

**NOTES OF THE STEERING GROUP MEETING
WEDNESDAY 1ST NOVEMBER 2017
10am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Richard Keatley (RK) - Chair
Martin Ellis (ME)
David Hurst (DH)
Peter Jones (PJ) (up to item 6)

IN ATTENDANCE

Heather Knight (HK) - Clerk to Pulborough Parish Council
Tom Warder (TW) - AirS (part of meeting)

1. Welcome and any apologies for absence

RK welcomed Steering Group members to the meeting. Apologies for absence were received from Cllrs Andy Tilbrook and Ray Qusted.

2. Community Land Trusts - discussion with Tom Warder, Community Led Housing Manager, AirS

It was agreed to move agenda item 4 forward to this point in the meeting for convenience. Tom Warder, Community Led Housing Manager of AirS was welcomed. TW talked to members about interest in a Pulborough CLT and gave an overview of the service AirS could provide. The Sussex CLT Project was set up to provide a bottom up approach to delivering local needs housing and a range of community assets that can be managed through the model. The Community Housing Hub was about to be launched, covering various forms of community led housing eg self-build, co-operative housing etc. There were currently around 8-10 projects, some at quite advanced stage, Angmering being a good example.

CLTs are essentially non-profit organisations set up to provide and possibly manage community assets such as affordable housing. Housing itself can be from a range, eg rented, shared ownership. AirS/TW role is to assist groups, and there is extra impetus following successful community housing funding from DCLG and also HDC is providing a modest amount of money for two years. AirS can now provide free help/advice with things such as business plans. They would produce a scoping report, SWOT analysis and 'next steps' in the first instance, and a formal agreement/contract with AirS would need to be put in place beyond that. The exercise also enables access to further funding opportunities.

To set up a CLT there needs to be a core group and the project must have the support of the Parish Council, although it would be a separate entity from Council and the Neighbourhood Plan. HK confirmed that PPC had previously given in principle support to establishment of a CLT. TW felt it was useful that the grounds are laid now regarding a CLT rather than after the NP is completed, although it's an additional project to take on. The real challenge is acquiring a suitable site and it's beneficial to have discussions now with developers/sympathetic land owner as to land that could be available, giving greater leverage to set a policy on what's built there.

TW referred to the Wessex Trust model as an example of a partnership 'light touch' CLT. There are various legal formations of CLT and ownership of the asset, depending on whether a hands-on management approach is wanted, or not.

In order to move forward, TW suggested the following course of action:-

- He could provide the free advice of scoping report, help with community engagement, advice on funding sources, business plan etc.;
- Interested individuals should consolidate themselves as a group - suggested action is a well organized community event, possibly at a Council meeting, giving public information about the project and also the opportunity for volunteers to come forward.
- Let TW know the group's overarching vision, what it is trying to achieve

During discussion, other points raised included: Legal basis for a CLT requires 3 appointments: Chairman, Treasurer and Secretary; A community event to publicize a proposed CLT/find volunteers would cost perhaps in the region of up to £1k (if procuring banners/household flyers) - it would be sensible to reaffirm PPC support of CLT and raise the probability of initial expense to Council; It would be sensible to establish HDC position regarding CLTs. Going forward there will be DCLG annual pot of £60m for Community Housing Funds.

The following was AGREED:

- Check /reaffirm PPC support for CLT (HK)
- Scoping Report to be provided by AirS (TW)
- Meeting to be arranged with HDC Neighbourhood Plan Officer (Norman Kwan) and Head of Housing: obtain some dates (HK), with a view to RK and Council Chairman and TW attending

TW was thanked, and left the meeting.

3. Notes of the meeting held 13th September 2017

The Notes of the Steering Group meeting of 13th September 2017 were received and agreed. However, RK clarified that his declared non-pecuniary interest under point 4 of the Notes was not that he knew the respondent personally but that the family controlling the Lakers/industrial estate site also controlled the Mare Hill site, which he has an interest in.

4. Matters Arising from last meeting and Reports / Updates on informal meetings held

The mini-survey undertaken by Cllr Ray Qusted (RQ) regarding residents' move to the area was noted: Only 4 responses had been received (held by Council office), therefore RQ had advised that there was insufficient data to be of use. It was felt it would be interesting to know how many houses there were at Oddstones, HK advised that 100 letters had been copied.

HK confirmed that Churches Together was not previously a consultee for the NP: A representative had originally attended the early Steering Group meetings, it seemed, and individual local churches were separately identified as NP consultees. It was AGREED that Churches Together be included in future on the list of formal consultees, contact name to be identified (HK).

5. Call for Sites 2017 and Site Evaluation

RK updated all on the useful site visits undertaken so far and on recent meetings with land owners/developers, including a meeting requested by HDC, who are now thinking about how strategic sites should be dealt with. There had been an interesting outcome from a meeting with the owners of land at Station Rd industrial estate attended by ME and RQ, with potential NP implications. RK and RQ had had a constructive meeting going through the templates. There were so far around 36 or so sites on the list. RK had also met with Norman Kwan who had clarified the process in that each site on the list must be populated with the same kind of information, then objectively scored using the HNA figure. RK had been finalising the list of sites and putting all information together: Dropbox folders had been created for each site and he would send a link to HK for forwarding so that members involved in site visits could begin to populate 'their' section.

DH advised that he had contacted Tesco to try to find a relevant contact for setting up a meeting regarding any proposals they may have for sites.

HK asked about intentions regarding the services of Maggie Williams as an independent observer of the site assessment process. It was AGREED to pass on the group's apologies for continued delay in utilising her, which was dependent on completion of site visits and AECOM report/HNA figure and to obtain some provisional January dates from her (HK).

6. Housing Needs Assessment / AECOM Report - any update

Following the September conference call direct with AECOM to inform the AECOM report/HNA figure, which RK, RQ and AT had participated in, HK had forwarded various NP documents requested or referred to. HK had clarified a recent AECOM misunderstanding over whether there had been a recent Housing Needs Survey undertaken (there hadn't), which had caused some delay combined with the officer going on leave. The AECOM report was awaited, and would hopefully be available for the next meeting and to tie in with site assessment.

7. HDC Brownfield Land Register Consultation - To consider whether the NPSG wishes to submit a comment

A number of brownfield sites had been identified as being potentially available through the recent Call for Sites process, some of which were previously unknown. Following discussion, it was AGREED that the Steering Group wouldn't submit a comment but would recommend to the Parish Council's Planning & Services Committee meeting considering the item on 2nd December that the following sites be advised to HDC as potential brownfield sites for the register:-

- Lakers - 1 site
- Harwoods - 2 sites
- New Place Nurseries - 1 site
- Murrells - 1 site
- Toat - 1 site
- Ambulance Station - 1 site
- Police Station - 1 site
- Broomers Hill Industrial Estate - 1 site
- Pulborough Garden Centre - 1 site

8. Any reports or recommendations to Pulborough Parish Council

Update Council on discussion with TW regarding CLTs and the possibility of some initial costs for a public meeting/publicity if CLT initiative goes forward.

9. Items for information/correspondence

A request for Steering Group assistance with a Neighbourhood Plan related project from a PhD research student was noted, however the Group did not feel able to commit time to this.

10. Date of next meeting

Thursday 7th December 2017, 10am. Meeting closed 12.10pm.

It was noted that W/C 13th November had previously been earmarked for site visits: It was agreed to specifically keep the 14th and 15th November clear for this, possibly extending into the Friday if necessary - RK, DH, ME and RQ to liaise arrangements.