NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 7TH SEPTEMBER 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 LD would Chair this meeting as she was providing the updates.

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.

4. **Minutes of the last meeting:** The minutes of the meeting held on Monday 3rd August 2026 were approved as accurate record.

5. **Non-Designated Heritage Asset Identification and Assessment:**
   a. Residents' Letters: LD had now received a 'word' version of the letter to edit from Loxwood Parish Council. Loxwood advised that some residents had raised slight concern about the implication of the listing in the NP so it was agreed that explanation should be included. LD to prepare and circulate for approval. LD would prepare the mailing list. **Action: LD**

6. **Other Reports:**
   a. Strategic Environmental Assessment: AECOM had advised that due to staff sickness and holidays over the summer, the report had been slightly delayed. The scoping report would be completed this week and the process started.
   b. Habitats Regulations Assessment: Initial work had been undertaken but the draft NP was now required to complete the process. It was agreed that the finalised draft should be forwarded after this meeting. **Action: LD**

8. **CDC Enquiries:**
   a. Removal of Permitted Development Rights: A further email had been sent to Fjola Stevens, CDC Divisional Manager, Development Management but no response received. It was agreed that advice should be sought instead from James Garside, Planning Consultant. **Action: LD**

9. **Site Numbers:**
    a. Ansells Yard: James Garside, Planning Consultant, reviewed the marketing report and suggested that some additional information was required; details had been circulated. The developer was advised and would look to update the report.
    b. Land South of A272/Paddock Farm Field – Access Report: The agent had advised on 13th August 2026 that he was chasing the developer who was chasing the highways consultants. No further contact had been received. It was agreed that LD should follow up again. **Action: LD**

10. **Neighbourhood Plan Document**:
    a. Progress Update: The draft document had been circulated. LD highlighted that a few maps still required updating; AJ agreed to look at the flood map. All were happy with the content. SW had proofread and would advise LD of some typos. **Action: AJ/SW/LD**
    b. Policies: The document was displayed and all policies reviewed and where required, discussed. A few amendments were made and recorded within the document at the time. In terms of the site numbers, these were agreed:
    Greenways Nursery – carried forward from the extant NP.
    Stable Field – 8 (constructed)
    Tanglewood – 10 (under construction)
    Winterfold – 5
    Ansells Yard – 26
    Land South of A272 – 15 (within the top/unshaded section only which allows for future expansion)
    Paddock Farm Field – 10
    Tanyards – 12 (within the top/unshaded section only; village entrance/impact on Local Green Gap and flood zone)

11. **Any Other Matters to Report:**
    a. Oving Examiner's Report: KC highlighted the need to be mindful of the comments.
    b. Developer Contact: The Durbans Road site developer had emailed to ask if the timeline published on the website was still correct; they were advised it was.
    c. Regulation 14 Consultation: LD highlighted that the group would need to consider arrangements and timing for the consultation at the next meeting.

12. **Date of Next Meeting:** Monday 5th October at 7.30 pm on Zoom.

There being no further business, the meeting closed at 8.45 pm.