

**NOTES OF THE STEERING GROUP MEETING
THURSDAY 7TH DECEMBER 2017
10am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Richard Keatley (RK) - Chair
Martin Ellis (ME)
David Hurst (DH)
Peter Jones (PJ)
Les Ampstead (LA)
Andy Tilbrook (AT)
Ray Quested (RQ)

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 Gwen Parr.

2. Notes of the meeting held 1st November 2017

The Notes of the Steering Group meeting of 1st November 2017 were received and agreed.

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

Point 4 (Matters Arising): Regarding the query on the number of houses at Oddstones, RQ advised there were 56.

Point 7 (HDC Brownfield Land Register Consultation): HK reported that as requested this had been on the P&S agenda for formal PPC comment, however there had been some misunderstanding as those present were not members of the NPSG. The decisions from the P&S Committee had not therefore entirely reflected matters as the NPSG had intended. AT offered to clarify the nature of the NPSG position for better understanding of its role at their meeting tonight.

4. Housing Needs Assessment / AECOM Report - Update

HK advised that further delay was now anticipated in receiving the HNA and AECOM Report as the officer in contact had requested a further fortnight for internal processing. HK had stressed that this was not helpful for the NPSG but it seemed there was little choice. It now seemed unlikely the AECOM report would be available much before Christmas.

Members discussed the new SMAHN Government housing formula (Standard Methodology for Assessing Housing Need) being applied to District planning authorities from Spring 2018 and whether this would affect housing numbers for those areas without NPs passed, also whether the HNA figure from AECOM would take account of this or not. It was **AGREED** that: HK would seek clarity on this from AECOM, RK would speak with HDC NP Officer in the meantime and AT to possibly flag up with Nick Herbert MP. **Action HK/ RK/ AT.** It was also **AGREED** to request that AECOM provide an indication of the HNA figure for later confirmation if the report won't be available, to tie in with final site visits/assessment process **Action HK.**

5. Call for Sites 2017 and Site Assessment - Site Visits / Template Population

RK, RQ, ME and DH had done some site visits - the process of driving around, taking photos, looking at sites had been very useful in providing a full picture and had also identified new Brownfield Sites. A meeting had taken place with HDC and a developer (at HDC request), as a result of which HDC had

advised that the NP cannot deal with strategic sites. A good start has been made to completing the site information schedules so far.

A useful meeting had been held with St Mary's School Head Teacher: The school is not looking to expand but is interested in a pre-school being set up.

A site visit of New Place Nurseries had been arranged with the owners for 12noon Tuesday 12th December. Confirmation had been received from the owner of land at Murrells that a site visit could be made anytime/day between 9am-4pm. It was **AGREED** to confirm a visit for 1.30pm immediately following the New Place Nurseries visit **Action HK**.

It was **AGREED** that the owners of land at Swan Corner should be contacted to suggest a meeting with a couple of the NPSG representatives to discuss their intentions **Action HK**.

Correspondence from Sussex Police Estates Team was noted, relating to them looking to relocate to a smaller facility in Pulborough instead of refurbishing the Pulborough Police Station premises. It was **AGREED** that RK and HK would liaise regarding response to this, as a meeting may be useful.

Members discussed methodology and template completion and individuals who had undertaken specific tasks reported on findings:-

DH had looked at site access to services: He circulated 3 maps illustrating different distances/access to services/transport, ie distances in metres walking at 2.5mph and 3mph. It was felt that using the 2.5mph map would be sensible.

RQ had dealt with site and housing potential: The difficulty was still the potential number of dwellings for each site.

ME had focussed on biodiversity, landscape and heritage, from which there are 5 categories - TPOs, inter-village gap, listed buildings, conservation areas and sites of archaeological interest. A query emerged regarding method of gauging dwelling space as habitable rooms per hectare or dwellings per hectare - HDC had been asked but the reply wasn't clear. It was suggested that ME and RQ liaise regarding this as any discrepancies between the various exercises will need clarification.

RK had set up Dropbox folders for all sites for members to input all their site information, which can then be pulled together. AT would apply his local knowledge of drainage / sewerage systems.

Traffic/transport issues were discussed. RK had contacted HDC about how to address transport issues and the NP Officer had forwarded a link of further information regarding guidance on Transport Assessments that he felt was useful. It was **AGREED** to send the link with the meeting Notes for members to view. **Action HK**

HK reported that Cllr Paul Clarke had highlighted the need for the NP policies to consider transport issues, bearing in mind forthcoming changes to CIL/S106 funds, to incorporate infrastructure improvements necessary, using the Transport Plan (2010) as evidence and ensuring obligations were met by the relevant authority.

6. **Review of NP Timeline**

Members discussed likely new significant timeline markers: It was anticipated that if site assessment information could start to be collated by the New Year, site assessment sheets could be completed by the end of January 2018. This would enable site evaluations to be done during a 2 week period of February. It was **AGREED** to ask Maggie Williams if she was available to reserve

W/C 19th February 2018 for a one day slot, and to meet RQ and RK informally 2 weeks beforehand to familiarise her with the methodology used **Action HK**. Reg 14 stage was now unlikely to be before April 2018.

7. Community Land Trust - Update, including: To Note Pulborough CLT Scoping Report from AirS; Brief Verbal Report of AirS Community Housing Hub Launch Event 5th December 2017; Consider any further action with regard to CLT Formation

The previously circulated Scoping Report from AirS was noted. DH and RK reported on the AirS Community Housing Hub Launch event they attended on 5th December 2017. This had been an interesting session showing some good projects, although not many that would be a likely model for Pulborough. Most of the models were for managed projects. There is a definite usefulness in having a link between the NP and a CLT: The NP can set the seed for a project, eg identify a site, but the CLT would deliver it.

8. Any reports or recommendations to Pulborough Parish Council

None emerged.

9. Items for information/correspondence

HK reported on email correspondence received from Steyning PC requesting some assistance on aspects of a new Steyning Neighbourhood Plan and setting up of a new steering group. They had subsequently sourced advice and resolved their query, therefore no further action was now required.

10. Date of next meeting

Wednesday 10th January 2017, 10am.

Meeting closed 11.45am.