

**NOTES OF THE STEERING GROUP MEETING
TUESDAY 4TH APRIL 2017
10am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

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

IN ATTENDANCE

Heather Knight (HK) Clerk to the Parish Council

1. Welcome and any apologies for absence

RK welcomed Steering Group members to the meeting. Apologies for absence were received from Les Ampstead and Peter Jones.

2. Notes of the meeting held 7th February 2017

The Notes of the Steering Group meeting of 7th February 2017 were received and approved (previously circulated). HK reported that PPC had approved the NPSG recommendation to register the Lower St car park as a community asset, however she had not had time to action this yet.

3. Chairman's Update

RK reported on the very interesting meeting he, AT and RQ had recently had with MP Nick Herbert discussing principally points and concerns brought up at Steering Group meetings/neighbourhood plan issues. The MP has taken things on board and emphasized that the government wants neighbourhood plans to continue.

AT updated the meeting on the development west of the station: PPC had formally supported the land transfer but some separate (non PPC) elements of the transfer between Network Rail and Willowmead were delaying development progress.

It was noted that Rowena Tyler (RT) now works part time for the Sussex Community Rail Partnership, and is potentially a good point of contact.

HK had drafted the final letter to go to site/landowners, which was circulated. Various obstacles had delayed this being sent yet.

RQ had started working on the Housing Needs Assessment. There was still quite a lot of work to do and when complete it would be forwarded to all. **(Action RQ)** Comments were made about possibly revisiting the housing needs criteria, that the methodology HDC had provided wasn't particularly straightforward, and the difficulty of assessing housing needs when land-banking exists. As a result of the Government's White Paper on housing, authorities were probably going to be given even higher housing provision numbers.

4. AiRS support

It was noted that RT's post with AiRS had been made redundant since the last meeting. There were around 5-6 hours remaining owed from the Agreement and AiRS proposed another officer fulfilling those. However, there was a view that this would not be best use of those hours and Council had

been minded to seek a refund of that portion or liaise an alternative solution with AiRS. The Council had approved that the Steering Group be given delegated authority to decide the best course of action. HK reported on discussions so far with AiRS and her conversation with them that morning.

Comment was made on the need to have an independent/objective person overseeing the Steering Group's final site assessment decision meetings. Subject to progress of further discussion with AiRS and RT, it was AGREED that a proportionate refund for the Council would be the sensible option, and a new independent advisor then be appointed: Ample funds remained to cover this and additional funding was now available from Locality - AGREED HK to apply. **(Action HK)** Some potential contacts for a future independent advisor were discussed, which HK would investigate. **(Action HK)**

The group went on to discuss the site assessment process: RK has been updating the list of sites and asked for the group's comments on the working document, following which it would be forwarded to the HDC NP Officer for a 'sanity check'. All the sites previously in the Site Assessment and all sites on the SHELAA had been evaluated as to whether to include or exclude in the new site assessment process. Subject to amendment coming out of today's meeting, the HDC NP Officer would be asked to comment within a week: HK could concurrently be assembling the contacts for sending the landowner update letters out. Following discussion, some amendments were made to the Site Assessment working document circulated. AGREED RK/HK to progress action as discussed. **(Action RK/HK)**

5. To consider revised Timeline for PPNP

Noting that there would probably need to be 3 separate half day meetings considering the site assessment findings, members discussed a probable revised timeline for completion of the Neighbourhood Plan. The following draft/probable timeline was AGREED, but would be subject to further review:

End July 2017	:	Conclusion of Site Assessments
End August 2017	:	Revised overall Neighbourhood Plan
End September 2017	:	Reg 14 six week public consultation
December 2017/January 2018	:	District Council public consultation
May or June 2018	:	Examination
September 2018	:	Referendum

It was noted that HDC will need to undertake the Sustainability Appraisal, which they had agreed to do. RK would check again with the HDC NP Officer that there was no need to carry out a further Call for Sites. **(Action RK)** Following discussion, it was AGREED that the Clinical Commissioning Group, Pulborough Medical Group, Pulborough Community Care Association and St Mary's School be approached to set up individual information gathering meetings with the Steering Group (possibly the secondary school too?) Their views on how they are developing services in the future could provide valuable input to the NP and HK was asked to progress this. **(Action HK + AT to source secondary school contact)**

6. To consider possible community event

It was AGREED that it would be more sensible to discuss this when further progress has been made, perhaps timed for the two weeks prior to re-launch of Reg 14 public consultation.

7. To make any formal recommendations to Pulborough Parish Council meeting on 22nd April 2017

None made, full Council would be updated.

8. Date of next meeting

Monday 22nd May, 10am

Meeting Closed 11.40am