



**PULBOROUGH  
NEIGHBOURHOOD PLAN**

**NOTES OF THE STEERING GROUP MEETING  
TUESDAY 22<sup>ND</sup> NOVEMBER 2016  
2pm PARISH MEETING ROOM,  
SPORTS PAVILION, RECTORY CLOSE**

**PRESENT:**

Martin Ellis (ME)  
David Hurst (DH)  
Peter Jones (PJ)  
Richard Keatley (RK)  
Ray Qusted (RQ)  
Andy Tilbrook (AT)

**IN ATTENDANCE:**

Rowena Tyler (RT) Action in Rural Sussex (AiRS)  
Heather Knight (HK) Clerk to the Parish Council

Prior to the Steering Group meeting, an informal discussion took place with representatives of Catesby Property Group, at their request, relating to the New Place Road development.

**1. Welcome and any apologies for absence**

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

Members noted that the informal exchange with the developer/land owner representatives prior to the meeting was useful and provided an opportunity for developers to engage with the Neighbourhood Plan. It was **NOTED** and **AGREED** that in the interests of a transparent, consistent and co-operative approach to the Neighbourhood Plan process, any developer or land owner requesting a similar discussion would be afforded the same opportunity. An open invitation could be included as part of the letter to site owners, which had not yet been issued. Such informal discussions with developers or land owners would be undertaken without predetermining comments or decisions yet to be made relating to any future formal planning applications coming before the Steering Group or Parish Council, at which time the relevant body would consider the information available.

**2. To receive Minutes of the meeting held 18<sup>th</sup> October 2016 and Notes from the Working Group meetings held on 28<sup>th</sup> September and 4<sup>th</sup> October 2016 and any other meetings for which Notes had not been previously available**

The Minutes of the Steering Group meeting of 18<sup>th</sup> October were received and approved (previously circulated). The Notes of Working Group meetings held on 28<sup>th</sup> September and 4<sup>th</sup> October 2016 (previously circulated) were received and approved. No other meetings had taken place.

Matters arising and reported on from the 18<sup>th</sup> October Steering Group meeting were:

- The letter to site owners had not yet been progressed due to various pressures and time constraints. RK and HK hoped to meet very shortly to move this forward. **(Action RK/HK)**
- Pulborough Parish Council had approved the Steering Group's request for HALC to discuss the problems facing neighbourhood plan progression with other local NP groups and raise this at

higher levels. HK had made the request to HALC but as yet no response had been received. HK was asked to follow up on this. **(Action HK)**

- LA was going to raise the matter with HRTF but has been away
- ME had spoken to T Donnelly about inclusion of NP information in a residents' welcome pack but it didn't look as though that project would be going ahead

**3. Chairman's Update, including to note correspondence from Horsham District Council regarding the way forward for Neighbourhood Plans**

The letter to Parish Clerks and Neighbourhood Planning contacts from HDC Director of Planning, Economic Development & Property was noted and considered (previously circulated). It was felt positive that HDC were addressing the problems facing Neighbourhood Plan production, highlighted following the recent overturning of the Henfield Neighbourhood Plan. HDC were reviewing their offer of support in light of this nationally significant situation. Members were hopeful of support and good partnership working with HDC going forward. Of some concern was the possibility of less support and more burdensome work for the Steering Group. HDC's new NP Officer, Norman Kwan (NK), had now taken up post and is receiving handover from their previous officer. Although NK is arranging a NP Conference for early in the New Year, the Steering Group felt it would be sensible to arrange a meeting as soon as possible between the him, RK and RQ, and RT too if available, to welcome him, introduce the Pulborough group and appraise matters: **AGREED (Action HK)**

In summary, work and actions for the group going forward were :-

- Letter to site owners to be finalized, including invitation to meet with Steering Group, sent first to NK for comment (but HDC comment would not necessarily hold up distribution). **Action RH/HK**
- Follow up on request to HALC to raise concerns of local neighbourhood plans. **Action HK**
- Meeting to be arranged for RQ and RK, possibly RT, to talk with NK. **Action HK**
- The group could start to write up the evidence for site allocations early in the New Year: RQ offered to test the site assessment matrix with some sites already in the system. RK said it may be useful for all to have an initial look at this and he would email all the matrix. **Action RK/RQ/Members**
- It was **AGREED** that it would be sensible to keep public informed of current status and progress of the Neighbourhood Plan - RK would produce a short article to the editor of the Pulborough Community Bulletin. **Action RK**

**4. To make any formal recommendations to Pulborough Parish Council meeting on 24<sup>th</sup> November 2016**

There were no recommendations requiring Council approval.

**5. Date of Next Meeting**

Tuesday 10<sup>th</sup> January 2017 at 10am, Sports Pavilion meeting room.

*Meeting Closed 3.45pm*