NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 1st JUNE 2026
On Zoom

IN ATTENDANCE:
Parish Council
Louise Davies (LD), Andrew Jackson (AJ), Sophie Winship (SW)

Community Members
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:** Received from John Bristow (JB) and Keith Charman (KC).

3. **Declaration of Interests:** No change to previously declared interests.

4. **Minutes of the last meeting:** The minutes of the meeting held on Monday 11th May 2026 were approved as an accurate record.

5. **Non-Designated Heritage Asset Identification and Assessment:**
   a. Further Assessment: SO apologised for forgetting this last action. She would undertake on 20th June with LJ; two cottages by the Cricketers Arms and thatched cottage in Fittleworth Road. **Action: SO/LJ**
   b. Forms/chart: LJ confirmed that the forms had now been typed up although 3 photographs were missing but believed they were taken; she would advise SO. **Action: LJ/SO**
   Post Meeting Note: When complete, please provide the list of properties to LD to consult with property owners.

6. **Other Reports:**
   a. Strategic Environmental Assessment and Habitats Regulations Assessment:
   A quotation to complete both reports had been received from AECOM through Dave Chapman of Locality: £11,316 ex VAT for the SEA and £6,058 ex VAT for the HRA. In her discussions with both Dave and Valerie Dobson (CDC Principle Planning Policy Officer), she was advised that finding companies to undertake an SEA was difficult for some reason, with Valerie advising that from her experience, these costs seemed very reasonable. LD had contacted a further company regarding the HRA and was advised that they could not undertake this year. Although the Parish Council had previously received grant funding and support packages for this work, SO expressed concern that these costs could prohibit many parishes from undertaking Neighbourhood Plans. James Garside, Planning Consultant, had quoted £4,500 plus mileage for the SEA, but all felt that as he was advising on the NP process, having further independence was necessary. Loxwood

Pairsh Council was using AECOM for the HRA at a similar cost, but James Garside for the SEA. It was agreed to recommend to the Parish Council to accept the fee proposal for both reports from AECOM. AECOM had undertaken the reports for the Local Plan, previous Wisborough Green reports and the NP could not progress without. LD was waiting for confirmation that CIL funding could be used.

7. **Meeting with CDC:**
   a. General Feedback: A meeting was held with Valerie Dobson on Friday 22nd May 2026: meeting notes had been circulated. All felt it was a valuable meeting.
   b. Business Use: Valerie had advised reviewing Local Plan Appendix C and further discussion with her colleague Vicky Owen, CDC Principle Planning Policy Officer. Vicky had now contacted regarding a meeting later this week on Teams. SW was able to attend and would arrange. **Action: SW**
   c. Removal of Permitted Development Rights: This had been discussed in relation to the retention of smaller properties in developments. AJ agreed to draft an email to seek advice from Fjola Stevens, CDC Divisional Manager, Development Management. **Action: AJ**
   d. Meetings with Land Promoters: It was agreed that meetings should now be organised in relation to Land South of A272, Paddock Farm Field, Tanyards and Ansells Yard. SW/AJ/LD were willing to attend, ideally on a Tuesday or Friday. LD to draft an email for approval by SW and AJ. **Action: LD/AJ/SW**

8. **Neighbourhood Plan Document**:
   a. Content / Layout: LD had now started to update the new document. She would identify the changes so that the Group could review.

   b. Amendments and Modifications Statement: For initial ease, amendments would be highlighted in the document for Group consideration, and a Modifications Statement would be prepared for the policy section.

   c. Policies: SO and LD met on 18th May to review policies. Some policies were now covered in the Local Plan although the justification text gave local context and was still relevant. In this situation it was proposed that the policy box would refer to the Local Plan policy. SO, SW and KC were reviewing a few policies against the Local Plan and suggested changes would be highlighted for Group consideration. When completed, a Group discussion in the Village Hall would be required. **Action: ALL**

   c. New Policy – Blue / Green Infrastructure: SW agreed to review the Southbourne and Boxgrove policy and evidence, and draft Wisborough Green details for Group consideration. **Action: SW**

9. **Any Other Matters to Report:**
   a. Developer Contact: LD had been contacted by two developers for an NP progress update and was advised that one site had been put forward for the CDC Call for Sites; details were provided.

b. CDC Housing Land Supply: Discussed in relation to sites coming forward ahead of the NP.
c. LJ offered any typing assistance to LD.

10. **Date of Next Meeting:** Monday 13th July 2026, 7.30 pm on Zoom.

There being no further business, the meeting closed at 8 pm.