.**

b. St Peter's PCC Request:

A request had been received to locate a gazebo by the public toilets for the Open Gardens weekend planned for Sunday and Monday 30th and 31st May. Members were delighted to support the event and agreed that this was a convenient location in the village centre. **Clerk to issue Agreement form and ensure that the necessary paperwork was received.**

8. Correspondence:

A list detailing the correspondence and updates received since the last meeting was displayed. Members were reminded to request any information of interest if it had not been circulated.

Correspondence – Details of emails and letters received
Census Newsletter update.
Rural Services Network – The Rural Bulletin.
Census Newsletter update.
Local Plan Newsletter 1 – circulated.
Cllr Evans – Letter from OFWAT regarding Southern Water and Southern Water’s response. Circulated.
WSCC – Soft Sand Review of the West Sussex Joint Minerals Local Plan. Inspector’s report has now been issued.
Rural Services Network – The Rural Bulletin.
CDC – Notification of new Falls Prevention Service for Chichester Wellbeing – forwarded to Wyatt House and posters to be displayed.
CDC – notification of Telephone Mast application had been publicised in error. It should have been a pre-application enquiry.
CDC – Deadline for Gypsy, traveller and travelling show people call for sites has been extended to 31 st March 2020.
Census Newsletter update.
Rural Services Network – The Rural Bulletin.
SSALC – WS & Surrey Police Road Network Activity Update – forwarded to SW and SR for information.
Sussex Clubs for Young People – poster advertising virtual activities and support. Forwarded to the school and poster to display on the noticeboards.
CDC – notification that proposals for the 2020/21 New Homes Bonus allocation will be discussed at the Grants and Concessions Panel on 24 th March.
SDNP Newsletter <ul style="list-style-type: none"> • Inspired by nature Find out how hundreds of families have been enjoying nature-based activities on their doorstep over the past year • Happy South Downs The National Park continues to provide a much-needed uplift and, as lockdown is due to ease over the coming months, find out the little things you can do to keep nature happy. • Celestial beauty Find out the winners of the National Park’s first astrophotography competition. • Got 100 seconds? Learn about the film shining a light
CDC – Infrastructure Business Plan published. Error in WG entry which the Clerk had raised with CDC – Pavilion project removed from District projects.

9. Planning:

a. New Planning Applications:

The following applications were reviewed. Application details had been circulated in advance of the meeting and were also displayed.

Application Number and Application Details
<p>WR/21/00391/FUL - Case Officer: Calum Thomas Norfolk Square Ltd Land At Stable Field Kirdford Road Wisborough Green West Sussex Residential development of 7 no. dwellings with associated vehicular and pedestrian access, car parking and landscaping. O.S. Grid Ref. 504704/126406</p> <p>Members discussed the proposal in detail. Some concerns were raised about the proposed building height and development in the Green Gap and impact upon biodiversity. A response to be prepared making the following comments:</p> <ul style="list-style-type: none"> • WGPC was disappointed that this application has been submitted prior to the democratic Neighbourhood Plan Review (NP) process being completed. • The application was contrary to current NP policy. • Reference to larger scheme dismissed on appeal in 2018. • Details of NP consultation events for the NP Review which indicated community support for development on part of the site and gift of land for public open space. • WGPC raised no objection on the understanding that this site was allocated within the Revised Neighbourhood Plan. • A condition that the developer enters into a legal agreement regarding the donation of public space and provision of a footpath, to the satisfaction of both WGPC and CDC. <p>The full detailed response to be agreed by members prior to submission.</p>

Application Number	Application Details
WR/21/00405/REM - Case Officer: Jane Thatcher	Mr Michael Weeks Land East Of Winterfold Durbans Road Wisborough Green West Sussex Application for the approval of reserved matters pursuant to outline planning permission WR/15/03366/OUT - 22 no. dwellings, associated infrastructure and open space. Seeking approval of layout, scale, landscaping, appearance. (Variation of condition 2 of permission WR/17/03677/REM - tandem parking space at rear of plot 1 shifted forward to be accessed directly from access road). <u>No Objection</u>
Wisborough Green WR/21/00098/FUL - Case Officer: Vicki Baker	Mrs Sally Aquilina Old Mill Café Billingshurst Road Wisborough Green Billingshurst Install 3 no. awnings for existing seating area. O.S. Grid Ref. 504966/125890 The Parish Council did not object in principle to the awnings, but had

	some concerns at the height, suggesting that a compromise could be reached to reduce the impact on the neighbouring Listed buildings on either side of the property.
WR/21/00452/DOM - Case Officer: Oliver Naish	Mr David Lang 3 The Luth Wisborough Green RH14 0BZ Demolish conservatory and replace with ground floor extension, alterations to fenestration including relocation of front door to north-west elevation with proposed front porch. <u>No objection</u> but in view of the Parish Council's support of dark sky policies and initiatives, would request that automatic dusk to dawn blinds or glazing film be installed on the roof lantern to prevent the egress of light at night.

b. Chichester District Council Planning Decisions:

Application Number	Application Details	Decision
SDNP/20/1894/HOUS SDNP/20/02285/LIS	Mrs S Lonsdale Glasshouse, Fittleworth Road, Wisborough Green, Billingshurst, West Sussex, RH14 0HB Alterations and single storey rear extension.	GRANT
WR/20/02460/PA3Q	Dunhurst Farm, Skiff Lane Wisborough Green Notification for Prior Approval for change of use of agricultural buildings to dwelling houses (Class C3). Installation of doors and windows and the replacement of cladding to walls. Part Os 4948	PERMIT
WR/20/02773/FUL - Case Officer: Vicki Baker	Mr M Watson S Atkinson Copse Cottage Harsfold Lane Wisborough Green RH14 0BD erection of ancillary building to provide garage and home office.	PERMIT
WR/20/03182/DOM - Case Officer: Vicki Baker	Mr D Vickery 5 Wisborough Gardens Wisborough Green RH14 0EB Proposed two storey rear in-fill extension to north-west corner.	PERMIT

10. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the Bank Reconciliation for the Parish Council's Barclays Community Account for the period ending February 2021.

b. Accounts for Payment:

The Clerk displayed the Payment List for March 2021 which was approved.

Online payments from the Barclays Community Account dated 16th March 2020

Payee	Amount £	Description
Deep Clean Devils Ltd	216.00	Viral treatment of playground, benches, and public toilets
Pyzer Cleaning Services	504.30	Cleaning of public toilets and supplies
West Sussex County Council	3,620.52	Clerk's salary for February and backdated pay increase
St Peter ad Vincula (WG) PCC	400.00	Newsletter and Neighbourhood Plan questionnaire distribution
Arun District Council	118.16	March newsletter printing
L N Davies	103.34	IONOS website/email fees, ZOOM, computer ink and postage
David Baker	800.00	Path repairs
Total	£5,762.32	

Direct Debit Payments from the Barclays Community Account

Date	Amount £	Payee	Description
19.02.21	125.97	British Telecommunications plc	Broadband and telephone package
03.03.21	466.10	NEST	Clerk's Pension contribution for February
Total	592.07		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
01.03.21	60.00	Southern Water	Refund relating to the Old Workhouse
12.03.21	30.00	Allotment Holder	Deposit payment
Total	90.00		

c. Monthly Financial Statement:

The statement was displayed. This was the last report before the accounts were closed on 31st March. The current bank balances were highlighted.

d. Donation Requests: A list of requests received throughout the year, along with details of last year's payments, was circulated for consideration. Members agreed the following donations paid using Section 137; all had submitted a request.

Arun & Chichester Citizens Advice - £50

Kent Surrey Sussex Air Ambulance - £100

4Sight Vision - £50

St Catherine's Hospice - £50

The Royal British Legion - £100 – wreaths and donation paid in November

Although a request had not been received from Wisborough Green community minibus, the value of the service was acknowledged. A donation of £250 was agreed.

11. Other Reports:

a. Village Hall:

The Village Hall remained closed due to Covid restrictions. The work on Phase 1, the servery and extension, was scheduled to start at the beginning of April with a completion date in August. The committee was working hard to prepare for the work and clear the storage. A grant application had been submitted to CDC but the outcome was unknown.

b. Allotments:

Members agreed to the new tenants' requests to install sheds and greenhouses. It was agreed that the tenancy for plot 14B would be renewed, but having been given allowances over a number of years, to be advised that the plot would be monitored and if there was any cause for concern, the tenancy would not be renewed next April. The requested shed on this plot was permitted. All plots were now allocated and there was no waiting list.

c. Health & Safety:

While undertaking his risk assessment, TW noted that the cricket net post sockets were prominent and uncapped. **The Clerk advised that this had been highlighted to WGS last autumn so would raise again.**

SW had been approached by parents in the playground about providing locked gates. For further discussion at the next meeting as part of the Risk Assessment review.

12. Any Other Matters to Report:

- a. AB reported that a car had been driven onto the Green by the war memorial. It would require repair.
- b. The Clerk advised that a Green Coordinator Group meeting would not be held this month due to the levelling and drainage work being discussed.

13. Date of Next Meeting:

Planning Committee Meeting: Tuesday 6th April 2021 at 8 pm (if required)

Parish Council Meeting on Tuesday 20th April 2021 at 7.45 pm.

Annual Parish Meeting on Thursday 22nd April 2021 at 8.00 pm

There being no further business, the meeting closed at 10.05 pm.

14. Exclusion of Press and Public: Members resolved under Section 1(2) the Public Bodies (Admission to Meetings) Act 1960, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

Neighbourhood Plan (NP) Update:

- The Habitat Regulations Assessment had been completed by AECOM. There were no issues that would preclude the sites from inclusion in the Revised NP.

- A Site Selection Report had been circulated to members in advance of the meeting. Further explanation to the process were given. Members approved the report and the sites for inclusion in the draft Revised NP for the Regulation 14 consultation.
- AECOM was now completing the Strategic Environmental Assessment.
- Members approved the actions of the Neighbourhood Plan Steering Group in relation to the proposed Regulation 14 consultation and other enquiries.

There being no further business, the meeting closed at 10.15 pm.

Signed by the Chairman: Dated: