



**PULBOROUGH
NEIGHBOURHOOD PLAN**

**NOTES OF THE STEERING GROUP MEETING
WEDNESDAY 9th SEPTEMBER 2015
10am PARISH MEETING ROOM,
SPORTS PAVLION, RECTORY CLOSE**

PRESENT:

Les Ampstead (LA)
David Hurst (DH)
Richard Keatley (RK)
Ray Quested (RQ)
Alistair Smith (AS)
Andy Tilbrook (AT)

IN ATTENDANCE:

Sarah Norman (SN) Clerk to the Parish Council
Rowena Tyler of AirS (RT)

APOLOGIES

Peter Jones (PJ)
Alex Kipp (AK)

RK welcomed everyone and thanked them for attending.

1. Update

SN gave a brief update on the SG membership. Anne Ball had decided to step down from the group. Elaine Kipp had also requested to withdraw because, as she works full time, day time meetings are not possible. The possibility of recruiting new members at this stage was discussed but decided that as the project is nearing completion, it would not bring any benefits.

Following the end of the Statutory consultation on 3rd August, the Steering Group had met on two occasions to review the representations and comment. These representations and comments had then be submitted to rCOH for consideration and determination as to whether minor or major amendments to the Pre Submission Plan were necessary.

2. Pre Submission Plan Consultation

Members received a copy of the representations summary and SN was instructed to retain in the Parish Office for future reference. It was noted that a rCOH are still to provide further comment on a couple of the points and SN is to follow this up.

SN reported that 3 further representation had been received, after the deadline, in opposition to the development of the West Glebe Field and 1 in favour of the development of the West Glebe Field. It was noted that whilst these would be held on file with all other late responses, they would not be included in the official summary.

It was noted that a summary of the representations only will be submitted to the Examiner with the Consultation Statement and this will be published on the Parish Council website in due course.

Members also received a response document to the representations made as drafted by Richard Keatley and Andy Tilbrook.

Members discussed the document and the final draft will be referred to in the Consultation Statement and attached as an Appendix 1 to that document. SN was instructed to cross reference this with the summary of representations and to also refer to rCOH for comment and approval.

Finally, Members received a draft of the Regulation 14 report, as prepared by rCOH in response to the representations made during the consultation.

This was discussed at length and Members accepted the document.

Members then went on to discuss a situation that had arisen regarding the development to the west of the station that had been submitted to Horsham District Council earlier in the year.

SN reported that on 28th August, DHA Planning had contacted the Parish Office regarding how their proposed development site is dealt with in the emerging Neighbourhood Plan. In summary, HDC had advised that as they now meet their 5 year housing supply, HDC will only favour sites that are allocated in their own plan (HDPF) or in the Neighbourhood Plan. Whilst provision was made for the site in the PPNP by inclusion within the settlement boundary, it was not specifically referred to. Members discussed at length that this course had been taken as the application was submitted to HDC in advance of the PPNP call for sites and was therefore already under consideration by HDC when the assessment of the sites was completed.

It was noted that the site had the support of the Parish Council and it was understood that the District Council also supported the application.

It was noted that this is a brownfield site.

Members were extremely frustrated at the turn of events and expressed their concern over the District Council's actions. SN was instructed to obtain feedback from other Clerk's in the District on the support offered by HDC to Neighbourhood Planning.

SN had referred the issue to rCOH who, after full consideration, had made the following recommendation :-

To amend Policy 2 of the NP to allocate the west of station site, for which provision has already been made in the re-definition of the development boundary in Policy 1 of the Pre Submission Plan. This amendment will be on the basis that :-

- i). There were no objections received to Policy 1 in this regard
- ii). There will be no need to re-consult on the matter
- iii). The developer will be able to provide supporting evidence for the submission documentation.

After due consideration, Members accepted the recommendation and instructed SN to advise rCOH accordingly.

As a result of this, it was noted that the Regulation 14 Report would need to take this into account and a revised copy issued by rCOH Ltd.

3. Draft Consultation Statement

Members received an initial draft of this document that will need to be submitted to HDC alongside the Submission Plan.

SN explained that this document provided a concise summary to the Examiner of the NP process undertaken, and should set out :-

- People and Organisations that have been consulted
- How they were consulted
- The main issues and concerns raised through the consultation
- How the issues and concerns have been addressed.

The importance of showing how concerns and issues had been addressed was highlighted.

Members suggested various amendments/corrections and instructed SN to make the necessary changes and then reissue for further comment. SN requested that if anyone had any photos of NP events, could they please send into the Parish Office as soon as possible to be included in this document.

4. Other Business and Further Actions

RT gave a briefing on the examination stage of the process summarised as follows :-

- HDC appoint the Examiner and pay for the Examination.
- It should be noted that the Parish Council have influence over the appointed Examiner
- The SG can, if they wish, research Examiners and make recommendations
- The Examiner should be appropriate to the area in question; for instance a rural plan.
- The usual process is for HDC to produce a short list of three and the Parish Council will select. The Parish Council do not have to use one of the three but may opt for an alternative.
- The Examiner will review the plan and it is possible that a meeting for clarification of points may be requested.
- On completion of the review there will be 3 possible outcome:-
 - i). Plan passed and can proceed direct to referendum
 - ii). Modifications recommended
 - iii). Plan rejected

5. Date of Next Meeting

Wednesday 30th September at 10am

Meeting Closed 12.15pm