

**NOTES OF THE STEERING GROUP MEETING
MONDAY 4TH OCTOBER 2018
10.00AM PARISH MEETING ROOM
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Andy Tilbrook (AT) - Acting Chair
Martin Ellis (ME)
David Hurst (DH)
Ray Qusted (RQ)

IN ATTENDANCE

Heather Knight (HK) - Clerk to Pulborough Parish Council

1. Welcome and any apologies for absence

All present.

2. Notes of the meeting held 25th June 2018

The Notes of the meeting held on 25th June 2018 were approved. The meeting arranged for 22nd August had been changed to a practical 'workshop' with the AECOM consultant to go through site assessment work. It was noted that the AECOM consultant had advised that it was not necessary to write to site owners regarding lower priority sites and this had not, therefore, been carried out. However, some site representatives had contacted the Steering Group requesting a meeting and this had been accommodated.

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

There were no matters arising from the last meeting that were not separate agenda items.

4. Recent site owner meetings held

The group reviewed recent meetings with site owners and their representatives which had been held to discuss in more detail proposals for various sites, in order to inform the final assessment process. Meetings had taken place on 25th July (Thorntons), 28th July (Sussex Police), 28th July (WHT Lamb Holdings), 6th August (Harwoods), 7th August (Duncans), 10th August (Luken Beck) and 10th August (Castle Properties).

5. Site Assessment work, and amendments following meeting with AECOM and meeting with HDC, including additional work undertaken by consultant

Due to the amount of work involved and limited resources of the Steering Group, the Parish Council had approved the appointment of Richard Keatley of Shared Solutions Ltd to carry out the amendments and data updating resulting from the meeting with AECOM on 22nd August 2018 and with HDC on 20th August 2018. This had included re-producing the templates and re-entering all the detailed information, which he was continuing to work on. This was taking longer than anticipated and the Steering Group appreciated that Richard was kindly carrying on without additional charge, in order to get the work completed. It was anticipated that the updating work would be completed within a week.

6. To discuss further work on sites for inclusion in the Neighbourhood Plan, including consideration of evidence base, and feedback from site access enquiry to WSCC

Members discussed the importance for unbiased, firm evidence for sites being included or excluded from the Neighbourhood Plan. It was essential to ensure sites included were deliverable.

AT reported that the new CLT can access a grant that could pay for a study that to address the issue of access on one of the key sites emerging. It was suggested that the CLT work with the site

owners/agent to progress this. Responding to PPC enquiry, WSCC had advised that a formal pre-planning application enquiry, at a financial cost, would be the only accepted route for exploring site access issues. The onus is not on the Council/Steering Group but on the developer to prove accessibility, but the NP Steering Group would need to be satisfied that evidence supported that in order to include the site.

Discussion took place regarding sewage and drainage issues, and whether the methodology used by Southern Water is skewed, and any additional burden on services if development takes place north of Pigeon Gate bridge / railway line. HDC would take the WSCC Highways and water authority comment as their basis for sanctioning or not sanctioning development. Again, clear evidence of issues was crucial if this is a reason for excluding development. AT had records of meetings / communications with Southern Water detailing the various sewage and drainage problems. It was **AGREED** that the Steering Group needed to go through that data to have a clear understanding of the matter and AT was asked to provide this. **Action AT.**

7. To note feedback from Neighbourhood Plan Conference on 26th September 2018, including housing target

HK circulated handouts from the HDC NP Conference. AT reported that the Conference had highlighted NPPF policy changes in 2019: The new framework will bring better arrangements for affordable housing but would mean a higher housing allocation. The Steering Group could recommend delaying progress to fit in with new national policy as it emerged, or could endeavour to complete the Neighbourhood Plan in line with current policy, which would mean less control over affordable housing but a known/lower housing number. It was **AGREED** that it was preferable to strive for the Neighbourhood Plan to conform to existing NPPF policy.

There was a query over whether six or less dwellings can be included in the Neighbourhood Plan housing number as the AECOM consultant's opinion is that this can be included but HDC NP officer had advised otherwise. This would be followed up at a forthcoming meeting with HDC.

8. To discuss HDC NP Officer invitation to meet following the NP Conference, to discuss progress and SEA work/options

HDC NP Officer Norman Kwan (NK) had asked to meet the Steering Group again for a progress update and to discuss a the SEA work. It was **AGREED** that HK would suggest the morning of Wed 17th or Wed 24th October for the meeting.

9. To consider schedule of work to reach pre-submission Reg 14

DH would liaise with RK about work on amended site assessment templates/data, which was anticipated by the end of the week or so, then work needed to be done on reviewing HDC site assessment feedback. RQ would review the Site Assessment Report. AT would draft a new Introduction. As there was still a considerable amount of pre-Reg 14 work to be done, and it was preferable for the Council to approve the draft NP prior to Reg 14 public consultation, it was **AGREED** that the Steering Group (DH/AT/RQ/ME) would meet together immediately after the meeting with HDC on either 17th or 24th October to go through the site assessment work. HK would advise which date as soon as possible. It was hoped to be able to achieve Reg 14 being sent to HDC by the end of October. This may require an Extraordinary Council Meeting being called for 1st November for PPC to approve the draft NP *[NB: It was subsequently not feasible to call the Extraordinary Council Meeting]*.

10. Items for information/correspondence

HK briefly outlined items recently forwarded to the group or for general information/interest, as per the agenda.

11. Date of next meeting

Wednesday 7th November 2018, 10.00am, Committee Room.

Meeting closed 11.40am.