

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 3rd FEBRUARY 2020 Vine Room, Village Hall

IN ATTENDANCE: Parish Council

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

Community Members

Keith Charman (KC)

SO opened the meeting at 7.00 pm.

1. **Apologies:** Jill Sutcliffe (Community Member); email received after the meeting.
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 6th January 2020 were approved as an accurate record.
4. **Community Questionnaire:** Action in Rural Sussex (Airs) had circulated to 703 homes on 17th January 2020; as of last week, 110 had been returned. Reminders had been included on the Village Facebook page. Unfortunately AirS had received a very challenging telephone call from one resident. LD had now spoken to the person concerned who was unhappy about development as a whole; she had suggested that he contact Andrew Frost, Director of Planning and Environment, at CDC.
Post Meeting Note: 150 returned as of 4th February.
5. **Strategic Environmental Assessment (SEA):** AECOM were preparing the report; no further update.
6. **Site Selection:**
 - a. **Review of consultation result charts:** AJ had updated the charts which were displayed; format and layout were agreed. AJ would now complete for all questions and re-circulate. LD to prepare complete report with incorporation of additional comments. Executive summary to be considered further at a future meeting.
Action: AJ/LD
 - b. **Green Gap Assessment:**

Independent Assessment: SO, SR and LD had reviewed the Windmill Hill Gap to ensure observations discussed at the last meeting were correct. These comments had been forwarded to Alison Galbraith at Terrafirma for consideration but nothing further heard to date. LD to now follow up.
Action: LD

Local Gap Assessment: A first draft of the assessments incorporated into one report had been circulated. The format and methodology were agreed. All agreed that once complete with JS's introduction and policy references, and the inclusion of the remaining two areas, the Steering Group would need to review fully and agree.

Action: LD/JS

- c. AECOM Technical Support - access/green gaps: AECOM had now responded; email circulated in advance of the meeting and elements read out. They suggested that WSCC be engaged to assist with access but confirmed that AECOM would be able to assist further in site allocation and the relationship with the green gaps. To re-establish contact once the access report was available. **Action: SO/LD**
- d. Access Assessment: WSCC had now advised that it was able to provide some free access advice; email circulated. "We are unable to undertake transport assessment work for neighbourhood plans across the County. However, we are able to give high level advice in order to assist in your plan making. This advice would ascertain if the overall level of development proposed in the Neighbourhood Plan is in accordance with the forecast estimate of background traffic growth assumed in the Strategic Transport Assessment at the time of preparation. We can also advise if it is necessary, at the time we provide the advice, to produce further transport evidence before allocating the sites proposed in the Neighbourhood Plan.

We can also advise whether sites could be accessible for the number of homes proposed (with or without mitigation). The advice provided would be without prejudice and at a level required to move forward with potential allocation(s) of site(s). It should be noted that site specific matters in the Neighbourhood Plan will need to be tested and refined through the Development Management process (through the provision of pre-application advice or at the planning application stage). Whilst the County Council supports the proactive approach undertaken to allocate sites in the Neighbourhood Plan, we are unable to comment on site specific matters at this stage.

The advice we would provide at this stage would be free written high-level advice which wouldn't involve any site visits. Our standard time frame for responses is within 21 days from when we receive the required information."

It was agreed to accept this offer but as a site visit was not being undertaken, to ask if Steering Group members could meet with officers to provide local observations.

Action: LD

It was noted that any unspent grant fund would need to be repaid after 31st March 2020. With the Local Plan and access delays, it was unlikely that Sally Chapman would be required to undertake a full independent review in this financial year. It was agreed to submit a grant variation to cover further independent advice

(Laurence Shaw Associates quoted £750 to undertake site access assessment) should the WSCC advice be insufficient and not progress the plan.

- d. Landowner/Developer Update: LD had recently received two update enquiries. It was agreed that an update on the Local Plan and therefore delay to NP progress should be provided to all, along with any site specific information required. Words to be prepared and circulated for approval. **Action: LD/SO**

e. Next Steps:

- Engage WSCC for transport advice.
- Submit grant variation to cover further transport advice, if required.
- Update developers/landowners.
- Complete consultation result charts and incorporate additional comments.
- Await results of community questionnaire.
- Grant funding application for 2020/21; to include independent advice and Regulation 14 consultation expenses.

7. **Any Other Business:**

- a. Next Ad Vincula Article: Local Plan Update and where we are. **Action: SO**
- b. Publication of documents – it was agreed that minutes which did not contain sensitive site information should be published along with Steering Group member's interests to give total transparency.

8. **Date of Next Meeting: Monday 2nd March 2020 at 7.00 pm**, in the Vine Room. KC gave his apologies.

There being no further business, the meeting closed at 7.45 pm.