

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 7th JULY 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.

1. **Election of Chair:** It was agreed that SO would Chair this meeting.
2. **Apologies for Absence:** All in attendance.
3. **Declaration of Interests:** The following interests were declared:
SO – Bell Barn, Newpound Lane.
AJ – Fredericks, Newpound Lane.
KC – Far Meadow, Newpound Lane
SW – 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.
4. **Minutes of the last meeting:** The minutes of the meeting held on Monday 2nd June 2025 were approved as an accurate record.
5. **Steering Group Membership:**
As a result of the update article in the last Parish magazine, three expressions of interest had been received. The candidates were discussed. It was agreed that one candidate had personal and professional conflicts which could expose the process to criticism. To be advised. A meeting with the other two candidates to be arranged to explain the NP process and in relation to one, to determine that they business interest did not conflict.
6. **Site Assessments:**
 - The update article and Call for Sites had been included in the July Parish magazine. Posters had been displayed and a notice on the village Facebook page signposted to the magazine.
 - Enquiries from potential developer/landowners were now being received and the Call for Sites form sent.
 - The site assessment form had been reviewed by both James Garside (Planning Consultant) and Valerie Dobson (CDC Policy Officer). The amended document was approved.

- It was agreed to undertake a desktop exercise to update the existing assessments. Site visits would be undertaken to verify details, as required.
- **LD to obtain site information held by CDC.**
- **LD to follow up with identified sites in the ‘made’ and already reviewed NP to confirm that they were still available if contact was not made by the landowner.**
- **Sites to be assessed to be confirmed at the next meeting but in the meantime, members could start reviewing.**

Post Meeting Note: Valerie Dobson has confirmed that we need to review the following against new Local Plan Policy and our revised assessment form:

- All the sites we know about, including those we assessed for the made NP.
- All sites put forward for the Local Plan Reg 19 consultation; she has provided links.
- CDC HELAA sites.
- All sites put forward in the PC’s Call for Sites.
- Any other sites that have previously been put forward to the PC.

We also need to check that any undeveloped sites in the made NP are still available, so Clark’s Yard.

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

- a. Grant Funding: It was disappointing that the Ministry of Housing, Communities and Local Government (MHCLG) had withdrawn grant funding and the support packages for Neighbourhood Plans. The Parish Council had a small reserve, and Valerie Dobson had advised that Community Infrastructure Funding could be used. Documents previously produced by AECOM need to be updated.
- b. Glebe Fields/Champions Field Tree Preservation Order: Unfortunately, CDC had declined this application. The Parish Council had therefore engaged Steve Tilbury, Planning Consultant through WSALC, to prepare a response to challenge this decision.

8. **Date of Next Meeting:** Monday 4th August 2025, 7.30 pm on Zoom.

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