

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 2nd MARCH 2020 Vine Room, Village Hall

IN ATTENDANCE: Parish Council

Sheena Overington (SO), Andrew Jackson (AJ), Steve Rollinson (SR)
Louise Davies (LD)

Community Members

Jill Sutcliffe (JS)

SO opened the meeting at 7.00 pm.

1. **Apologies:** Keith Charman (Community Member) sent his apologies.
2. **Declaration of Interests:** There was no change to the interests previously declared and recorded.
3. **Minutes of the Last Meeting:** The minutes of the meeting held on 3rd February 2020 were approved as an accurate record.
4. **Local Plan Update:** An email from Andrew Frost, CDC Director Planning and Environment, dated 21st February 2020 had been circulated. The implications of the Local Plan delay were discussed and questions to obtain further clarity considered. Draft questions were reviewed and agreed. JS/LD to re-draft and circulate for confirmation before sending. **Action: LD/JS**
5. **Community Questionnaire:** Action in Rural Sussex (Airs) had circulated to 703 homes on 17th January 2020. As of 18th February, 204 had been returned (29%) but it was anticipated that a few more were in the system. The draft analysis report would hopefully be forwarded on 13th March. Work on policy development could resume when the results were known. JS highlighted the need to also consider climate change. **Action: SO**
6. **Strategic Environmental Assessment (SEA):** AECOM were preparing the report; no further update.
7. **Site Selection:**
 - a. **Public Consultation Report:** Work in progress. **Action: LD**
 - b. **Green Gap Assessment:**

Independent Assessment: The Terrafirma report had now been completed and circulated. A copy had been forwarded for AECOM for consideration as part of the Green Gap review.

Local Gap Assessment: A first draft of the assessments and introductory explanation had now been incorporated into one report and circulated. JS provided details of additional criteria that could be used to differentiate between the gaps; to be circulated. A copy of the local assessments had been provided to AECOM to review and advise on format and criteria. It was agreed to wait until this information had been received before undertaking further work.

Validation of these local assessments, to ensure that criteria had been fairly and equally applied, was discussed. It was agreed that this could not be undertaken by the NPRSG or Parish Council members. As such, it was felt that members of the community, perhaps those that had previously helped with the Character Area Appraisals for the Village Design Statement, might be willing to help. A briefing session would be required. SO/LD to give further thought. Parish Council approval to be obtained.

Action: SO/LD

- c. AECOM Technical Support - green gaps: SO, SR, JS and LD met with Mark Fessey, AECOM, on Friday 28th February; minutes had been circulated. He would now be reviewing the local and Terra Firma assessments, and offer independent opinion on gap identification within the plan (are the bow ties still appropriate?) and policy.

Due to the ecological sensitivity of the area, he advised that a Habitats Regulation Assessment (HRA) be undertaken. All agreed that an application to Locality for this support package should be submitted.

Action: LD

- d. Access Assessment: WSCC acknowledged receipt of the application for highways advice on 28th February; the report would take up to 21 days. The report would be circulated immediately as this still allowed time to engage Laurence Shaw Associates if questions remained unanswered and before the grant funding deadline of 31st March. The grant variation application, to cover the £750 charge, was accepted by Locality.

- e. Next Steps:

- Incorporate additional comments into consultation chart report.
- Apply for Habitats Regulation Assessment.
- Respond to CDC Local Plan email.
- Await results of community questionnaire.
- Await WSCC highways advice – review immediately and engage LS if necessary.
- Await SEA details.
- Await Green Gap advice.
- Consider format of Local Green Gap validation.

8. **Any Other Business:**

- a. Next Ad Vincula Article: Local Plan Update (from press release). Work on the NP does continue – working with various independent consultants to help update policies and reports. **Action: SO**
 - b. Parking Issues: As a result of the community questionnaire, further comments/observations had been received by email:
 - Issue with residents parking at Thornton Meadow which had a knock on impact to Carters Way. Resident had written to provide various suggestions, but these related to the private estate. To refer to the Parish Council.
 - Carters Way resident advised that the garages opposite the Thornton Meadow entrance were privately owned. SO advised that a neighbouring resident had indicated that the access drive was owned by Hyde Housing.
 - Further contact from another resident who had not returned questionnaire. Again, raising concerns about parking and use of garages. Explanation email for why questions included sent to all.
 - c. An action from the last meeting, LD confirmed that she had written and provided an update to all landowners/developers.
 - d. In terms of grant funding, LD was seeking clarification from Locality as a recent email suggested that the group was nearing its full allocation of £17,000; this was certainly not the case. **Action: LD**
 - e. Although not specifically NP related, JS advised that UCOG had applied to keep the well at Broadford Bridge for a further 2 years despite having drilling issues.
9. **Date of Next Meeting: Monday 6th April 2020 at 7.00 pm**, in the Vine Room. JS gave her apologies.

There being no further business, the meeting closed at 8.00 pm.