

**NOTES OF THE STEERING GROUP MEETING
MONDAY 22ND MAY 2017
10am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Martin Ellis (ME)
David Hurst (DH)
Peter Jones (PJ)
Richard Keatley (RK)
Gwen Parr (GP)
Ray Qusted (RQ)

IN ATTENDANCE

Heather Knight (HK) Clerk to the Parish Council

1. Welcome and any apologies for absence

RK welcomed Steering Group members to the meeting. Apologies for absence were received from Les Ampstead and Andy Tilbrook.

2. Notes of the meeting held 4th April 2017

The Notes of the Steering Group meeting of 4th April 2017 were received and, approved subject to amending 1st line of paragraph 3, item 4, page 2 from: "...RK has been updating this..." to "...RK has been updating the list of sites..." for clarity.

3. Chairman's Update

Site Assessment: The document had been 'signed off' by HDC, although NK had suggested it could be in a more 'friendly' form.

NK had also asked the group to do another call for sites as the previous one was so long ago. Due to timescales between Steering Group meetings, the opportunity to feed into the Annual Parish Meeting on 11th May and to run alongside the letters to landowners, the decision was taken to issue a new Call for Sites and RK had issued a press release on behalf of the group (circulated).

HK confirmed that letters had now all been sent to previous site owner contacts asking for updated site information, with a response date of 12th June (Call for sites response deadline was 9th June).

A few responses had already been received and some requests for meetings with the Steering Group. It was AGREED that HK would liaise with an individual landowner who'd made general enquiries, and would set up informal meetings requested by developers/landowners with a minimum RK, RQ and AT attending, and advise all other Steering Group members for attendance if available (**Action HK**).

It was AGREED to look at re-organising the sites on the longlist in order (**Action RK**).

4. AiRS support

It was confirmed that Rowena Tyler is happy to work with the Steering Group as long as this is approved by AiRS, and AiRS has subsequently confirmed that RT can provide the outstanding 7 hours (1 day) AiRS support. In discussion, it was felt that RT's time may be better utilised in other aspects of advising the group, eg the Consultation Statement: Another contact could cover the role of independent chair of Site Evaluation Meetings. It was AGREED that HK would approach

the contact for availability and costs, which would then need Council to approve the funds (**Action HK**)

The group briefly discussed whether the strategy for site evaluation needed to be run past NK. It was AGREED that RK would arrange a meeting with NK for a 'sanity check' on the list of sites/employment sites/methodology (**Action RK**).

The suggestion had emerged from the Annual Parish Meeting of holding a community meeting to go through the evidence, ie Explain what public said last time and ask if there was anything new to be added. It was AGREED to stage a public meeting on 'Refreshing the Neighbourhood Plan Strategy' in the Village Hall at 6.30pm on Thursday 22nd June 2017. DH would work on initial commentary, RK to prepare as presentation and do press coverage, HK to sort other logistics and PPC media/noticeboard adverts (**Action DH/RK/HK**)

5. Housing Needs Survey

The Housing Needs Assessment and SHELAA Employment Report 2017 papers from HDC were noted (previously circulated).

RQ reported on the HNS he had produced, the methodology approach used and national / local strategic documents referred to. RQ was thanked for the considerable time he'd spent producing the HNS. RQ will forward the paper to members for any comments (**Action RQ/All**) The HNS could also be discussed at the meeting with NK.

RQ suggested a short survey be undertaken of where residents living at the Oddstones development moved from as this could provide useful data to further inform the HNS (no personal details necessary). It was AGREED that RQ would draft this, forward to RK/HK and think about logistics of delivering/collecting replies (**Action RQ**). Similarly, it was AGREED that DH would conduct a simple survey via local estate agents relating to the Bartrams and Natwest developments (**Action DH**).

The group briefly discussed the SHELAA, noting that Hepworths and Harwoods are not in the Pulborough boundary but that the consensus view regarding Brinsbury site had been that as long as any development there is in keeping with the college's status as a Centre of Excellence there was no problem. Members were mindful of ensuring the NP vision articulates matters like this and any forthcoming proposals for parking at the Corn Store site, improvements there such as slipway, Station Road issues etc.

AT had asked the group to think about the HDC proposals for GTTS sites. It was noted that this is probably not within the remit of the NP but needed to be checked.

6. To make any formal recommendations to Pulborough Parish Council meeting on 22nd June 2017

The result of HK's approach to an independent advisor and any costs would be put to Council for approval.

7. Date of next meeting

Monday 26th June, 10am

Meeting Closed 11.58am