NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 11th MAY 2026
On Zoom

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

Community Members
John Bristow (JB), Sheena Overington (SO)

The meeting opened at 7.30 pm.

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

2. **Apologies for Absence:** Received from Keith Charman (KC), Louise Jellard (LJ).

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

4. **Minutes of the last meeting:** The minutes of the meetings held on Monday 30th March and Friday 10th April 2026 were approved as an accurate record.

5. **Consultation Event:**
   a. Consultation Results: LD and AJ had prepared the consultation report which had now been forwarded to James Garside to validate the results; the report had been circulated. James had confirmed receipt but not indicated when he would respond. Although not included at this time, there was an opportunity to use AI to analyse the comments and produce a summary table. Although the group had reviewed the comments, it was felt that this could add value to identify the number and underlying trend but would need to be checked. LD to prepare if time allowed. **Action: LD**

   b. Online Meeting with CDC: It was agreed that LD would circulate dates for a Friday afternoon meeting at 3 pm in the Village Hall. SO would attend online if necessary. LD to organise with CDC. **Action: LD**
   All were asked to review the consultation report and prepare questions for CDC. The report and questions would be forwarded in advance so that Valerie Dobson could obtain information from colleagues if necessary. Forward questions to LD as soon as possible. **Action: ALL**

6. **Non-Designated Heritage Asset Identification and Assessment:**
   a. Further Assessment: LD confirmed that the photographs had been received and that LJ was typing up the individual assessments. SO advised that they had gone to the end of village roads, stopping at Shurlands corner, but had not headed up Fittleworth Road. She highlighted an omission of the two cottages next to the Cricketers and all agreed that they should be included being in a

prime location with historical significance. LD also highlighted that the only thatched cottage in the village was located in Fittleworth Road; agreed to be included. Assessments to be undertaken. **Action: SO/KC/LJ**

b. Notification of Property Owners: LD had now obtained an up-to-date copy of the electoral register and would prepare a mailing list when the assessments had been completed, and the final list was known. **Action: LD**

7. **Other Reports:**
   a. Strategic Environmental Assessment: It was agreed that although not validated, LD should send the consultation report to Dave Chapman (Locality) to negotiate the cost of preparing reports. It was hoped that having completed previously, it would be at a reduced cost. This expenditure would need to be approved by the Parish Council before progressing. Both reports were required for the Regulation 14 consultation.
   b. Habitats Regulations Assessment: As above. **Action: LD**

8. **Neighbourhood Plan Document**:
   a. Content / Layout: LD had sought advice from Valerie Dobson regarding layout and the text to be included. Valerie advised that a modifications document was required to show policy changes but it was not necessary to identify other changes in the document. She had provided the link for the Boxgrove Neighbourhood Plan that was now at Regulation 16 for reference. LD would now start updating the front section. **Action: LD**

   b. Policies: LD had reviewed the Local Plan and already identified duplicated policies which could be removed. SO and LD to meet on 18th May at 10 am to review together. **Action: LD/SO**

   c. Timeline: Although the Group had previously thought a Regulation 14 consultation in the Autumn was possible, LD was concerned at the amount of work required, not least that the SEA and HRA process needed to be completed. It was agreed that Spring 2027 might be more realistic, but to progress as quickly as possible.

9. **Any Other Matters to Report:**
   a. Freedom of Information Request: LD advised that the Parish Council had received a further detailed request for information and all had been provided.

10. **Date of Next Meeting:** Monday 1st June 2026, 7.30 pm on Zoom or CDC meeting if earlier.

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