

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 5th JANUARY 2026

On Zoom

IN ATTENDANCE:

Parish Council

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

Community Members

John Bristow (JB), Keith Charman (KC), Louise Jellard (LJ), Sheena Overington (SO)

The meeting opened at 7.30 pm.

1. **Election of Chair:** It was agreed that AJ would Chair this meeting.
2. **Apologies for Absence:** All in attendance.
3. **Declaration of Interests:** No change to previously declared interests.
4. **Minutes of the last meeting:** The minutes of the meeting held on Monday 15th December 2025 were approved as an accurate record.
5. **Site Assessments:**
 - a. **Walking Isochrone:** The need to update beyond the 5 minute isochrone had previously been agreed with 7 and 10 minute measurements being undertaken. It was agreed that reference should be made to the 10 minute isochrone and explanation included at the consultation; 5 and 10 to be included. **Action: LD**
 - b. **Bats / Barn Owls:** CDC's network / area information was available. It was agreed that reference should be included in the assessments and the maps included in the evidence base. **Action: LD**
 - c. **Assessment Summaries:** LD highlighted the need to produce summary charts for the consultation event and to have consistent wording. As AJ had undertaken this previously, it was agreed that he and LD would review and produce the summary charts. Paper copies of the full assessments for all sites would be available in a file at the consultation event. **Action: LD/AJ**
6. **Consultation Event:**
 - a. **Publicity:** The following was agreed:
 - Roadside Display Boards – wording and size (100 cm x 70 cm) was confirmed. LD to order and arrange erection. **Action: LD**

- Poster – to be placed on the village noticeboards and to appear in the February Ad Vincula (previously included in the December Parish Council newsletter). **Action: LD**
 - Village Facebook Page – poster to be displayed in early February. SW to prepare a piece to video with Songhurst Meadow as the background; words to be circulated for approval. **Action: SW**
- b. Land Promoters: It was agreed to initially send a general email advising of the consultation to all; the wording was agreed. To advise the promoters of unsuitable sites of this assessment one week before the event. At a previous consultation event, a disgruntled promoter had had time to galvanise action to challenge an assessment and had caused an uncomfortable situation at the event.
- Champions Farm: The property had now been sold and was completing on 9th January 2026. The owner, who had promoted the site, had emailed LD to advise that it should now be withdrawn. Noted by all.
- c. Consultation Displays: The first draft had been circulated. The following was agreed:
- General content and layout; a couple of word changes were noted by LD.
 - To include explanation and maps showing the Conservation Area/Settlement Boundary, Local Green Gaps and 5 and 10 minute isochrones.
 - Information about Community Infrastructure Levy to be a standalone display with stickers for comments; not included in the main consultation or response booklet.
 - Having reviewed previous consultation details, LD advised that site plans were included for the Regulation 14 consultation when the sites had been selected/number confirmed. Agreed, not required for this event.
 - The proposed timeline was agreed.
 - **Action: LD to update and re-circulate. SW / LJ to proofread.**
 - Post Meeting Note: The printer is aware of our requirements and has confirmed that there is flexibility with the printing deadline.
- d. Consultation Response Booklet: Having agreed the displays, the booklet would now be drafted. **Action: LD**
- e. Additional Questions: LJ and LD had reviewed previous evidence and identified a few questions that potentially needed to be re-asked. SW to review question wording and forward amendments to LD. **Action: SW**
- f. Video Footage: LD had contacted Philip Chambers, a Wisborough Green photographer, who had provided drone footage of the village on the Facebook page. He was happy for this to be used at the event and had offered to provide further footage if needed. SW, LJ and LD to meet with him to discuss further. **Action: LD**

7. **Non-Designated Heritage Asset Identification:**

SO, KC and LJ had undertaken assessments of properties in the Conservation Area, as identified on the [Conservation Area Townscape Analysis Map](#). LD had briefly discussed with the History Society Chairman who appeared happy to be involved. SW highlighted that Southbourne had also identified other historical elements, again potentially relevant to Wisborough Green, such as the Butts Works petrol pump. After some discussion, it was agreed:

- There was value to extend the assessment outside of the CA as there were some positive properties in other Parish areas.
- LD to provide maps so an initial drive past could identify properties. Further assessments to be undertaken after 19th February / consultation event. **Action: KC/SO/LJ**
- SW to speak further with the History Society Chairman. **Action: SW**
- The draft policy prepared by SO was a good starting point. To be reviewed and considered further when the exercise was completed.
- There was a need to write to the property owners. LD would seek advice and a template from Southbourne Parish Council. **Action: LD**

8. **Date of Next Meeting:** Monday 2nd February 2026, 7.30 pm on Zoom.

There being no further business, the meeting closed at 8.25 pm.