

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON TUESDAY 20TH MAY 2025

In person at the Clerk's Home

IN ATTENDANCE:

Parish Council

Louise Davies (LD), Andrew Jackson (AJ)

Community Member

Keith Charman (KC), Sheena Overington (SO)

The meeting opened at 9.30 am.

1. **Group Membership/Leadership:** As SO and KC no longer lived in the Parish, they felt unable to take on the role of Chair, as did AJ. It was agreed that a Chair would be elected for each meeting, on a rotational basis, and that LD would continue to coordinate the process. The Terms of Reference would need to be amended accordingly.
Further help from Parish Councillors or community volunteers was required. Need to consider how to re-engage the village. SO to prepare an article for the next Parish magazine.
2. **Meeting with CDC:** It was agreed that the meeting held with Valerie Dobson, CDC Policy Officer, on 23rd April 2025 had been useful and provided the required guidance to resume the process; minutes had been circulated.
3. **Next Steps & Timetable:** The following was agreed:
 - To resume monthly meetings on the first Monday of the month at 7.30 pm on Zoom, unless considered unnecessary. To meet in person if required.
 - Propose to the Parish Council that a grant funding application be submitted for the consultant's help but if unsuccessful, that this work be funded by the Parish Council. A quotation had been obtained from James Garside, who had helped previously and was familiar with the Chichester Local Plan. LD advised that the Parish Council had made budget provision.
 - To ascertain from CDC if the Parish Council was required to undertake a further call for sites (LD)
 - James Garside to be engaged to review/update the site assessment criteria to reflect changes in the NPPF and emerging Local Plan.
 - Following this, the NPRSG to review/update existing site assessments and undertake for any new sites put forward as part of the Local Plan Regulation 19 consultation and directly to the Parish Council.
 - Green Gap Review: this work had already been completed but would need to be reviewed especially as the Local Plan now contained a policy.
 - Considerable work was previously undertaken to update policies. James Garside may be required to review for conformity with the new Local Plan.
 - Aim to undertake a consultation on the emerging sites in late October 2025.

4. Any Other Business:

- Site numbers chart to be recirculated. (LD)
- Landscape & Heritage Assessments undertaken by CDC to be recirculated. (LD)
- As Publisher was being discontinued, LD asked for AJ's advice regarding publishing software to create the NP document. She would convert the existing into word so content could be copied and pasted. AJ suggested 'Affinity'

5. **Date of Next Meeting:** Monday 2nd June 2025, 7.30 pm on Zoom.

There being no further business, the meeting closed at 10.30 am.