

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 4th MARCH 2019

IN ATTENDANCE: Parish Council

Sheena Overington (SO), Andrew Jackson (AJ)

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 Steve Rollinson (SR).
2. **Declaration of Interests:** No change or additions to the interests previously declared on 26th November 2018, although LD advised that she and her husband may submit a piece of land for the 'Call for Sites'; explanation to location given.
3. **Minutes of the Last Meeting:** The minutes of the last meeting held on Monday 4th February 2019 were approved as a true record.
4. **Policy Review:** The Policy Review Team met on 20th February; meeting notes circulated. SO had reviewed appeal decisions and updated the relevant policies to remove the ambiguity mentioned by inspectors. Draft policy re-writes had been circulated for consideration which also included initial thoughts for the new policies.

In terms of a new parking provision policy, MJ had reviewed the Local Plan and circulated details of the WSCC policy and parking calculator. It was noted that the WSCC policy referred to old data which had potentially changed. She highlighted the importance of obtaining local evidence if the Local Plan policy was enhanced. AJ concurred. Although evidence could be obtained in the questionnaire, he was aware that other authorities had a different view that was potentially further evidence. It was noted that SR was obtaining building industry guidance. SO had found two relevant examples policies which were useful as a guide. **Action: SR**

All were asked to review identified changes and email comments to SO. **Action: All**

Harmful Change: Thought had also been given to the definition of harmful change as it needed to be applied to policies and therefore vital to get the correct wording.

All to give further consideration for the next meeting.

Action: All

Initial thoughts: "Alteration which causes change to character, appearance, use or condition that is detrimental, diminishing or destructive to any existing state, purpose, location, character or environment."

“Alteration which causes damaging, detrimental, or destructive change; would affect the existing character, use, function, purpose, condition, location, health or environment now or in the future.”

5. Site Selection:

- a. Call for Sites: LD provided details of the approaches to date. Only the sites identified on the HELAA were confirmed at the present time.
- b. Possible Sites: It was agreed that if the affordable housing provision on the Great Meadow site appeared to satisfy the local demand, finding another large site to provide S106 affordable housing was not required. This provided the opportunity to find several smaller sites of 6 or more houses which was the community’s initial wish.
A large map was displayed to identify any additional sites. It was agreed that further thought should be given to making approaches when the results of the ‘Call for Sites’ was known.
- c. Site Assessment and Allocation Process: Sally Chapman of Chapman Planning confirmed that she had all the information she required. Post Meeting Note: She hoped that the full report would be available by Friday 15th March.
Nothing further had been heard about the support from Locality.
KC would organise a Site Assessment meeting around 20th March (KC/AJ/SR/MJ) to consider the assessment approach. **Action: KC**

6. Community Questionnaire:

- a. Content: The Policy Team had reviewed draft ideas prepared by SO in the context of providing evidence to support the policy changes. This was very much a draft but important to ensure that the questions covered all areas that required supporting evidence. MJ had also contacted Action in Rural Sussex who suggested that confirmation of the vision statement, objectives and SWOTS be included. All to review to ensure questions provided the justification/evidence for the policy amendments. Comments to be emailed to SO. **Action: All**
It was agreed that no site selection information would be included; the consultation event to focus on site selection.
AJ’s initial observation was to ensure that clear explanation as to why questions were being asked was included, ie, updating what you told us before.

Volunteering: AJ questioned the motivation for including this section. SO confirmed that it did not relate to policy updates but did underpin the community spirit within the village. The Past, Present and Future event identified the many organisations involved in village life, all of which struggled to fill vacancies and encourage participation. She appreciated that it did need explanation but as an example, suggested that if the public transport was being reduced, the minibus could step in, but volunteer help was required to enable.

Community Action Plan: This was quite a large section and thought was given to how the information could be updated. Charts could be included in entirety with updates marked, or a written summary of achievements with outstanding items. Potentially include in the next Ad Vinc update to get people thinking.

Young Persons Questionnaire: It was agreed that a page should be included for younger members of the community. MJ had been researching different ideas but was mindful not to raise expectations. To be considered at the next Policy Review meeting.
Action: MJ

- b. Questionnaire Publication/Analysis: It was agreed that a paper copy should be posted to all households (one completed per household) but online submissions encouraged.

AJ to look at online survey facilities. LD to contact Action in Rural Sussex as it was understood they could possibly provide a design and analysis service. For the last questionnaire, this was undertaken on a Community 21 website but access to this was no longer available. All agreed that independent analysis was essential.

LD to contact Action in Rural Sussex to ascertain service details and costs which could form part of a grant application.
Action: LD

7. Public Consultation:

- a. The Village Hall had been provisionally booked from 11 am on Friday 28th June and on Saturday 29th June. JS confirmed availability for the Friday, MJ for the Saturday, KC/AJ/SO for both days. As LD potentially had a site being put forward, she would not be involved but would help set up. Hall to be confirmed.
Action: LD

The format for the event was briefly discussed in relation to previous events. It was agreed to include static presentations and answer sheets to be completed on the day (as per the Traffic Management Plan event which worked well). It was noted that the sheets would need to be controlled to prevent results from being influenced. Site Selection Team to consider further.
Action: Site Team

LD to book the Horsham display boards.
Action: LD

8. Locality Funding and Support:

- a. Funding Application: It was agreed that a further application should be submitted to cover the cost of the questionnaire, June consultation event and Regulation 14 consultation later in the year. To refer to previous applications for details.
Action: LD

- b. Locality Support: It was agreed to apply for policy review support, if available, to provide an independent policy health check and validation.
Action: LD

9. **Any Other Business:**

- a. **Housing Needs Survey:** CDC had now advised that the survey had been completed and was with management for editing and authorisation. James Brigden hoped to have comments imminently.
- b. **Housing Allocation Policy:** CDC had provided details of the legal requirements for allocation and as there was no agreement between Greenoak and the CLT on the Great Meadow properties, CDC's allocation scheme applied. This allowed for Local Lettings Plans for 1st lets on new properties, in this instance giving priority to local people in Bands A-D rather than bands A-C on first lets. In relation to the Winterfold site, Runnymede had submitted an application to amend the tenure of the units to shared equity/ownership rather than rent. SO had now forwarded the Housing Allocation Policy, produced by the emerging Community Land Trust, to CDC and Greenoak Housing, and was awaiting further comment.

SO and LD had recently met with Vicky March from Greenoak to discuss the Housing Allocation Policy and Winterfold site. Greenoak had been puzzled by the Local Letting Agreement prepared by CDC. This meeting resulted in the advertisement promoting the Great Meadow housing in the Parish Council newsletter. Greenoak had also been encouraged to engage in further discussion with Runnymede.

- c. **Ad Vincula Article:** It was agreed that monthly updates should continue. The next update to include a warm up to the questionnaire and positive message about Community Action Plan. **Action: SO**

10. **Date of Next Meeting:** Monday 1st April 2019 at 7.00 pm in the Vine Room at the Village Hall.

There being no further business, the meeting closed at 8.30 pm.