Itchingfield Parish Council Neighbourhood Plan Steering Group

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(a sub-committee of Itchingfield Parish Council)

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

**held at 7:00pm on 18th July 2017, in Barns Green Village Hall**

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**Present**; Ian Walker, Chair (IW), Vernon Jennings (VJ), Brian O’Connor (BOC),

Roger Smith (RS), Penny Simpson (PS), Matthew Treasure-Jones (MTJ)

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

1. **Apologies for absence**:

Richard French (RF), Merve Goddard (MG) and 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.
2. **Scoping Report, Landscape Appraisal and Biodiversity Report –**

**to report progress.**

1. Biodiversity Report – RS reported that this should be ready by

mid-August.

1. Landscape Appraisal – RS has formally instructed Huskisson Brown

Associates to start this report and RS has completed the Authority to

proceed. RS is the local contact for Huskisson Brown. RS said that the

Landscape Appraisal should be completed by end of August.

1. Scoping Report – IW reported that Dowsettmayhew has amended the

original Scoping Report so a draft report should be sent shortly.

When it comes back and is approved, it will then go to formal

consultation. By then the Steering Group should have the Land

Appraisal Report.

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

IW reported that sites are still being submitted. IW has received a

request from a potential developer in The Wedges, West Chiltington

Lane who wants to build a bungalow in her garden. IW emailed her to

say that the deadline for ‘Call for Sites’ was back in February 2017.

IW told her that he will discuss her request with the Steering Group.

IW reiterated that the Steering Group is consistently being advised

that if late ‘Call for Sites’ are submitted, that they should be

considered. The next question is whether windfall sites should count

towards the total number allocated.

IW to contact Norman Kwan at HDC to get confirmationin writing of **Action**

exact numbers and whether this number encompasses windfallsites

or not then the Steering Group will have evidence to put before the

examiners.

IW to forward the email from the developer of this additional site to **Action**

Norman Kwan to see if this is a site the Steering Group would allocate

within the Neighbourhood Plan as a windfall site.

This Neighbourhood Plan will include a Policy to state how we deal

with windfall sites. It will be best to have a policy rather than trying

to assess all the small sites separately.

IW to send the developer a holding email stating that the Steering **Action**

Group does not feel that it needs to formally assess her site and the

Steering Group is working out how it goes forward with that type of

development.

1. **Site 17 – Planning Application**

The developer has now put in a Planning Application for 3 homes

instead of 4. MG stated that he doesn’t have a fiduciary interest at

the moment. The developer has been in contact with the Parish

Council.

**7. Progress on Factual Assessment and creation of Matrices**

IW said that he has not input into the matrices yet but will do it soon.

This needs to be completed by mid-August. **Action**

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1. **Engagement with potential developers; arrangements for presentations.**

The meetings are now confirmed for Saturday 22nd July 1030 to 1215

and Monday 31st July 1915 to 2055.

In attendance from the Steering Group will be as follows:

IW, PS, RS and BOC on 22nd July.

IW, PS, RS, MG, MTJ and BOC on 31st July.

IW will contact RF to see if he can attend on both dates. VJ confirmed

that he would not be attending the meetings.

All developers have received the same invitation letters and materials.

Each presentation will last for 15 minutes. Notes will be taken, typed

up and put on the website.

1. **Site Assessment – requirements**

The Steering Group will start the Site Assessment in September 2017.

IW to ask Dowsettmayhew to attend our September meeting. **Action**

IW will ask Dowsettmayhew to talk through the process.

Policies – IW said that the Steering Group needs to give thought to

Policies. FB said that the Steering Group cannot assess sites without

objectives. Once the sites are assessed and the Steering Group know

what they want the parish to look like then they can write the policies.

These policies will combine with HDC.

1. **AOB**

1)The Clerk reported that in an email from Norman Kwan he states that

“*Where a Neighbourhood Plan is undertaking site allocations the*

*qualifying body (i.e. the parish council) can apply for further technical*

*assistance package of 6K in grant funding. You must apply to Locality*

*directly.”*

The Clerk to look into this and liaise with FB for assistance to see if

we qualify to be able to apply. **Action**

2) RS said that with regard to Policies, the information obtained at

the HDC Neighbourhood Plan Workshop on 7th July 2017 is that

Policies are not straightforward.

3) RS said that the Steering Group needs to ask Dowsettmayhew if

their proven ability runs to Heritage Sites. This would include the

site specifically around St. Nicolas Church.

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4) IW will circulate the timetable to the Steering Group for the **Action**

meetings on Saturday 22nd July and Monday 31st July.

**11. Date of next meeting: Tuesday 19th September 2017 at 1900.**

There being no other business the meeting closed at 8.00pm.