

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 4th NOVEMBER 2019 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), Jill Sutcliffe (JS)

SO opened the meeting at 7.00 pm.

1. **Apologies:** All in attendance.
2. **Declaration of Interests:** There was no change to the interests previously declared and recorded.
3. **Minute of the Last Meeting:** The minutes of the meeting held on 28th October 2019 were approved as an accurate record.
4. **Strategic Environmental Assessment (SEA):** AECOM had forwarded the SEA scoping report for consideration. The report presented a baseline and context review for the SEA, a series of key sustainability issues and the SEA Framework against which AECOM intended to appraise the Neighbourhood Plan. This would be sent to the three statutory bodies; Historic England, the Environment Agency and Natural England for an opportunity to comment on the proposed scope of the SEA. Having reviewed the document, SO and LD had highlighted several inaccuracies and requested further information for clarification on a number of points; details from the response email were given. LD had also forwarded to AECOM the previous SEA Report from CDC which included Historic England's comments on Glebe Field and the plan showing the 7 sites included in the recent consultation. KC/SR and AJ were happy with the check undertaken by SO/LD and approved circulation to the consultees. JS requested sight of the document prior to confirming release of the Scoping Report to the consultees.
Action: LD/JS
5. **Strategic Green Gaps:** LD advised the Parish Council of the unexpected expenditure to engage Terraforma to undertake an assessment and approval had been given to submit the grant variation. Groundwork had confirmed the variation quickly and as such, Terraforma appointed at a cost of £1,600 plus vat. SO had spoken with Terraforma to clarify the arrangements and advise that additional costs could not be incurred; as such, some limited telephone contact would be acceptable. A meeting had now been set up with Alice Cooper, who would be undertaking the assessment, on Friday 22nd November at 10 am in the Vine Room; SO/KC/LD confirmed attendance. Nothing further had been heard from Dave Chapman and Una at Locality in this regard.

6. **Site Consultation:**

- a. Review of Initial Results and Next Steps: Initial evaluation indicated that there were potentially two sites that did not receive community support and all other sites had possible access issues to a varying degree. There were therefore two variables which would have an impact on site selection: access and confirmation of numbers from CDC. It was felt that a WSCC Highways Pre-app application would need to be made for the 5 sites prior to any further consultation. It was agreed that further advice should be sought from Chapman Planning as to the next steps and the correct order.

It was agreed that LD should circulate the consultation raw data (to those that had Excel) for all to review to consider how data could be presented with a view to producing an executive summary; AJ would look to produce site summary charts.

Action: LD/AJ/KC/SR/JS

- b. Stable Field: A report detailing the consultation process and independent advice received had been circulated in advance of the meeting. All agreed to the accuracy of the report and that it should be forwarded to Parish Council members to consider before responding to the landowner.

7. **Community Questionnaire:** The draft questionnaire had been circulated in advance of the meeting. The points raised by AECOM were considered and questions to address these observations included. JS agreed to review the Biodiversity words and forward to LD. An update to be circulated for initial comments and final approval at the meeting on 2nd December.

Post Meeting Note: AirS had confirmed the circulation date as Friday 17th January 2020, with the response deadline of Friday 7th February. Copy of final questionnaire to be forwarded to AirS on 6th January 2020.

8. **Any Other Business:**

- a. LD had emailed Toby Ayling at CDC for an update on the Local Plan timetable, but no response to date; she would pursue. **Action: LD**
- b. Policy Development: As recommended by AECOM, SO had taken photographs of the Butts Meadow garages and undertaken some measurements in support of the parking policy. She continued to review the policy examples provided by AECOM.
- c. JS advised that she had been in contact with the Sussex Wildlife Trust with regard to advice on the Green Gaps
- d. Next Ad Vincula Article: Encouraging article. High quality information provided at the consultation event which was very helpful. Questionnaire to be circulated mid-January. **Action: SO**

9. **Date of Next Meeting: Monday 2nd December at 7.00 pm, in the Vine Room.**

There being no further business, the meeting closed at 8.40 pm.