

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF MEETING MONDAY 6th JANUARY 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).
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 2nd December 2019 were approved as an accurate record.
4. **Local Plan Review:** An email from Toby Ayling, CDC Planning Policy, had been circulated to all Parish Councils. It stated:
“Where other parishes are preparing neighbourhood plans in order to deliver a parish housing figure, we would continue to urge caution in relation to early preparation of neighbourhood plans as these figures may well be subject to change not only prior to the submission of the Local Plan Review to the Secretary of State, but also by the Inspector as part of his/her deliberations through the subsequent examination”.

It was agreed that evidence gathering and other elements to update the Plan’s text would be progressed over the coming months, with the site selection process being completed when the number was confirmed by CDC. The work to date put the village in a stronger position to challenge any additional housing allocation.
5. **Community Questionnaire:** LD confirmed that the agreed questionnaire and the updated address list, obtained from CDC, had been forwarded to Action in rural Sussex.
6. **Strategic Environmental Assessment (SEA):** AECOM had now received responses to the Scoping Report from the three statutory bodies (Historic England, the Environment Agency and Natural England) and all were happy with the suggested scope. AECOM would now prepare the Environmental Report to accompany the Neighbourhood Plan at Regulation 14 consultation.

7. **Site Selection:**

a. Review of consultation result charts: AJ had circulated suggested charts which were discussed. Colour and layout changes were suggested to give clarity. AJ would now complete for the next meeting. **Action: AJ**

b. AECOM Technical Support - access/green gaps: A follow up email had been sent but no further update provided to date.

c. Green Gap Assessment:

Local Gap Assessment: The layout/content for "Windmill Hill" had been circulated and was approved. AJ noted that the assessment now provided more information than the current NP and the individual site assessment details and was about right in terms of detail. LD to type up remaining gap information and forward to JS for inclusion of further ecological, biodiversity and green infrastructure/connectivity references. Assessments to then be circulated for any further input from the group and final agreement. **Action: LD/JS**

Independent Assessment: The report from Alison Galbraith of Terrafirma had been circulated. The report was discussed in detail and the differing approach noted. It was agreed that the 'bow tie' approach did cause some ambiguity in terms of boundary delineation, but had proven acceptable to the previous examiner and stood up to several appeals. It was agreed that this report did provide valuable evidence in support of Locally Valued Open Land, but concern was expressed at the exclusion of one area; an aerial photograph was reviewed. To be re-assessed by SO, SR and LD and discussed further with Terrafirma. **Action: SO/SR/LD**

It was agreed that at this stage, any further studies were not required.

Receipt of the Terrafirma invoice was noted, which included a mileage charge of £26.40.

d. Next Steps: Budget details were circulated. It was noted that any unspent grant would need to be returned after 31st March 2020. It was agreed that if AECOM was unable to offer technical support for access assessment, a grant variation should be submitted to engage WSCC Highways to assess all sites. **Action: PC Approval**

8. **Any Other Business:**

a. Next Ad Vincula Article: An article to encourage the completion of the questionnaire. **Action: SO**

b. For information, JS advised that UCOG had applied to extend drilling at the Broadford Bridge site in Adversane. It would be determined by WSCC at the end of March.

9. **Date of Next Meeting: Monday 3rd February 2020 at 7.00 pm, in the Vine Room.**

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