

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 6TH APRIL 2020 By Zoom due to Coronavirus

IN ATTENDANCE: Parish Council

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

Community Members

Jill Sutcliffe (JS)

SO opened the meeting at 7.00 pm.

1. **Apologies:** Received from Steve Rollinson (Parish Council) and Keith Charman (Community Member).
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 March 2020 were approved as an accurate record.
4. **Local Plan Update:** Following the last meeting, agreed questions were forwarded to Andrew Frost (CDC Director Planning and Environment). He had offered to meet with the group but this had not been possible due to the Coronavirus. Since his communication, a further email from Toby Ayling (CDC Divisional Manager, Planning Policy) had been received giving explanation to the work being undertaken. JS had also obtained a conflicting update on the delay having attended a Horsham District Council Planning Inquiry! This new information warranted further questions in relation to duty of cooperation regarding absorbing housing numbers from neighbouring districts, HELAA consultation, what form was the engagement, how would the long delay and interim time period impact upon parishes, and why parishes not been informed. LD to circulate proposed questions for approval before submitting to CDC. **Action: LD**
5. **Community Questionnaire:** SO had reviewed the results and produced an Overview Summary as well as a fuller interpretation of the results. It was agreed that both should be circulated for discussion/approval at the next meeting. These results informed the policy development work. **Action: SO/LD**

With the amount of evidence being collated, AJ requested that thought be given to an overview diagram to help keep track and remind group members of the available and most recent reports. **Action: SO/LD**
6. **Strategic Environmental Assessment (SEA):** AECOM were preparing the report; no further update. LD to follow up. **Action: LD**

7. **Habitats Regulation Assessment (HRA):** Locality had confirmed that technical support would be provided by AECOM and initial contact by AECOM had now been received; details circulated. AECOM advised that it was a legal requirement to be considered in combination with other plans and projects as some matters were best assessed at a district wide level. In order to proceed they required a copy of the revised NP, and had 30 days to assemble all the information needed to inform the HRA and 6 weeks to undertake the work. If the NP was not sufficiently advanced, the timetable could be paused and re-started at a future date. All agreed that the HRA could not be undertaken at the present time as sites had not been identified and the housing number had not been confirmed by CDC. LD to advise AECOM and pause the support. To ascertain if there was any time restriction for this pause. **Action: LD**

8. **Site Selection:**

a. **Public Consultation Report:** The results, charts and comments had now been incorporated into one report; circulated. All were asked to review and analyse the details and send interpretation to LD to incorporate into the executive summary for future approval. **Action: ALL**

In terms of the individual comments, LD had contacted Chapman Planning for advice in presentation and how the details could be validated. She proposed following the same format as the recent AirS report and the consultation report for the first NP; collate the individual comments in the sections under a related title, which allowed a response to be included. All agreed with this approach as it demonstrated that all comments had been reviewed and considered. **Action: LD**

b. **Green Gap Assessment:**

Local Gap Assessment: The review had now been undertaken by AECOM and the report circulated. It indicated that work was required to give further explanation to the process, why it was being undertaken and to identify and highlight the distinctiveness and authenticity of each gap. Environmental elements provided by JS, such as Eco Services, Natural Capita to be incorporated. SO advised that she had contacted the History Society to ascertain any relevant historical facts. Further work to be undertaken. **Action: SO/JS**

LD to ascertain if this was the entirety of the support or whether further validation and policy advice would be offered. **Action: LD**

d. **Access Assessment:** The WSCC report had now been received; unfortunately it only provided advice to undertake DIY access assessment and details for the formal pre-application service; it did not answer the specific site questions. Laurence Shaw Associates had now been engaged to undertake individual site access assessments which were covered by the grant fund. There would be a delay due to the Coronavirus.

e. **Next Steps:**

- Work on reports and pull together for evidence case.
- Review policies and policy amendments.
- Create evidence recording list.
- Respond to CDC Local Plan email.

- Respond to HRA – delay support.
- Follow up on SEA.
- Follow up on Green Gap advice.
- Await highways report from Laurence Shaw Associates.
- Consider format of Local Green Gap validation.

9. Grant Funding:

- a. 2019/2020: LD advised that the year-end grant report had been submitted. Fortunately, the slight overspend on the Terrafirma and AirS reports had been accepted, so the actual cost to the Parish Council this year had been £90, the cost for access assessment required to inform the consultation event. The Parish Council had now paid back £1261.32 to Groundwork.
- b. 2020/2021: Grant funding for this year would shortly open. To be discussed at the next meeting as NP progress linked with the Local Plan. **Action: Next Mtg**

10. Any Other Business:

- a. Next Ad Vincula Article: Update on Community Questionnaire feedback.
Action: SO
- b. SO, JS and LD confirmed that they would register for the AECOM Webinar on Climate Change on Wednesday 22nd April at 12.30 pm.
- c. JS expressed her thanks to LD for everything she had been doing; grant funding and support applications, general liaising and coordinating.

9. Date of Next Meeting: Monday 11th May 2020 at 7.00 pm, by Zoom.

There being no further business, the meeting closed at 7.46 pm.