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 19th February 2018, in Barns Green Village Hall**

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Those present: Ian Walker (Chair) (IW), Alan Peers (AP), Merve Goddard (MG), Roger Smith (RS), Matt Treasure-Jones (MT), Vernon Jennings (VJ), Richard Friend (RF), Brian O’Connor (BO).

1. Apologies for absence: Penny Simpson & Jan Critchley.
2. Register of interests: no changes required.
3. Minutes of last meeting - approved.
4. The meeting looked at the feedback from residents after the exhibition of sites. Many had just marked sites Yes or No, while others (particularly those sent in recently) had made more considered comments. It was agreed that (IW having already read all the submissions) that for the formal marking process we would analyse the responses on a site-by-site basis, for reference when sites came to be considered.
5. HDC Policy issues: IW reported that DowsettMayhew had not yet been able to get a clear response from HDC about windfall development and Policy 4. IW will keep pressure on DM to keep pressure on HDC. In the meantime we will proceed on the basis of advice received from DM about those issues.

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1. Housing numbers criteria. MG, RF and BO reported on their discussions about criteria selection from the draft Housing Needs Survey. The formulae giving the highest and lowest numbers were discussed and discarded. A sensible amalgamation and application of the other criteria produced a sensible result.

The working group will produce a detailed account of their deliberations, as this will need to go into the Plan. This will need to be critiqued by DM.

1. As agreed, the meeting then went on to “test” mark 5 randomly-selected development sites. The purpose of this exercise was to do a dry-run for the real marking exercise to see what issues arose. The results of the exercise will be sent to DM who will critique our methodology.
2. The exercise concluded with a discussion about how the actual process might be handled.
3. IW will write up the marking process and circulate this for approval.
4. There was some discussion about the Sumners Ponds development plans, as it seemed that new plans were to be produced. IW will query the position with Lee Goosens. If new plans are to be submitted then the residents of the parish will need to see them and comment.
5. Next meeting: 19th March 2018.