

## NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

### MINUTES OF THE MEETING ON MONDAY 2<sup>ND</sup> JUNE 2025

On Zoom

#### IN ATTENDANCE:

##### Parish Council

Louise Davies (LD), Andrew Jackson (AJ), Sophie Winship (SW)

##### Community Members

Keith Charman (KC), Sheena Overington (SO)

The meeting opened at 7.30 pm. SW was welcomed to the team.

1. **Election of Chair:** It was agreed that KC would Chair this meeting.
2. **Apologies for Absence:** All in attendance.
3. **Declaration of Interests:** No interests were declared. It was agreed that interests would be considered/declared when sites under consideration were known.
4. **Minutes of the last meeting:** The minutes of the meeting held on Tuesday 20<sup>th</sup> May 2025 were approved as an accurate record.
5. **Terms of Reference:** As discussed at the last meeting, the amendments for a rotational Chair and with LD coordinating the process had now been made. The Parish Council had adopted the document on 20<sup>th</sup> May 2025. The Terms of Reference were therefore approved and adopted.
6. **Local Plan Update:** LD confirmed that the Parish Council had submitted an objection to the 75-housing allocation as part of the main modifications consultation (Policy H3 Non-Strategic Parish Housing Requirements 2021 – 2039 - MM33). All supported this action, acknowledging that it was a final attempt to reduce the housing allocation.
7. **Neighbourhood Plan Review:**
  - a. **Grant Application:** The Parish Council had agreed to the Group's recommendation to submit a funding application and had also agreed to fund the consultant and other costs if the application was unsuccessful. **LD to submit – help with wording from others as required.** Hopefully other support packages by AECOM would still be available.
  - b. **Consultant Engagement:** The Parish Council had supported the recommendation to engage the Planning Consultant, James Garside, who had helped previously. James to initially review the site assessment criteria when grant funding was known. **LD to engage.**
  - c. **Call for Sites:** Valerie Dobson, CDC Policy Officer, had confirmed that a 'Call for Sites' was required. An advertisement in the Parish magazine, posters and details on the village website were acceptable. Landowners of existing sites would also need to be

contacted to confirm site availability. **LD to ascertain if there was a statutory response period.**

- d. **Parish Magazine Article:** SO had prepared and forwarded an article to LD, updating on the process and making a plea for more help. Now that a 'Call for Sites' was confirmed, LD suggested that both appear together. **She would review and circulate to all for approval to appear in the July Parish magazine.**
  - e. **Timetable:** It had previously been agreed to aim for a first consultation event at the end of October. However, all agreed that confirmation of the housing allocation, hopefully in July, was required before work on the event could commence. Site assessments would initially need to be undertaken, and a site selection report prepared for Parish Council approval at the September meeting at the earliest. LD needed to remind herself of the process and all the other documents/reports required before progressing to the Regulation 14 consultation. Realistically, she thought June next year would be the earliest opportunity for this first statutory consultation.
8. **Site Assessments:** Once the assessment criteria had been reviewed by James Garside, to consider allocation. Assessments had previously been undertaken in pairs which was thought desirable. As SO was no longer living close to the Parish, her availability was restricted.
9. **Any Other Matters to Raise:**
- a. **Facebook:** SW wondered if the village Facebook site should be used to promote the Neighbourhood Plan process especially as it was known that younger people often did not read the Parish magazine. After some discussion, it was agreed to use to signpost Wisborough Green residents to other information to ensure that non-village residents were not unexpectedly drawn into the process which could impact upon results.
10. **Date of Next Meeting:** Monday 7<sup>th</sup> July 2025, 7.30 pm on Zoom.

There being no further business, the meeting closed at 7.55 pm.