**Itchingfield Parish Council Neighbourhood Plan Steering Group**

(a sub-committee of Itchingfield Parish Council)

**Minutes of the Neighbourhood Plan Steering Group meeting**

**held at 7:00pm on 20th February 2017, in Barns Green Village Hall.**

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**Present**; Ian Walker, Chair (IW) ; Penny Simpson (PS), Richard French (RF), Vernon Jennings (VJ), Brian O’Connor (BOC), Roger Smith (RS), Matthew Treasure-Jones (MT).

**In attendance:** Jan Critchley (JC) and Rowena Tyler (RT) of Action in rural

Sussex (AirS).

1. **Apologies for absence**:

 Merve Goddard and Alan Peers.

1. **Register of Interests.**

It was confirmed that both VJ and MT had submitted a site in response

 to the 'Call for Sites'.

 There were no other changes of interest from the Steering Group

 members.

1. **Minutes of last meeting.** Agreed and signed by IW.
2. **Feedback from Village Meeting on Friday 17th February 2017**

IW reported that he had received positive feedback regarding the Public

 Meeting on Friday 17th February 2017. Attendance was good. IW said

 at the meeting that if anyone had any comments regarding the Steering

 Group's Vision and Objectives which were shared at the meeting to let

 him know. IW informed the attendees that all those who had submitted

 sites for development will be treated the same. There will not be any

 individual lobbying.

1. **Call for Sites; progress to date and next steps**

a) Requests and Submission of Sites - IW reported that there are

 currently about 22 requests for 'Call for Sites' and of those 10 had

 submitted Submission Statements. Therefore IW estimated that there

 will be about 20 sites to look at. When looking at the sites the Steering

 Group will have to take note of what is in the SHELAA as developable.

 b) Marking the Sites - When it comes to marking the sites, IW said that

 there is a potential conflict of interest as three members of the Steering

 Group have now either submitted sites for consideration or are involved

 in submitted sites. IW said that it might be better for the Steering Group

 to have a smaller working party to mark the sites and take guidance as to

 whether it should be the same people in the working party that are

 marking all of the sites. **Action**

All sites should be given the same amount of time by the working party.

 If three members are withdrawn from joining the working party then that

 will leave five to six members of the Steering Group to do the marking.

 It may be a good idea to use a traffic light system when marking the sites.

 IW said that he would like to do the 'marking' within 3 months.

 RT encouraged the Steering Group to engage robustly with the developers.

 If any developer wants to talk to the Steering Group they should be able to

 do so. RT said that the Steering Group could invite **all** the developers to do

 a 10 minute presentation to all the Steering Group members not just the

 'marking working party. RT reiterated that if any member of the Steering

 Group has submitted land or are involved with any submissions then they

 would need to declare an interest and avoid doing any of the assessing of

 sites.

 IW said that at the meeting some parishioners seemed to think that they

 would be consulted about the sites. RT said that consultation with the

 parishioners will happen once the Steering Group have accepted the sites

 and this is done with a statutory Consultation Period - Regulation 14.

 What the Steering Group could do is hold an exhibition, but this would be

 for information only and not for consultation. At the exhibition you can let

 the parishioners know about the formal consultation period.

c) Criteria for Marking **-** When looking at the sites the Steering Group will

 have to take note of what is in the SHELAA as developable. HDC did say

 at the recent Neighbourhood Plan Seminar that we will need to refer to

 the SHELAA. HDC's policy is that if the site is not in a built up area then

 you don't build on it, but the Steering Group may not agree with this. IW

 said that if we stand firm to our principles then HDC may agree.

 RT suggested that the Steering Group refer to the document ***'Site***

 ***Assessment******for Neighbourhood Plans - A toolkit for Neighbourhood***

 ***Planners***.' The marking criteria is noted in this toolkit. **Action**

1. **Actions being taken by Dowsettmayhew**

 a) IW will email Dowsettmayhew to let them know what stage we are at.

 The Steering Group to go to Dowsettmayhew before the marking criteria

 is drawn up to let them know that we will require their help and then once

 the sites are marked go back to Dowsettmayhew for their comments.

 IW said that Dowsettmayhew need to come and talk to the Steering Group

 to go through the marking criteria. **Action**

 b) Dowsettmayhew will be creating a Scoping Report which they will **Action**

 share with HDC. This will be the forerunner of the Strategic Environmental

 Assessment. Dowsettmayhew will be looking at the demographics.

 Dowsettmayhew will, also, as part of their work, be creating a Housing

 Needs Assessment.

 **In Summary**: Next stage is to get Dowsettmayhew properly engaged

 with the marking criteria. The marking group will be a small working

 party. The Steering Group will offer all developers the opportunity to

 give a short presentation to the whole of the Steering Group on one

 afternoon to be confirmed. Start the process, do site visits and start the

 marking. Engage with the village, hold an exhibition. Then there will be

 the Consultation period - Regulation 14.

1. **Business Survey**

 Dowsettmayhew raised the economic situation in the parish. Are they any

 businesses in the parish that want to expand? IW to talk to AP regarding

 his focus group. **Action**

1. **Green Space Survey**

 AirS have a template to use for 'Neighbourhood Plan Local Green Spaces

 Report'. A green space is defined as a space used for the village

 community i.e. the Village Green, the Arboretum, the Ancient Woodland.

 RFS explained that the importance of the Parish's biodiversity and ecology

 and the need for proven-effective mitigation measures to protect and

 enhance biodiversity where development had the potential to cause harm,

 should be acknowledged in the Neighbourhood Plan.  **Action**

IW asked that the Steering Group members walk around the parish and

 bring back photos of what they believe to be 'Green Spaces'. **Action**

1. **AOB**

a) Communication - RF is keeping Facebook and Twitter updated, but

 has not received a great deal of feedback.

 b) Policies - These cannot be written until the Steering Group get evidence.

 The Steering Group will need to advise and direct Dowsettmayhew on this. **Action**

There will be a gypsy policy.

 c) Actions: Get Dowsettmayhew to attend our next meeting on 20th March.

 They should be in a position to let us know how they have built the evidence

 and Scoping Report.

 d) HDC - Norman Kwan, Neighbourhood Planning Officer at HDC would like

 to meet the Steering Group and attend a meeting soon. HDC will be taking

 a more active role in the Neighbourhood Plans but should not be too active.

 They do, however, have to buy into our Plan.

1. **Date of next meeting: Monday 20th March 2017 at 1900**. IW and JC gave

 their apologies for the following meeting on 18th April 2017.