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 16th May 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), Roger Smith (RS),

Penny Simpson (PS), Matthew Treasure-Jones (MT).

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

1. **Apologies for absence**:

 Alan Peers (AP).

1. **Register of Interests.**

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

1. **Minutes of last meeting.** Agreed and signed by IW.

VJ arrived at 7.10pm.

1. **Scoping Report**

IW advised the Steering Group that he had hoped that a revised copy of the

 Scoping Report from Dowsettmayhew would have arrived in time for this

 meeting but unfortunately it hadn't. IW had circulated notes regarding his

 recent meeting with Dowsettmayhew. The problem with the Scoping Report

 is that much of the published data, upon which the Scoping Report has to be

 based is out-of-date.

 RS said that a Scoping Report provides a firm baseline for everything we do,

 therefore to fulfil its purpose it needs to be up-t -date. This current Scoping

 Report does not supply a reliable basis for taking forward our Neighbourhood

 Plan. The only option is to change the wording to read *'this information is the*

 *most recently available'.*

 RS said that with regard to landscape issues, the Steering Group should

 consider asking David Huskisson Associates (landscape, environmental,

 planning and urban design) to carry out a Landscape Appraisal of our parish.

 It was agreed that RS should contact Matthew Bright, Landscape Specialist at

 David Huskisson Associates, to ask what the cost would be to do a Landscape

 Appraisal, considering a physical survey would need to be carried out of the

 whole of the parish. **Action**

MG asked whether the Landscape Appraisal needed to be a full report.

 RS said that he will ask Matthew Bright for a project proposal and quote

 for a bespoke appraisal. **Action**

MG asked whether there are other elements in the Scoping Report that are

 crucial and need to be up-to-date. Are there other areas with the potential to

 trip us up when the sites are assessed.

 IW said that when the Steering Group looks at the sites, our own knowledge of

 the environment will help. IW asked whether the comment 'Countryside in

 Decline' will effect the way we mark.

 It was agreed that IW should go back to Dowsettmayhew who have made these

 comments and challenge the Scoping Report at source. **Action**

RS said that he will circulate a copy of a report by Natural England. **Action**

RS said that he is a member of the Local Nature Partnerships which are

 recognised by the Government. Local Nature Partnerships originated in a

 vision set out in the UK government's 2011 'Natural Environment White

 Paper', which identified the need to take greater account of the value of

 the environment. The Local Nature Partnerships look at quality of data.

 IW and RS to look how the Steering Group can incorporate analysed data

 in our Neighbourhood Plan. **Action**

RS spoke of a Topic Paper on Nature Conservation and Biodiversity which

 has been prepared by the Sussex Biodiversity Record Centre and West

 Sussex Widlife Trust for Hellingly Parish Council. RS to make enquiries

 regarding the cost and timescale of such a report.  **Action**

MTJ asked whether the village can make 'Parsons Brook' more of a feature

 and take the lead from Knepp Castle as this is where is comes out and

 ends. How do we protect Parsons Brook and also the stream in the

 Ancient Woodland. RS said that if it is worth protecting then Ecosystem

 Services give authority to Local Authorities.

**5. Call for Sites; additional site**

IW said that he had been advised by FB of AirS and Dowsettmayhew that if

 sites appear after the closing date then they still need to be considered.

 Philip Neaves has been directly in touch with Laura Bourke at

 Dowsettmayhew with regard to submitting a site and had then written to

 IW. Only when the NP goes out for consultation can the Steering Group say no

 to anymore sites.

**6. Progress on factual assessment and creation of matrices**

Everyone has been working on the factual assessments. RF will set up a

 folder in Dropbox so everyone can enter their data onto the one template. **Action**

**7. Engagement with potential developers**

One developer so far has contacted IW to ask whether he can talk to the

Steering Group.

It is unlikely that all the developers will want to talk to the Steering Group,

but those who have definite plans with larger developments will definitely

want to come and present to the Steering Group.

IW re-iterated that the Steering Group has discussed how, where and when

it engages with potential developers. The options were 1) to hold a large

public meeting 2) to hold a public meeting where all potential developers

and the Steering Group would be invited for an open discussion or 3) to hold

private meetings with each of the potential developers individually and the

Steering Group. It had been decided that option 3 would be the best.

IW said that the meetings will be held either in the evening or weekends.

Those who cannot attend must email IW with information. Each developer

would be given a time slot.

IW to compile a list of presentation topics for developers which he will

circulate to the Steering Group for their input. **Action**

IW to compose a letter to be sent to developers with a list of six key areas

they need to address. **Action**

**8. Annual Village Meeting 6th June 2017**

At the Open Public Neighbourhood Planning Meeting in February 2017 the

 Steering Group said that they would share information on the submitted

 sites, however Dowsettmayhew has advised that this should not be done

 until after the Site Assessments have been completed.

 IW will write a report to be read out at the Annual General Meeting in his

 absence. BO offered to read out the report. **Action**

**9. AOB**

Should the Steering Group write to Chris Lyons at HDC with regard to HDC's

 expectation of the numbers of houses the parish council are expected to

 have. IW said that the Steering Group should speak to Norman Kwan,

 Neighbourhood Planning Officer at HDC before raising the housing numbers

 with HDC formally. **Action**

**10. Date of next meeting: Tuesday 20th June 2017 at 1900.**

There being no other business the meeting closed at 8.45pm.