

**NOTES OF THE STEERING GROUP MEETING
WEDNESDAY 10TH JANUARY 2018
10am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Richard Keatley (RK) - Chair
Martin Ellis (ME)
David Hurst (DH)
Peter Jones (PJ)
Ray Qusted (RQ)

IN ATTENDANCE

Heather Knight (HK) - Clerk to Pulborough Parish Council

1. Welcome and any apologies for absence

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

2. Notes of the meeting held 7th December 2017

The Notes of the Steering Group meeting of 7th December 2017 were received and agreed.

3. Matters Arising from last meeting (if not already separate agenda items)

None

4. Housing Needs Assessment / AECOM Report - Update

The AECOM HNA report had been circulated and was noted. HK confirmed that AECOM's original short deadline for comment had been extended to 15th January 2018. Members discussed the report and HNA calculations in detail. Different interpretations could be made as to the final housing number the report was recommending, it was felt the crucial part was within the executive summary. RK understood the HNA allocation to be 294 properties, however it wasn't clear whether this is affected by the SMAHN. Members felt clarification was needed regarding the calculation methods and whether the housing number included houses already built, under construction, or with planning permission. After lengthy discussion, it was **AGREED** that the queries and points raised would be fed back to AECOM, as detailed on Appendix 1 (Action HK).

It was felt the report had covered the issues of types of housing, affordable housing, needs of the young and elderly accommodation satisfactorily, including the need to build houses for life, and had taken on board liaison held with Steering Group members. The report seemed to back up the Steering Group's evidence of what is needed for Pulborough. It also emphasized the need to talk with HDC and developers. Infrastructure issues, however, hadn't really been addressed, particularly given the assumed housing allocation, and the report also seemed to remove the strategic site issue that had been raised by the Steering Group. Discussion with HDC as soon as possible would be sensible to iron out any discrepancies and ensure all are working together for Pulborough.

It was **AGREED** that a meeting with HDC should be arranged for after the final AECOM report is issued by AECOM (once signed off from Government/DCLG). It was suggested and **AGREED** that the Parish Council should have the opportunity to view and comment on the report, as well as the Steering Group. HK would seek a further response deadline extension of 22nd January 2018 to enable this, add to the Council agenda and send Council the Steering Group's comments to approve or add to (Action HK).

5. **Reports of any further site visits or meetings with other parties**

Members reported on recent site visits/meetings with land owners undertaken by the Steering Group regarding land at New Place Road Nurseries and Murrells site. The group discussed the scope and potential for these areas to be available at some time within the next 5 years. HK advised that a resident had queried recent Steering Group notes referring to possible development of a known Greenfield site: It was confirmed that whist SA45 Drovers Lane Site is Greenfield, other parts of the site (previously unidentified in the NP) are mixed and it is to these areas that reference is being made.

HK advised that attempts were being made to contact the owners of Swan Corner site on behalf of the Steering Group. There was also an empty retail premises in the village, possibly linked.

DH advised that he is waiting to hear back from a contact at Tesco with a view to setting up a meeting with the Steering Group to discuss Tesco interest in other Pulborough sites and the possibility of parking space at the GP surgery. It was **AGREED** a letter under the auspices of the Council may be helpful and HK/DH would liaise (Action DH/HK).

HK had not yet responded to the police regarding their correspondence about possible relocation within Pulborough. It was **AGREED** that they should be advised that the Steering Group is considering various sites for inclusion in the Neighbourhood Plan and that perhaps a meeting with the police at some point in the future would be sensible (Action HK).

Community Land Trust

Members discussed further the recent Scoping Report produced by AirS. Setting up a launch event would inevitably have a financial impact to be borne and there was also the time issue for those already active in NP and other community or voluntary projects. It would need to be made clear in the Neighbourhood Plan that the CLT would be set up in order to deliver the Plan policies. It was **AGREED** that AirS be advised that the Steering Group approves the Scoping Report and hopes to begin setting up a launch event as recommended in the report, and that AirS (Tom Warder) be asked for suggestions / assistance from AirS to kick-start this. This was probably likely to be later on in the process (possibly around Easter time) and AirS would also be asked for any examples of other neighbourhood plans that included CLTs or related policies (Action HK/RK).

6. **Template Population - Site Evaluation Process - any updates**

DH, RQ, ME and RK were thanked for their work in establishing the Dropbox file sharing and populating the site assessment templates. RK would put together packs for the group, to be available for the Site Assessment Evaluation Meeting during W/c 19th February. He would review all information and meet with those members responsible for specific areas to finalise and ensure all necessary data was covered (Action RK/All).

HK would contact the independent advisor/observer (Maggie Williams) to finalise which date suited best, confirm to all and book the River View Room at the Village Hall for the day (Action HK). The advisor's role will be to ensure a consistent and methodical approach is used for all sites and compliance with relevant planning legislation / frameworks.

7. **Any reports or recommendations to Pulborough Parish Council**

The previously noted responses to the draft AECOM report would be referred to Council for any additional comment.

8. **Items for information/correspondence**

None

9. **Date of next meeting**

Wednesday 7th March 2018, 10am.

Meeting closed 11.40am.

NPSG COMMENTS ON AECOM REPORT

1. Does the figure of 294 on p.232 include houses already built, under construction or with planning permission, and was there a cut-off point? eg the development by Cala Homes of approximately 129 houses was started in autumn 2017.
2. Can AECOM provide the Steering Group with a figure of how many houses Pulborough has actually taken, or been given permission for, from 1st January 2000 to present day, ie the underlying figure? The group is thinking ahead to its final report and explanations to the public of the relationship between that figure and what may be being proposed. The Steering Group see a headline saying something on the lines of 'Since the turn of the century Pulborough has taken some x hundred houses.....' and would like to be reasonably sure that figure is correct. The group think, but can't prove, that the figure is around 500. Can AECOM help?
3. Is AECOM specifically saying that the Steering Group must allocate sites within the SDNP, or can the figure of 8-13 be included on top of the 294, or is it included in the 294 already?
4. Section 4.7 - references to Upper Beeding should be Pulborough.
5. Clause 101 - references to 800 houses per hectare should presumably be per annum.
6. P9, clause 21 - How is the average of 294 dwellings reached?
7. P15, clause 30 - should refer to neighbouring "hamlets" not "villages".
8. P34 - reference at bottom of page should be to Pulborough not Upper Beeding.