



**PULBOROUGH  
NEIGHBOURHOOD PLAN**

NOTES OF THE STEERING GROUP MEETING  
MONDAY 26<sup>TH</sup> JUNE 2017  
10am PARISH MEETING ROOM,  
SPORTS PAVILION, RECTORY CLOSE

**PRESENT:** Martin Ellis (ME)  
David Hurst (DH)  
Peter Jones (PJ)  
Richard Keatley (RK)  
Ray Qusted (RQ)  
Andy Tilbrook (AT)

**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 Gwen Parr.

**2. Notes of the meeting 22<sup>nd</sup> May 2017**

The Notes of the Steering Group meeting of 22<sup>nd</sup> May 2017 were received and approved.

Reporting Matters Arising from the meeting, the following was noted:

- DH suggested that any new ordering of the sites on the longlist ought to be geographical. Sites would need to be clearly named for easy identification and to avoid any confusion.
- DH had spoken with two local estate agents/developers (and may expand to a third estate agent) about the origins of new residents. RQ had made a start on the Oddstones resident origins survey, Cllr Henly had agreed to be a collection point for responses. Updates on both these surveys will go to a future meeting.

**3. Review of 'Refreshing the Neighbourhood Plan' public meeting n 22<sup>nd</sup> June 2017**

This had been organised as an opportunity for public feedback and for the Steering Group to gauge public opinion and general support. The event was fairly well attended, with around 40 people, a number of questions asked and responses given, and the general consensus from the public was that the Steering Group is heading in the right direction. DH had taken photos, which will be added to the files.

**4. Housing Needs Survey: Locality funding/technical assistance**

RK and RQ had met with HDC NP Officer Norman Kwan (NK) for a general look at the sites list, evaluation process etc and he had seemed happy with things. It had emerged that NP groups should apply to Locality for both funding and technical support, specifically assistance with the housing needs survey. It was unfortunate this information hadn't been made clear earlier on and RQ had already spent considerable time on the housing needs exercise. However, it was important to now apply for the assistance as soon as possible to progress matters. **AGREED (Action HK)**

**5. Site Assessment / Call for Sites 2017: Including responses received, meeting requests and evaluation arrangements, and potential independent advisor appointment**

HK briefly reported on responses received: some responders had requested more time, there had been a few requests for meetings which were in the process of being arranged. It was **AGREED** that RK would meet with HK to initially go through the responses so far and check on/chase up any

known sites for which no response had been received (**Action RK/HK**). The Council had approved the appointment/cost of Colin Smith Planning (Maggie Williams) to assist the group with the site evaluation meetings/process, HK would now confirm with her (**Action HK**). It was felt difficult to set dates for the site evaluation meetings at present but they would be likely to be arranged for mid-end August 2017, to be discussed at next meeting.

NK had advised RK that there are more brownfield site options now: whether these will come forward or are ready for development is unknown but the group needs to make sure that all sites are properly assessed for potential. Additionally, consideration should be given to possibilities of transferring existing brownfield sites to other sites if viable relocation is identified.

6. **To make any formal recommendations to Pulborough Parish Council meeting on 20<sup>th</sup> July 2017**  
None identified.

AT asked that the Steering group look at identifying GTTS sites within the NP. There was uncertainty as to whether this would be in the NP remit and HK was asked to contact NK to ask whether we should/could have a policy to allocate GTTS sites and whether he knew of other NPs that had done so (**Action HK**).

***[NB: This was followed up with HDC, NK confirmed this is outside NP remit as it is a statutory function of principle/planning authority]***

7. **Date of next meeting**  
Tuesday 1<sup>st</sup> August 2017, 10am

*Meeting Closed 11.30am*