



**PULBOROUGH
NEIGHBOURHOOD PLAN**

**NOTES OF THE STEERING GROUP MEETING
TUESDAY 13TH SEPTEMBER 2016
10am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Les Ampstead (LA)
Martin Ellis (ME)
David Hurst (DH)
Richard Keatley (RK)
Gwen Parr (GP)
Ray Quested (RQ)
Andy Tilbrook (AT)
Peter Jones (PJ)

IN ATTENDANCE:

Heather Knight (HK) Clerk to the Parish Council
Rowena Tyler (AirS)

RK welcomed everyone and thanked them for attending.

1. Welcome and Update

The Notes from the 22nd March 2016 meeting had been circulated, and the Chairman had also circulated an email updating the situation since the April and July meetings, for which notes were not available due to being non-quorate or without admin support. Heather Knight, the new Parish Clerk, was introduced to all, who would be supporting the NPSG in future.

RK had met with HDC officers a number of times to look at the way forward following the long delays. The current situation is: HDC recognise their part in the delay, due to concerns over possible judicial review, they are keen to support the SG going forward and want the SG to go back to site assessment. Depending on whether there have been changes since the original site assessment consultation would dictate whether there was a need to go back to Reg 14 (Parish Council consultation) or continue from Reg 16 stage (District Council consultation). RT of AirS had been formally re-engaged to support the NPSG. There was the possibility of also re-engaging ARCO but this may not be needed and they had provided a synopsis of what needs to be done. HDC has indicated it will assist with some elements however unfortunately the NP Officer is leaving post shortly. RK met with her last week to get a steer of what was needed regarding site assessments, and will have one more meeting with her before she leaves.

The meeting moved to agenda item 3 at this point, item 2 to be taken later

2. Methodology for Site Assessment

Having discussed the current situation, the Steering Group agreed that a community consultation should take place to re-evaluate site assessment information. The results of this would inform the group as to whether to return to Reg 14 or continue from Reg 16. However, on balance the Steering Group felt it would be prudent to return to Reg 14 in any event as this provided further opportunity for public involvement, engagement and a more

robust basis for future scrutiny. RK had circulated a pro-forma based on HDC advice and an example from Locality. Maggie Williams, NP Officer, had advised RK that it was fine to carry out an initial scope of sites as a starting point then filter this down. The Steering Group **AGREED** that the initial scope for site assessment would include: All sites in the current SHELAA; All sites previously submitted to see if there had been any changes; Any sites previously submitted but received after the deadline and not therefore previously included. It was agreed that the pro-forma itself could be used as the template with a covering letter, to be sent to all relevant landowners previously contacted and those that missed the deadline previously, asking them to complete the form and return as soon as possible.

It was **AGREED** that the methodology for assessing sites would be a traffic light system, as preferred by HDC, which was less open to challenge. Green and yellow would be in the NP, and the spatial strategy test would be applied to the rest.

It was further **AGREED** that a focus group should be set up to carry out the site assessment exercise, specifically going through the SHELAA at a first meeting and assessing results received from the pro-forma consultation of landowners at a second meeting, reporting findings to the full NPSG. It was noted that some sites may be identified as 'reserve sites' in the NP.

HK would research previous landowner information and draft the letter with template, to be sent urgently with a return date of Monday 3rd October - **action HK**.

The importance of not losing impetus with the NP was noted, as was the need to ensure grant funding was spent within the award timeframe. However, with these points in mind it was also noted that there was no point in rushing and that it was imperative to be thorough and get things right. Comment was also made on the need to keep public informed - it was hoped that the next Community Bulletin could include an update. Information could also be included on Parish Council website and notice boards.

3. **Appointment of Focus Group**

It was **AGREED** to appoint Andy Tilbrook, Richard Keatley, Les Ampstead and David Hurst to the Focus Group, with Rowena Tyler chairing meetings as an impartial advisor. It was **AGREED** that the Focus Group would meet on **28th September, 3.30pm** and on **4th October, 9.30am**, AT offered to host these.

4. **Meeting with Church Representatives re. West Glebe Field**

AT, RQ and RK reported on an informal meeting recently held when initial outline proposals were discussed. The ideas now coming forward were for a much reduced development. The group were pleased to note that the landowners were responding to local opinions on the area and conservation concerns. The time to consider this properly would be during the site assessment process.

The SG also noted that the Parish Council Planning & Services Committee had asked that the NPSG consider proposals for the land north of Glebelands as part of its site assessment for the NP.

It was **AGREED** that HDC should be asked to ensure that any new potential sites be notified to the NPSG and/or Parish Council to aid the site assessment being carried out.

5. **Date of Next Meeting**

10am 18th October 2016, venue TBC

Meeting Closed 11.40am