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**

**­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_**

**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.