NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON FRIDAY 10TH APRIL
Village Hall, 1 pm

IN ATTENDANCE:
Parish Council
Louise Davies (LD)

Community Members
John Bristow (JB), Keith Charman (KC), Louise Jellard (LJ), Sheena Overington (SO)

Prior to starting the meeting, LD provided all with anonymised copies of lengthy consultation responses relating to the Land South of the A272 and Sweephurst Shed to read.
The meeting opened at 1.20 pm.

1. **Election of Chair:** It was agreed that LD would Chair this meeting.

2. **Apologies for Absence:** Received from Sophie Winship. Andrew Jackson (AJ) advised that he was delayed and subsequently was unable to attend.

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

4. **Minutes of the last meeting:** Deferred to the next meeting as they had not been circulated.

5. **Discussion with CDC's NP Advisor, Valerie Dobson (VD):** LD advised that she had now spoken with VD and provided the following update:

    a. Consultation: Provided details of the consultation event, attendees and residents'/developer feedback; clear and professional. VD agreed that it was well worth undertaking and had provided the village with an update on the NP process and an opportunity to comment on sites prior to going to Reg 14. She agreed with the proposal to get James Garside to validate the results and that a meeting with herself would be beneficial before further contact with land promoters. LD had provided her with an indication of the queries to be covered but would confirm in an email in due course.

    b. Non-Designated Heritage Asset Identification and Assessment: Update on progress given; VD was pleased to hear that this was being undertaken. SO/KC and LJ confirmed that they would conclude the assessment process on Sunday; LD to provide forms.

    c. Strategic Environmental Assessment and Habitats Regulations Assessment: There appeared to have been a breakdown in communication. With the help of James Garside, LD had sent a screening opinion request for both by email in November 2025. VD had advised that she would be consulting with statutory

bodies and issue a decision notice, although it was strongly anticipated that both reports would be required. It appeared that due to lack of resources, CDC was not issuing a formal decision notice, but VD gave verbal confirmation that both documents were required as sites were being allocated and were needed to support site allocation conclusions. LD would now contact Dave Chapman at Locality to ascertain if AECOM could be involved. James Garside had already provided a quotation to undertake the SEA, but LD would contact Loxwood Parish Council as they were in a similar position regarding the HRA. LD understood that CIL funding could be used for the reports although the Parish Council had some provision. Whilst CIL was to support infrastructure, having an NP in place increased the CIL contribution from 15 to 25%, so in the long-term expenditure was beneficial to achieve the NP. **Action: LD**
Post Meeting Note: LD has spoken with Dave Chapman. There is a possibility that AECOM will be able to update the reports. When the consultation report has been validated by James, to forward to Dave who will discuss and obtain costs from AECOM.

d. Neighbourhood Plan Document: VD confirmed that policies within the Local Plan should be referred to for the NP. Policies should not be replicated and to major on local policies within the NP; background evidence would be required. She emphasised focussing on the important issues and confirmed that site specific policies could include local details but again would need to have supporting evidence.

e. Meeting with Valerie Dobson: VD was able to offer more time and an early evening meeting if held online. It was agreed that the Group would meet in the Village Hall and use the big screen to speak with VD. Depending on availability, SO could also need to be online. LD believed that AJ might be able to provide some equipment to aid the speaker. To be arranged once the report had been submitted to James Garside and the timeline was known. Discussion would relate to sites, access, numbers, site covenant, contact with land promoters and NP policies.

6. **Consultation Results and Analysis:**
The results were reviewed. The consultation comments did not identify any unknown issues apart from Sweephurst Shed where a covenant might prevent development. The 'Call for Sites' form submitted indicated that it was available so the landowner would need to confirm.

The results and numbers were discussed; comments were recorded by LD and the potential numbers agreed. In discussion with AJ, LD to prepare an initial report to submit to James Garside to review with the raw data and validate.

7. **Date of Next Meeting:** Monday 11th May 2026, 7.30 pm on Zoom.

There being no further business, the meeting closed at 2.45 pm.