

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 6th OCTOBER 2025

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 SO would Chair this meeting.
2. **Apologies for Absence:** No apologies had been received but LD was aware that new member, Nigel Hutchinson, was currently in hospital.
3. **Declaration of Interests:** No change in previously declared interests.
4. **Minutes of the last meeting:** The minutes of the meeting held on Monday 1st September 2025 were approved as an accurate record.
5. **Site Assessments:**
 - a. Progress Update:
 - Site Assessments: Had now been undertaken. LD reminded SW and LJ to review and submit any comments for the Tanglewood summary circulated last Friday.
 - Site Names: There was slight ambiguity due to the proximity of some sites, particularly those in Durbans Road. All to give thought and email suggestions to LD by Friday.
 - 5-minute Isochrone: It was agreed that using this measurement was useful and gave a good visual indication, however, with the sites now extending further out, this should be increased to 10 minutes, still measured from the centre of the village green.
 - Flood Areas: SW to check the Environment Agency flood risk map and provide LD with details for each site.
 - Bat Routes/Barn Owl Habitats: As this information was now available on the mapping system, details to be included in the biodiversity section.
 - b. Next Steps - Site Assessment Summary Chart: LD was populating a chart for all sites to be used to apply the traffic light rating system. To be circulated to all and individuals to assess. To then undertake a group session to standardise.

- c. Consultant Input: Having undertaken this process, to seek input from James Garside, Planning Consultant. Further discussion with CDC might be required.
- d. Parish Council Report: To be taken to a Full Council Meeting on Tuesday 2nd December 2025 (currently scheduled as a Planning Committee meeting). Having as a separate meeting would allow time for full explanation and discussion; the PC members of the group supported this action. LD would review past reports to follow a similar format but would require additional support from others.

6. Site Consultation Event

- a. Date/Time: To fit in with other Hall users, allow sufficient setup time and provide opportunity for all to attend:
Friday 27th February 2026, 1 pm to 7 pm.
Saturday 28th February, 12 noon to 4 pm.
The display boards hired from Horsham Museum were available for these dates.
LD to book.
It had previously been suggested that a consultation on the new Pavilion could also be included. SO and KC both raised concerns that the inclusion of similar at a previous event had caused unnecessary distraction as well as some altercation. To be proposed to the Parish Council that a separate Pavilion consultation be organised and that this event purely focused on the NP.
- b. Advertising Schedule: To appear in the November, December, January and February Ad Vinculas, the December Parish Council newsletter (advert on the back page) and on the Village Facebook page.
- c. Publicity Details: Articles and advertisement to be in line with previous 2019 details. SO to prepare articles for agreement by the Group. Need to make it clear that there is a 'requirement to update' what has been done previously, being mindful that there are also many new people in the village.
- d. Consultation Format: Agreed in line with the 2019 consultation. LD advised that A4 information sheets were printed at A1 for the display boards. JB and LJ to review 2019 details with fresh eyes and identify where information is perhaps unclear.
- e. Consultation Responses: It was felt that the consultation booklets appeared to work last time. JB and LJ to again review.

7. Any Other Matters to Report

- a. Clarks Yard: Following the meeting with the owner on 21st August 2025, in discussion with KC, LD had sent an email to confirm the meeting details and to ask the owner to confirm that the site was available; this confirmation was required as evidence for the examiner. Having not heard back from him, LD telephoned on 29th September 2025. It was a difficult call, details of which had been circulated on

the day. It was agreed that this confirmation of availability was required for the site to be included in the Reviewed NP. JB agreed to arrange a meeting with the owner and would take a form to sign; LD to send details to JB. If this was not completed, the site could not be taken forward into the Plan for the period up to 2039.

- b. Greenways Nursery: A letter had been sent to the owner/occupier by post (not on the electoral register); there had been no further response which was not unexpected.
- c. Tanglewood Nursery: This was being determined by the CDC Planning Committee on Wednesday 8th October 2025; SW was attending and making positive representation on behalf of the Parish Council. LD provided details of a discussion with Planning Consultant, Steve Tilbury, who was helping North Mundham Parish Council object to an application being considered on the same day. Both applications were contrary to the newly adopted Local Plan, although Tanglewood, having been through NP consultation and with material planning benefits for the village, was a different scenario to North Mundham. However, Mr Tilbury was concerned that permitting the North Mundham application could weaken CDC's position with future speculative applications.
- d. Any Other Matters: There were none.

8. **Date of Next Meeting:** Monday 3rd November 2025, 7.30 pm on Zoom.

There being no further business, the meeting closed at 8.20 pm.