NEIGHBOURHOOD PLAN REVIEW STEERING GROUP (NPRSG)

MINUTES OF THE MEETING ON MONDAY 13TH JULY 2026
On Zoom

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

Community Members
Keith Charman (KC), Sheena Overington (SO)

The meeting opened at 7.30 pm.

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

2. **Apologies for Absence:** Received from John Bristow (JB) and Andrew Jackson (AJ). Louise Jellard (LJ) was not in attendance.

3. **Declaration of Interests:** No change to previously declared interests. It was agreed that as sites and potential numbers were now being considered, interests would be re-declared for clarity at each meeting.
   SW advised that her mother's residence backed onto the Winterfold site.

4. **Minutes of the last meeting:** The minutes of the meeting held on Monday 1st June 2026 were approved as an accurate record.

5. **Non-Designated Heritage Asset Identification and Assessment:**
   a. Forms / Chart: In the absence of LJ, LD advised that she had now received the typed report from LJ. She had forwarded to the History Society Chairman to add any history details (text and photos), giving him until September to do so. **Action: LD**
   b. Residents' Letters: LD had a copy of the letter sent out by Loxwood Parish Council but would contact the clerk to obtain permission to use and to ascertain that no further details needed to be included. LD would compile a mailing list and send out when time allowed. **Action: LD**
   c. Policy: SO had previously prepared text and a draft policy. To be compared with Southbourne and included as part of policy discussion; date to be agreed later in the meeting. **Action: ALL**

6. **Other Reports:**
   a. Strategic Environmental Assessment and Habitats Regulations Assessment:
   A quotation to complete both reports had been received from AECOM; £11,316 ex VAT for the SEA and £6,058 ex VAT for the HRA. A further 'ballpark' quotation was received from another company which was comparable. CDC had confirmed that CIL funding could be used to finance the work.

The Parish Council had authorised the expenditure and delegated the decision to SW, AJ and LD. Having reviewed both quotations, it had been agreed to accept AECOM's fee proposal; the company had completed the work for the Chichester Local Plan and previously for Wisborough Green, so knew the area and village. AECOM would like an initial inception meeting, ideally this week; details of the information requested was provided. KC, SW and LD had some availability. LD would liaise and if needed, would organise for next week as it was such short notice. **Action: LD**

7. **Developer Meetings:**
   a. Ansells Yard: Minutes had been circulated. The developer had since advised that they expected to receive a preliminary marketing report this Friday and an amended site plan had been produced. Details would be forwarded next week.
   b. Land South of A272 / Paddock Farm / Tanyards: One land agent was representing all three sites; minutes had been circulated. The land agent had provided copies of the Call for Sites details submitted to CDC to update the HELAA, to now be called the Land Availability Assessment (LAA). The land and potential housing number were far in excess of the number promoted by the land agent. It was agreed that the NP would need to set the housing number, which also aligned with the landowners' wishes, as stated by the land agent. To be discussed further at the policy meeting. **Action: ALL**

8. **CDC Enquiries:**
   a. Business Use: SW had a telephone discussion with Vicky Owen, and provided information about the declining use and buildings' condition, highlighting that new buildings/higher rent would not be viable for the current uses. Vicky advised that it was the developer's responsibility to provide the evidence as detailed in the Local Plan Appendix C.
   Vicky also highlighted that Ansells Yard had not submitted a CDC Call for Sites form. The developer advised that it had been submitted but apparently not received by CDC; it was resubmitted.
   The final housing number, and if business use could be removed, would be determined by this evidence and could impact upon the housing number for the other sites. To be considered further at the policy meeting. **Action: ALL**
   b. Removal of Permitted Development Rights: No response had been received to the email sent to Fjola Stevens, CDC Divisional Manager, Development Management. LD to follow up. **Action: LD**

9. **Neighbourhood Plan Document**:
   a. Content / Layout: LD confirmed that good progress was now being made; she would share shortly.
   b. Updated Policies: SO, SW and KC had undertaken an initial review of several policies and forwarded details to LD. These policies would require the Group to discuss and review to determine any evidenced village issues not covered by Local Plan policy for inclusion in the NP. **Action: ALL**

c. New Policy – Blue / Green Infrastructure: SW had reviewed Local Plan policies and would undertake further research and prepare details for Group consideration. **Action: SW**

d. Policy Meeting: Group meeting on Friday 31st July 2026, 2 pm in the Village Hall to consider policies and amendments. LD to circulate details. Apologies from SW. **Action: ALL**

10. **Any Other Matters to Report:**
    a. Timeframe for Regulation 14: Depending on the completion of the SEA and HRA, LD hoped that a consultation in late Autumn was achievable; all agreed.
    b. Developer Contact:
        - Wharf Farm: The land agent had requested a NP progress update; LD had provided details. He subsequently advised that they would be submitting a planning application for the construction of a creative workspace / studio. The single-storey building would be constructed on an existing area of hardstanding, providing approximately 70m2 of new floorspace.
        - Tanglewood: The developer telephoned seeking an update on the locked gates in front of Park Lodge. LD gave explanation, confirming that the Parish Council had sought planning advice and challenged CDC over their enforcement advice. The Stable Field residents were also frustrated by the arrangement and were therefore leaving unlocked. Although the Tanglewood planning application had confirmed an alternative route, she suggested that they contact the landowner directly.
    c. Newsletter Article: SW and LD had prepared an article for inclusion in the next Parish Council newsletter.
    d. Post Meeting Note - Website: A new Parish Council / Village website had been created to meet accessibility requirements. The Parish Council had agreed to retain the old village website purely for the Neighbourhood Plan due to the large evidence base with many documents having embedded links. LD would update and amend accordingly. **Action: LD**

11. **Date of Next Meeting:** Friday 31st July 2026 at 2.00 pm in the Village Hall.
    Monday 3rd August 2026 at 7.30 pm on Zoom.

There being no further business, the meeting closed at 8.02 pm.