

**NOTES OF THE STEERING GROUP MEETING  
WEDNESDAY 7<sup>TH</sup> NOVEMBER 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 4<sup>th</sup> October 2018 and any Matters Arising (if not separate agenda item)**

The Notes of the meeting held on 4<sup>th</sup> October 2018 were approved. There were no matters arising.

**3. To discuss Site Assessment work progress to date, following meeting with HDC NP officers 24.10.18 and separate Steering Group work 24.10.18**

AT was pursuing contacts to arrange a meeting with Southern Water to establish sewerage/drainage data and issues relating to some sites. DH agreed to assist in investigating this.

The Steering Group needed to undertake its own audit of each site assessment before forwarding the work for review by HDC and AECOM. It was therefore **AGREED** that AT, ME, DH and RQ would meet at the Village Hall immediately following today's meeting to carry out this review of the work to date on site assessments.

The Notes from HDC of the meeting with NP officers on 24.10.18 were noted/approved, subject to a couple of typographical errors. AT has the master Sussex Wildlife Biodiversity Report, which HDC NP officer had requested a copy of.

**4. To discuss review and progress of draft pre-submission Reg 14 documents and assess what is required to reach Reg 14**

Members discussed the process of re-writing the Neighbourhood Plan sections: It was felt that many of the documents would not change substantially from the previous iteration and the task could be undertaken in-house. The submission document could be split into quarters and each SG member would undertake to review a portion. HK would check whether the papers were on Word Documents at PPC office (previous iterations having been carried out by an appointed partner/consultant working with AirS).

**5. To consider other Neighbourhood Plan documents that need review for updating or amendment**

Members considered other NP documents still to be reviewed, such as Environmental assessment (HDC undertaking this); Site assessment audit work; Green Spaces report; Check of Basic Conditions statement; Consultation statement; Submission Plan. All of which would need to be forwarded to HDC for a 'health check'. HK reminded the group that policy writing and health checks were additional packages available as free technical assistance from AECOM.

Members noted the matter of the Government's proposals to categorize the A29 as a Major Route Network and what affect this may have on NP sites. PPC was to meet with WSCC strategic planning officers on 21.11.18 following which more information may be available.

**6. Items for information / correspondence**

- HDC NP officer: Links to Storrington NP site assessment work (forwarded to NPSG)
- Notification of Southwater NP Reg 14 Consultation
- LCR Summer 2018: NALC article on NPPF

**7. Date of next meeting**

Tuesday 4<sup>th</sup> December 2018, 2.00pm, River View Room (Village Hall)

*Meeting closed 10.35am.*