

**NOTES OF THE STEERING GROUP MEETING
THURSDAY 5TH SEPTEMBER 2019
10.00AM PARISH MEETING ROOM
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Andy Tilbrook (AT) (Chairman)
Ray Qusted (RQ) (*from item 4*)
David Hurst (DH)
Edna Henly (EH)

IN ATTENDANCE

Heather Knight (HK) - Clerk to Pulborough Parish Council

1. Apologies for absence

Apologies from Cllr John Wallace were noted. Cllr Qusted had advised that he would arrive late.

2. Approval of Notes of the meetings held 7th and 13th August 2019

The Notes of the Steering Group meeting held on 7th August 2019 were AGREED as a correct record. The Notes of the meeting held with HDC and the SEA Consultant on 13th August 2019 were AGREED as a correct record.

3. Matters arising (if not separate agenda items)

None.

4. To review SEA Scoping Report by Consultant (Place Services) and provide feedback to HDC

Members reviewed the report in detail and agreed various points of comment or proposed amendment/corrections to be conveyed to HDC / Place Services – **Action HK (as per detailed note taken)**

5. To note and approve Pre-Submission Draft Neighbourhood Plan amendments agreed at meeting with HDC Neighbourhood Plan Officer on 13th August 2019; and to consider/approve other revisions and work arising subsequent to the meeting on 13th August 2019

The Steering Group approved the amended draft, revised as per agreed actions taken at the last meetings. Some subsequent matters needed further discussion or revision as a result of discussions held with the HDC Senior Neighbourhood Plan Officer. The Steering Group went through each in detail and further amendments, additions, or deletions were agreed. An additional paragraph was agreed for inclusion under Policy 15 Design, DH would circulate exact wording. **Action DH.** The HDC Senior Neighbourhood Plan Officer wanted sight of the updated draft Pre-Submission documents as soon as possible as the SEA Consultant needed to review the policies against the SEA Scoping Report. **Action HK**

As a result of the healthcheck feedback and meeting with HDC, some revisions had been necessary to the earlier policy inset maps, and an additional map relating to the Glebefield area to show proposals for that land. The Steering Group considered new maps provided by Eyelevel Design and agreed the content and inclusion with the Pre-Submission Neighbourhood Plan. The additional cost would be referred to the Council for ratification. **Action HK**

6. **To consider any revisions or updating of Pulborough Design Statement required and incorporation into the Neighbourhood Plan**
This item had been dealt under item 5. No revision of the Design Statement would be made but the document would now be incorporated into and referenced within the Neighbourhood Plan, instead of being a supplementary planning document.
7. **To consider any Community Aims for inclusion in the Neighbourhood Plan, eg cycle paths**
Several possible ideas were aired. It was decided to defer this the next meeting.
8. **To consider any responses from landowners/representatives of key sites to draft policies following NPSG consultation**
HK reported that one site owner had yet to respond, one had acknowledged and would revert as quickly as possible, one had confirmed agreement to the draft policy and one had responded with some concerns. This was discussed in detail and it was agreed to ask the site owners to provide a draft showing proposed layout of dwellings. **Action HK.**
9. **Any other business or correspondence**
 - In addition to amendments discussed and agreed under agenda item 5, the Steering Group considered subsequent comments received from the HDC Senior Neighbourhood Planning Officer. His six comments were reviewed, and it was agreed that all had already been addressed in the earlier discussion.
 - HK reported for interest that notice had been received from the SDNP that a CIL payment would be made to the Parish Council in October 2019 as result of development. This would be formally reported to PPC Finance & Policy Committee.
10. **Date of next meeting**
9th September 2019, 2.00pm Steering Group and 3.30pm meeting with CPA Property Chartered Surveyors
13th August 2019 with HDC and SEA Consultant

Meeting closed 12.35pm.