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 March 2017, in Barns Green Village Hall**

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**Present**; Ian Walker, Chair (IW), Richard French (RF), Merve Goddard (MG),

Vernon Jennings (VJ), Brian O’Connor (BOC), Alan Peers (AP), Roger Smith (RS),

Matthew Treasure-Jones (MT).

**In attendance:** Jan Critchley (JC), Faustina Bayo (FB) of Action in rural Sussex (AirS)

and Laura Bourke (LB), Senior Planner at Dowsettmayhew Planning Partnership.

1. **Apologies for absence**:

Penny Simpson (PS),

IW welcomed Laura Bourke from Dowsettmayhew and Faustina Bayo

from AirS to the meeting. Faustina has taken over from Rowena Tyler.

IW also introduced Norman Kwan, the new Neighbourhood Planning Officer

at HDC and his colleague James Overall, Planning Officcer at HDC to the

Steering Group. Norman will be attending a Steering Group meeting in the

future but gave a short summary of his role which is to help get Neighbourhood

Plans through the process and to offer advise on any issues. IW said that he and

MTJ has met Norman at the HDC Neighbourhood Seminar in January and very

much saw his role as helping the Steering Group get the Neighbourhood Plan

right. If we get it wrong then HDC could be in the wrong. IW told Norman that

LB is finalising the Scoping Report and she will be giving the Steering Group a

guide on how we proceed. Norman said that he will be able to help the Steering

Group make use of the Site Assessment Templates. With regard to a Housing

Needs Assessment he recommended using the Acorn Methodology. Norman

said that the Steering Group should end up with a **number** of properties which

will form the basis on which to inform the Examiner that the Steering Group

has done its best to meet this number. This number will come from

Dowsettmayhew when they have carried out the Housing Needs Assessment.

Norman also said that there are more funds available from Locality and the

Steering Group could apply for up to £6,000 for the Site Assessment work.

IW thanked Norman and James and for coming to introduce themselves and

said that he will contact them about attending a full meeting of the Steering

Group in the future. **Action**

1. **Register of Interests.**

MG said that he has a vested interest, but not a financial interest in one of

the sites that have been submitted because it is on land that he currently

rents. IW said that according to advice from Dowsettmayhew this constitutes

as a non-pecuniary interest. MG would only have to delcare a pecuniary interest

if he sells his land to the developer.

There were no other changes of interest from the Steering Group members.

**LB arrived at 7.15pm.**

1. **Minutes of last meeting.** Agreed and signed by IW.
2. **AirS - position following Rowena Tyler's departure.**

IW said that following the departure of Rowena Tyler, Faustina Bayo (FB)

has now taken over her role at AirS. FB said that she has worked for

10 and a half years on Parish Plans at AirS, seven plans of which have been

adopted. FB said that she has many experiences to share and looked

forward to working with the Steering Group.

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

IW said that a great deal of sites had been submitted and he had looked

through them all. The number of sites submitted seems quite surprising

given the responses to the Household Survey Questionnaire which indicated

that no-one wanted development.

IW said that he had had an interesting meeting with Dowsettmayhew on

15th March 2017, the notes of which had been circulated. IW had also

circulated a Housing Land Availability Assessment Template from

Dowsettmayhew which he suggested the Steering Group should use. **Action**

IW said that the Steering Group needs to do the process in two stages:

(i) Stage One - collect all the relevant information on each site.

(ii) Stage Two - consider/take a view on the most appropriate sites

cognisant of the site's constraints.

IW said that the Steering Group needs to collect lots of information as a

number of landowners/agents had not given all the information requested.

Letters should go off to landowners/agents within the next 7 days so that

all the data can be collected. FB said that once the Steering Group has

decided the housing needs then the applicants can work with the Steering

Group.

RS said that submission sites 1 and 2 are relatively substantial. Back in 2015

HDC said no to development at Lyons Corner as they wanted the River Arun

as a barrier. Would it be appropriate to contact HDC regarding these sites as

we need to know what their view is. RS said that we need to contact Slinfold

and Broadbridge Heath Parish Councils as these sites are on their boundary.  **Action**

LB advised that Dowsettmayhew is also supporting Slinfold Parish Council with

the preparation of their Neighbourhood Plan. LB advised Lyons Farm had been

put forward to Slinfold Parish Council for consideration. LB advised Slinfold

Parish Council had liaised with Broadbridge Heath Parish Council and Horsham

District Council regarding the site's potential to deliver housing. LB advised

the site has also been discussed as part of the Examination of Horsham District

Planning Framework. LB advised that HDC had confirmed that the site is

physically separated from the built-up area boundary of Broadbridge Heath and

that it would be unsustainable location for development. In the light of this the

site was not allocated for residential development in the Slinfold Neighbourhood

Plan. LB further advised that the Parish Council should liaise with and inform

their neighbours of sites which had been received where they border other

parishes.

IW said that the Steering Group will have to have a protocol on how we measure

each site. **Action**

1. **Dowsettmayhew - preparation of the Scoping Report and activities for**

**the future, including timescales.**

LB had sent a draft copy of the Scoping Report. The Scoping Report forms part

of the Sustainability Appraisal process, It sets out the baseline information,

identifies any sustainability issues and identifies the sustainability framework

and objectives which the policy options will be measured against.

LB then went through the Neighbourhood Plan Housing Land Availability

Assessment Template and suggested that the tasks under the following

headings are split between members of the Steering Group:

(i) **Site Context**

Includes Planning History - list out what planning applications

have been refused and why.

MTJ and BOC will cover the eight tasks under this heading. **Action**

(ii) **Biodiversity and Arboriculture**

RS and MG will cover the three tasks under these headings.  **Action**

(iii) **Heritage Assets**

RS and MG will cover the four tasks under this heading.  **Action**

(iv) **Landscape**

RS and MG will cover the five tasks under this heading. **Action**

(v) **Public Rights of Way**

Look at Public Rights of Way - WSCC and Parish Council has maps.

VJ will cover the three tasks under this heading. **Action**

(vi) **Flood Risk**

Look at the Strategic Flood Risk Assessment from Horsham District

Council Flood Maps for Planning available on the Environment Agency

website.

VJ will cover the two tasks under this heading. **Action**

(vii) **Accessibility and Utilities**

Includes vehicle access.

IW will cover the four tasks under these headings.  **Action**

(viii) **Site Consideration** - this is the final heading to be looked at and covers

seven tasks to be considered following the factual assessment of each

site. **Action**

LB said that the SHELAA provides some information on sites. LB advised that

the SHELAA is one tool that is available. LB advised the Neighbourhood Plan

site assessment work will go into much more detail.

Size of Sites - Sites over 10 units are considered major development. Sites less

than 10 units are considered minor development (as defined in the Town and

Country Planning (Development Management Procedure) Order 2015. LB

further advised, HDC consider it appropriate for Neighbourhood Plans to bring

forward sites, which can accommodate 200 units, or less. Anything above this

threshold is considered strategic in nature and would be brought forward by

the District.

HDC has not put a limit on the size of sites. No site threshold. Need clarity

from HDC whether there is a separate policy for small sites. **Action**

Summary of Actions:

1. IW will go through the Call for Sites and write to all the landowners/

agents requesting more information if necessary and letting them know

what the process is going forward. IW will draw up a profile for each site. **Action**

2. Do the Factual Assessment. Target date for that is 1st June 2017. **Action**

3. Once the Factual Assessment is complete decide how and when we

communicate it. **Action**

4. Engage with the developers. It was decided that this would be done

by private meetings with the Steering Group - allow 10 minutes each.

Each invite should be the same.  **Action**

LB said that the final form of the Scoping Report will be ready soon. **Action** RS said that he has some amendments to make with regard to the wording

of the document as it is a draft. He will send these in writing IW to be

forwarded onto Dowsettmayhew.  **Action**

LB said that Dowsettmayhew are now working on the Housing Needs

Assessment. **Action**

1. **AOB**

If any of the Steering Group cannot get enough information for the

Factual Assessment from a public viewpoint then IW will write to the

landowners/agents.

1. **Date of next meeting: Tuesday 18th April 2017 at 1900.** IW and JC gave

their apologies for this meeting.