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 June 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),

**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.

JC arrived at 7.10pm.

1. **Feedback from Annual Village Meeting.**

The meeting went well and was attended by just over 100 residents.

RF read out a report in IW’s absence giving an update on the

Neighbourhood Plan which was well received.

**5. Inclusion of additional Site (Site 28)**

This additional site has now been included but the Steering Group

 has not started assessing it yet. IW has started to obtain data which

 he will circulate. **Action**

1. **Progress on obtaining data for the Factual Assessment of Sites and**

**Completion of the matrix.**

IW reported that he had emailed RF as he had been unable to input his data

into the matrix on the shared Dropbox file. RF will look into this as the

matrix needs to be completed before the Steering Group meet with the

developers. **Action**

**7. Scoping Report, Land Appraisal and Biodiversity Report**

Biodiversity Report - RS reported that he had received a quote from

Clare Blencowe, BRC Manager at Sussex Biodiversity Record Centre.

The cost of preparing a Biodiversity Report for Itchingfield would be

£850 plus VAT. MG said that he thought it very good value.

RS to send a request to Clare Blencowe to ask that the Sussex Biodiversity

Record Centre do a report for the Steering Group. **Action**

Scoping Report and Land Appraisal – Dowsettmayhew has acknowledged

the Steering Group’s ongoing concerns regarding the Scoping Report but

believe it to be fit for purpose. They say that we do not have to have it, but

if we want to incorporate a Landscape Appraisal into the Scoping Report

then that is a decision to be made by the Steering Group.

After much deliberation by the Steering Group it was decided that the

Landscape Appraisal is such a fundamental part of the Scoping Report that it

 should be incorporated into the Scoping Report even if this meant that there

 would be a delay.

 IW to write to Dowsettmayhew to formally instruct David Huskisson

Associates to do a Landscape Appraisal on behalf of the Parish Council. **Action**

IW to contact Nicola Brown from David Huskisson Associates. **Action**

Depending on when the Landscape Appraisal is received, then

Dowsettmayhew can hopefully get the Scoping Report to the Steering

Group by the end of August. IW said that the Steering Group would then have

the Report when marking the sites in September.

1. **Meeting with developers:**
2. **Matters to be dealt with**
3. **Format of Meetings**
4. **Dates of Meetings**

All developers to be treated the same. Invite them to come and meet the

Steering Group. Proposed dates to be on **Saturday 22nd July – all day,**

**Monday 31st July – evening only and Tuesday 1st August – evening only.**

The Clerk to check availability at the Village Hall and Primary School. **Action**

Once the dates and venues have been confirmed IW will send out letters and

 emails to developers to give them a time slot. These will go out early next

 week. **Action**

IW discussed the sensitive issue that two members of the Steering Group are

 potential developers. It was agreed that they would still take part in

 meeting with developers, but not be involved in the marking of the sites.

**9. AOB**

MG gave his apologies for the next meeting.

**10. Date of next meeting: Tuesday 18th July 2017 at 1900.**

There being no other business the meeting closed at 8.40pm.