

**NOTES OF THE STEERING GROUP MEETING
MONDAY 24TH JUNE 2019
10.00AM PARISH MEETING ROOM
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Andy Tilbrook (AT) (Chairman)
Ray Qusted (RQ)
David Hurst (DH)
Martin Ellis (ME)
Edna Henly (EH)

IN ATTENDANCE

Heather Knight (HK) - Clerk to Pulborough Parish Council

1. Apologies for absence

None received.

2. Approval of Minutes of the meeting held 7th June 2019

The minutes were AGREED as a correct record.

3. Matters arising: In particular, alterations and adjustments made as a result of previous meeting

HK updated on the various action points agreed at the last meeting. With regard to amendments to the draft Pre-Submission Neighbourhood Plan, these were as follows:-

- Local Green Spaces Study: Harvest Fair photograph - DH had forwarded a more up to date jpeg photograph to replace the previous version (Action HK)
- Pre-submission NP: List of acronyms for insertion at rear of Pre-submission NP (Action HK)
- Pre-submission NP: Business Economy policy, paragraph 3.42 – revised wording to reflect even more flexible working (Action HK)
- Site Assessment Report: Change RAG rating and correlating comment – RQ had actioned, awaiting insertion into documents (Action HK)
- Site Assessment Report: Insert key to RAG rating (Action HK)
- Policy Maps: RQ had actioned/forwarded to HK, awaiting insertion, pending Steering Group approval (see item 8) (Action HK)
- Site Assessment Report: Pages to be numbered (Action HK)
- Local Green Spaces Study: Rivermead Nature Reserve – re-word statement (Action HK)
- Local Green Spaces Study: Inclosure award date – ME had checked and the date should be 1855 (Action HK)
- Local Green Spaces Study: Nutbourne Common – update photograph (Action HK)

Regarding the list of contact details, statutory and others, from HDC: HK had checked with HDC Senior NP Officer – the list was intended for general information, so the Steering Group do not need to contact those developers. HDC NP team will work with Pulborough on recommended contacts at the appropriate time.

HK had advised the developer acting for the West Glebe Field site owners as to the Steering Group view. Similarly, the landowner with concerns about nearby commercial development had been advised that all comments arising from Reg 14 public consultation would be considered in due course.

4. **To review comments from Cllr Riddle, Cllr Clarke and Cllr Kay**
Following a proposal by AT, it was **AGREED** that all three items would be considered as part of the Reg 14 consultation process. (Action HK/All to bring forward with other feedback)
5. **To approve latest Site Assessment Report**
As a result of some Cllr feedback and a re-read of the draft report, RQ had proposed some alterations to assist in clarity of the report, as per the redesigned version circulated to members. Following consideration, it was **AGREED** to accept the revisions (Action HK)
6. **To approve revised policy maps**
RQ had worked with a contact to produce 4 redefined inset maps to support the policies (previously circulated). It was **AGREED** to adopt these for insertion in the Pre-submission Neighbourhood Plan. (Action HK)
7. **To review timeline**
All agreed the aim was to reach Reg 14 as soon as possible. HK had talked with HDC Senior NP Officer, who had confirmed HDC were very comfortable with the anticipated timeframe of Pulborough NP. However, HDC healthcheck feedback was still awaited (anticipated by end of this week) and the HDC arranged SEA was yet to be undertaken. HK understood that HDC would make this consultant appointment imminently and HDC had said they would endeavour to ensure the SEA was expedited urgently. It was **AGREED** that HDC be advised that the Steering Group would need the SEA report by 22nd July in order to reach Reg 14 stage before end of July. It was anticipated that this should lead to Reg 14 completion by mid-September and Reg 15 being reached by 1st October 2019.

It was **AGREED** that an agenda item for the next Steering Group meeting would be to set dates for reviews of Reg 14 consultation feedback.
8. **To consider Council/Steering Group preferred approach to Neighbourhood Plan review requested by HDC from options provided**
HK had spoken with HDC Senior NP Officer to clarify matters. Following recent correspondence from HDC on the future of Neighbourhood Planning, formal response was required by the revised deadline of 1st July 2019 as to the preferred approach. Following discussion, it was **AGREED** to advise HDC that Option 1 was the preferred approach for Pulborough NP (“Commence an early review of the neighbourhood plan to take account of any revised housing numbers which are allocated to the parish in the Local Plan Review...”) (Action HK)
9. **Any other business**
The Consultation Statement needed to be updated, either for Reg 14 or Reg 16, and RQ would undertake review of this (Action RQ).

DH had contacted the new Practice Manager at the GP surgery. The number of patients on their list is just under 13,000, which may reduce if some patients move to the Storrington surgery when it re-opens. The Pulborough Practice Manager had confirmed that they could accommodate another 2,000 patients but any more than that would require additional GP facilities. It was **AGREED** that DH would contact the new Head Teacher of St Mary’s Primary School to double check their position on community expansion. It was also **AGREED** that AT would talk with Cllr Esdaile about local school provision. (Action DH/AT).
12. **Date of next meeting**
Provisionally arranged for Tuesday 23rd July 2019, 10.00am in the Parish Room, Pulborough Sports Pavilion. It was anticipated that the SEA Report and HDC healthcheck feedback would be available by then for discussion.

Meeting closed 10.35am.