

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 1st SEPTEMBER 2025

On Zoom

IN ATTENDANCE:

Parish Council

Louise Davies (LD), Sophie Winship (SW)

Community Members

John Bristow (JBr), Keith Charman (KC), Louise Jellard (LJ)

The meeting opened at 7.30 pm.

1. **Election of Chair:** It was agreed that SW would Chair this meeting.
2. **Apologies for Absence:** Apologies received from Andrew Jackson (AJ) and new member, Nigel Hutchinson (NH). LD had not heard from Sheena Overington (SO) or Jean Boyce (JB).
3. **Declaration of Interests:** The following interests were declared:
KC – Far Meadow, Newpound Lane
JBr – 18 Songhurst Meadow
LJ – Sunrise, Petworth Road
SW – 2 Wisborough Lodge, Billingshurst Road. Her mother's Home – Bodmin Cottage, adjacent to a potential site.
LD – Three Lanes End Farm and Nine Acres, Newpound Lane. Her family's farming business also rented the Glebe Fields from the Diocese and the Champions Fields.

LD would circulate a map to show the location of members' interests. Prior to the site standardisation process, members to identify their site interests.
4. **Minutes of the last meeting:** The minutes of the meeting held on Monday 4th August 2025 were approved as an accurate record.
5. **Call for Sites:**
 - Having discussed further with CDC, the submission deadline was extended to 5pm on 1st September 2025 to ensure that all landowners/developers were aware and had had sufficient time over the holiday period to prepare a submission. LD confirmed that all previously known developers had been informed of the Call for Sites by email, advised of the extended deadline and received reminders.
 - All anticipated Call for Sites forms had been submitted. Only one resident had not returned the form despite reminders being sent.
 - Submissions for the larger sites included illustrative layout plans and additional information; this information would be shared in due course.

- The sites were as shown on the map which included the sites coloured pink; LD would now update and re-circulate, with the updated summary chart.

6. **Site Assessments:**

- A review of the previously assessed sites was undertaken on 22nd August 2025. The site assessment forms were updated.
- A walkabout review of the sites and assessment of new sites was undertaken on: 27th August – SO/LJ and LD
29th August – Two groups - KC and JBR, AJ, SW and NH.
- LD to circulate dates to meet in the Village Hall for the standardisation meeting. Friday afternoons from 2pm were thought suitable although KC was away until 3rd October. KC would therefore meet with JBr to finalise their assessments in advance. Living away from the village, it was unknown if SO would be able to attend.
- Consultation Event: It was agreed that with the number of new residents in the village and the original Neighbourhood Plan consultations having been undertaken years ago, a full consultation in the Village Hall would be required. It was noted that CDC had encouraged fully updating and engaging with the village to prevent developer criticism of the process. LD explained that after the standardisation meeting, the Group would need to prepare a report to present to the Parish Council to identify and explain the rationale for the sites to be taken forward to the consultation. This would be discussed and approved by the Parish Council in a confidential meeting. The consultation displays and feedback forms would need to be prepared and with the amount of work involved, and the requirement to fully publicise, she felt that the consultation would need to be after Christmas, perhaps late February (avoiding the half term). This proposal was supported.

7. **Any Other Matters to Raise:**

- a. Glebe Fields/Champions Field Tree Preservation Order: Mr Owen Broadway, CDC Tree Officer, Conservation and Design, advised that the Tree Officer, Mr Whitby, had reviewed the status of the trees around both the Glebe and Champions Fields. 'From his assessment of the trees, it is considered that whilst some elements of the trees have a reasonable amenity value, that TPO's are not warranted in this instance. I am familiar with this site and agree that with Biodiversity Net Gain considerations it would not be in any future developers' interests to remove the trees and as such they do not merit/justify TPO status.'
- b. Clarks Yard: KC advised that he, SW and JBr met with the owner on 21st August 2025 and provided the following report:

KC had outlined the current NP position re the requirement to update the NP for the period beyond 2029 and to deal with increased numbers required by the CDC Local Plan. The owner was asked whether Clarks Yard could still be considered in the current NP for the period up to 2029. The latest CDC calculations for density of developments were also discussed as being material to any decision he would

make. Based on the area of the site these would indicate up to 21 units, subject to layout making this possible.

The owner expressed his preference for a self-build scheme and was advised that this aspect was not within the remit of the NP and so would be up to him and any developer to agree on. The circumstances pertinent to the site and his personal preferences were discussed and he advised the Group that he intended to let the Yard for a period of 5 years, so beyond 2029. It would therefore not be available within the 2029 period. He did however wish the site to be included in the revised plan for the period beyond that and for numbers of units as per the CDC guidelines. This was summarised for clarity and he confirmed the above as his intention.

Having sought advice from CDC and in discussion with KC, LD had sent an email to the owner asking that he confirm that the site was available; this confirmation was required as evidence for the examiner.

- c. Local Plan Update: The Plan had been adopted by CDC on 19th August 2025. District Councillor, Charles Todhunter, had advised that publication of the final document, incorporating the approved modifications, would be in a few weeks. He also advised that CDC now had a 5-year housing land supply although this would need to be increased by 20% next July in line with the new National Planning Policy Framework (NPPF).
- d. Tanglewood Nursery: The [planning application](#) for 10 dwellings was currently being considered by CDC. The Parish Council had raised no objection to the application with the site having been supported in the NP Review process. The developer had contacted LD last week to advise that discussion with both CDC and WSCC had gone well, and he was hopeful for a positive outcome. An off the cuff comment by the Planning Officer, implying that it conflicted with the newly adopted Local Plan, had caused concern and they had requested Parish Council support. LD advised that this needed to be considered and agreed at the September Parish Council meeting, but after discussing further with AJ, she sought advice from Cllr Todhunter. He had emailed the planning officer and subsequently advised that there were a few applications in this situation, and internal meetings were now being held. LD was unaware what the potential conflict with the newly adopted Local Plan could be and was waiting for a further update from Cllr Todhunter. She advised that the developer had submitted a Call for Sites form which also included a section of land at the rear for additional housing.
- e. Greenways Nursery: LD confirmed that she had today sent a letter to the owner (not on the electoral roll) to update on the Local Plan requirement for additional village housing, call for sites and with the request to be informed if plans for the site had changed. To reply by return and by 30th September 2025.
- f. Bat Survey: Dr Jill Sutcliffe, who was previously involved in the original Neighbourhood Plan and was the Chair of the All Parishes Wildlife Group and Keep

Kirdford and Wisborough Green, had emailed as she wondered if the Parish Council should commission a Barbastelle and Bechstein bat survey across the whole village. Her email was read out which explained that for a European Protected Species, people are meant to know what use the bats are using of an area. She was concerned that for a recent application, the CDC planning officer appeared to lack this knowledge. From the CDC Landscape Capacity Study, it was known that there was little room for development around the village without impacting upon the bats.

Members welcomed this input but were slightly concerned that this appeared to challenge national policy and was beyond the scope of the NP and Parish Council. A Parish wide survey would be a huge undertaking. CDC, as the planning authority, had identified the housing allocation for the village which the Parish Council had unsuccessfully challenged; no further challenge was possible and changing the number was unrealistic. It was acknowledged that Dr Sutcliffe and her colleagues were likely to know the bat flight paths in the Parish and this information would be useful. Some bat surveys had already been undertaken to support planning applications and could potentially help to map details when potential sites were identified. For consideration again as the site selection process progressed.

g. Any Other Matters:

- LD reminded that the 5-minute isochrone would need to be considered further; agreed at the standardisation meeting.

- SW reminded all that this discussion was confidential and should remain within this group only.

8. **Date of Next Meeting:** Monday 6th October 2025, 7.30 pm on Zoom.

There being no further business, the meeting closed at 8.06 pm.