

**NOTES OF THE STEERING GROUP MEETING
WEDNESDAY 7TH MARCH 2018
10am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Richard Keatley (RK) - Chair
Martin Ellis (ME)
David Hurst (DH)
Peter Jones (PJ) (*to part way item 10*)
Ray Qusted (RQ)
Andy Tilbrook (AT)

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 Les Ampstead. It was noted that Gwenn Parr had now stood down from the Steering Group and would be removed from the circulation list.

2. Notes of the meeting held 10th January 2018

The Notes of the Steering Group meeting of 10th January 2018 were received and agreed.

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

RQ asked that the Notes record thanks particularly to RK and DH for all their work in drawing together the final site assessment reviews.

HK had responded to the police regarding their correspondence and suggested a meeting with the Steering Group. They had requested that the matter be treated sensitively at this stage and suggested that whilst happy to meet this be put back for a couple of months as it was likely to take some time for their research to progress.

No further contact had been made with Tesco yet. DH provided HK with the contact details to make enquiries.

Some members and PPC office had been contacted by land owners or their agents enquiring about progress of the Neighbourhood Plan and site assessments, all had been advised that whilst initial work had been undertaken, the formal process of Site Assessment was about to commence.

DH updated the meeting on contact he had had with the owner of the Swan Corner site.

The current status of the Willowmead development was briefly discussed: A recent HDC planning meeting had decided that the S106 Agreement would be signed fairly imminently to an agreed deadline. The site should be incorporated into Neighbourhood Plan policy.

4. Pulborough Housing Needs Assessment - To note responses from AECOM on Steering Group feedback and final sign off of the AECOM Report

AECOM responses to Steering Group feedback on the report was noted (previously circulated). AECOM had confirmed the housing figure as 294 and clarified their methodology. The report was now within the Locality / Government process of formal sign off and therefore not yet publicly available.

5. Site Assessments: It was **AGREED to change the order of business to take this item later in the meeting, in order to give dedicated time to discussing each site.**

6. **To consider any further independent professional support needed to progress the Neighbourhood Plan and cost implications**

It was noted that the services of the independent planning consultant (Maggie Williams) had been very worthwhile and that her involvement could be useful for other aspects requiring professional expertise, eg possibly the 'health check' and policy development. This would be looked at later on in the process. It was noted that her services for the site assessment work would be less than quoted for as the work had ultimately been structured differently than envisaged, thus a balance of c£200 could potentially be available if required for other independent consultancy work.

7. **Community Land Trust - any update or additional action required**

RK reported on his recent meeting with Tom Warder (AirS) about progressing a CLT for Pulborough. It would be sensible to be talking early on with land owners/developers regarding CLT objectives. The first step is to find people to take a CLT forward as those involved in the Neighbourhood Plan have minimal capacity to take more on, and a well publicized meeting is needed, ideally targetting people likely to be able to take the project forward. If there is significant local interest in a CLT then there's a reason to continue with it, if not then it is best dropped. DH offered to lead on setting up a public meeting, with AiRs assistance. AT was also willing to be involved and had a couple of potential volunteers also interested in the initiative. Easter had originally been discussed but was now too close to arrange. **AGREED:** DH to liaise with Tom Warder and AT to arrange a public meeting about a CLT for Pulborough.

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

PPC to be fully briefed ahead of the Steering Group publishing its Site Assessment Report, once that stage is reached.

9. **Items for information/correspondence**

The correspondence from HDC was noted, advising of the Storrington, Sullington & Washington Neighbourhood Plan Reg. 16 consultation.

Correspondence regarding a new Mayfield market town/vision document was noted.

10. **Site Assessments -**

Review results of Site Evaluation Day 21st February 2018 and application to Locality for further free technical support

The working day had been extremely useful and the Steering Group had reviewed information about sites, evaluating each against the same criteria using the HDC templates and individual site summary sheets. Final review would take place over the next few weeks prior to the group's report, which will detail the methodology used.

Members went on to discuss and review individual site sheets 1-33. HK was asked to liaise with specific land owners, in conjunction with AT, to ensure the Steering Group's understanding was correct in that their sites were not being developed, though they had been reviewed due to being in the HDC SHELAA, but had not therefore been allocated (**Action HK/AT**).

HK was asked to seek clarification from independent adviser/s as to requirements for publishing site assessment information (**Action HK**).

DH and RK would pool the site assessment results into one document to provide the basis of a draft site assessment report (**Action DH/RK**).

Following discussion at the Site Assessment Working Day, as requested HK had applied to Locality for further free technical support to review the group's site assessment process. The application had been acknowledged and the decision was awaited.

11. **Date of next meeting**

Tuesday 10th April 2018, 10am.

Meeting closed 12.25pm.