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 March 2018, 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), Alan Peers (AP), Roger Smith (RS),

Matthew Treasure-Jones (MTJ) and Penny Simpson (PS).

**In attendance:** Jan Critchley (JC).

1. **Apologies for absence**:

There were no apologies.

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. **Update on policy issues – HDC and Dowsettmayhew**

Dowsettmayhew seem to be makingfirm representations to HDC about matters

which are still in dispute, but nothing has been resolved yet so as far as our Housing Needs

Assessment we cannot finalise it. In that regard, IW did pass to Laura Bourke at

Dowsettmayhew a copy of the document prepared by the working group of Steering Group on methodologies, but IW hasn’t had their comments back on this yet. He

feels it should be positive as the working group has done exactly as Dowsettmayhew requested.

VJ said he couldn’t believe that Dowsettmayhew haven’t had this conversation with

HDC before. IW said that for other parishes may not have been an issue, but it

appears that HDC are holding up matters.

IW to write formally to Norman Kwan to say that we are aware that a site within

the Parish is likely to or could be built on, on a commercial basis and that if this is

the case then it cannot be ignored within the Plan and what is HDC’s view on this. **Action**

IW to keep the pressure on HDC for answers. **Action**

MG said that he had read HDC’s response to the Slinfold question with interest

and it appears that HDC are quite bullish and specific.

MTJ reiterated that HDC still do not have a Gypsy Policy.

1. **Analysis of residents’ comments (IW email 22/2/18)**

IW said that he has analysed all of the residents’ comments and pulled out

specific comments so nothing was missed and circulated.

IW said that the re-submitted plans for Plot 19 have now been withdrawn.

1. **Housing Needs Criteria – Dowsettmayhew comments**

IW said he is still deeply troubled about the whole issue of the allocation of sites

because there is a lot of angst in the parish following the exhibition. When the

Steering Group met up with Dowsettmayhew, one of the things that they said

the Steering Group should do is take 5 sites, mark them and feedback whether

the Group were getting things right or completely wrong. So that is what the

Steering Group did. Dowsettmayhew said that the form should have been

completed which the Steering Group has done so IW gave them access to the

Matrix forms for the 5 sites which had been marked. Their initial response was

that the Factual Matrix was not quite right. IW said that the Steering Group will

now have to re-visit the Factual Matrix. However, Dowsettmayhew have not **Action**

gone through our site marking document to say what one can say or not say

and what needs to be taken into account. It was suggested that another meeting

is required with Dowsettmayhew as the Steering Group needs to feel more

confident that Dowsettmayhew are guiding the them sufficiently. **Action**

PS asked Dowsettmayhew could be asked to mark the sites. IW re-iterated that Dowsettmayhew are keen that the Steering Group take the decisions and

demonstrate this to the Inspector at Horsham.

IW said he would go back to Dowsettmayhew regarding its response to our 5

sites that have been assessed so far, look at our Matrixes and let us know

**specifically** what we need to do point by point and get very firm guidance. **Action**

IW will then request a formal response from Dowsettmayhew. **Action**

1. **Marking of sites – how to move forward**

Actions:

1. Make individual changes to the Factual Matrixes.
2. Understand what the Terms at the bottom of the Matrix forms means.
3. Get guidance from Dowsettmayhew whether the Steering Group is

getting it right or wrong for the Inspector and the parishioners.

1. Make arrangements to meet together to mark all of the sites.
2. The Housing Needs Assessment cannot be finalised until clarity is

given by HDC.

1. All this information will then be presented to the village at the Annual

Village Meeting on 19th June 2018.

1. **AOB**

The Steering Group will commence to make small changes to the Matrixes once

they have heard from Dowsettmayhew. **Action**

1. **Next meeting: Tuesday 17th April 2018.** This may change to

Monday 16th April 2018.There being no other business

the meeting closed at 8.30pm.