NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 5TH OCTOBER 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.

2. **Apologies for Absence:** All in attendance.

3. **Declaration of Interests:** No change to previously declared interests. In terms of the emerging sites, LJ advised that she lived close to Tanyards, JB's home backed onto the Winterfold site as did SW's mother. In light of the meeting with the developer earlier today, SO highlighted that the site was over the fields from her family's home.

4. **Minutes of the last meeting:** The minutes of the meeting held on Monday 7th September 2026 were approved as accurate record.

5. **Non-Designated Heritage Asset Identification and Assessment:**
   a. Residents' Letters: LD advised that a letter was delivered to all properties last Friday.
   b. Assessment Report and Remaining Assessments: The final assessments and a standardisation review had been undertaken by SO, LJ and LD earlier in the day. The report was nearly complete with just the historical information and maps to insert. LD to seek information from the History Society and complete.
   Action: LD

6. **Other Reports:**
   a. Strategic Environmental Assessment: A meeting to be held with AECOM this Friday, 9th October, meeting in the Village Hall at 1.45 for a 2.00 pm start. Details of discussion items had been previously emailed. **Action: ALL**
   b. Habitats Regulations Assessment: The document had been circulated. There were no further comments although LD would ask that the 2021 Census figures, rather than the 2011, be used as the NP had now been updated. **Action: LD**

9. **Neighbourhood Plan Document**:
   a. Progress Update: The 2011 Census data had been updated by LJ but unfortunately categories had changed which meant that a direct comparison could not be included. The changes were interesting to note, especially working from home. The maps had been updated. **Action: LD**

b. Site Policies: James Garside, Planning Consultant, had provided advice regarding Permitted Development and parking concerns; circulated. All agreed that the suggested wording be used. **Action: LD**

c. Ansells Yard: The updated report to meet Local Plan Appendix C requirements had been received and circulated. It was agreed that this offered a professional opinion and as far as the group could determine, met the requirements.

d. Land South of A272/Paddock Farm: An email form the Highways Consultant had been forwarded from the Land Agent; circulated. It provided details of the WSCC pre-app enquiries over the years which confirmed access, stating that "Given that the most recent traffic speed surveys are more than three years old, it is acknowledged that up to date surveys will be required at the planning application stage. However, there is no reason to think that the results would be materially different to the previous surveys or that these would lead to West Sussex County Council reaching a different conclusion on the access arrangements." It was agreed that this was the required evidence.

10. Developer Meeting: A meeting was held earlier in the day with Elivia Homes representatives regarding the site in Durbans Road – WG25-13. AJ provided an update for KC and SW who were not in attendance. An engagement flyer had already been circulated in the village and the developer indicated that they would be submitting an outline planning application for up to 60 homes by the end of the year. AJ would provide an update to the Parish Council Planning Committee tomorrow evening. It was felt that further advice should be sought from a planning consultant to determine the weight given to the extant Green Gap policy in view of CDC's lack of housing land supply and whether progressing through the Regulation 14 consultation would carry weight/worth doing. Enquiries to also be made with CDC with a view to a possible meeting. Parish Council approval to be sought. **Action: AJ/LD**

11. Regulation 14 Consultation: Prior to the above meeting, it had been anticipated to progress to the consultation this Autumn, however, an impending application could have a significant impact. Concern was expressed that this application could significantly damage the NP process and village engagement/confidence in the process. It was agreed that a planning consultant's advice would provide guidance. If the consultation were to go ahead, the following dates could be met:
Start: Friday 6th November 2026
Finish: Monday 21st December 2026, 5 pm.

Required Advertising:

- Flyer to all households in the November Parish magazine, delivered at the end of October. LD to prepare and circulate for approval. Look to Loxwood for guidance.
- Posters on noticeboards and Facebook – as soon as determined going ahead.
- Roadside display boards.
- Village Hall event to be organised – to be confirmed.

12. **Any Other Matters to Report:**
    a. Newsletter Update: It was agreed that if the Reg 14 consultation did not go ahead this side of Christmas, an update leaflet to be circulated with the November Parish magazine. **Action: LD**

13. **Date of Next Meeting:**
    - Friday 9th October 2026 at 1.45, for 2 pm meeting with AECOM – Village Hall
    - Monday 2nd November 2026 at 7.30 pm on Zoom unless an earlier meeting is required.

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