

**NOTES OF THE STEERING GROUP MEETING  
TUESDAY 10<sup>TH</sup> APRIL 2018  
10am PARISH MEETING ROOM,  
SPORTS PAVILION, RECTORY CLOSE**

**PRESENT:**

Andy Tilbrook (AT) - Acting Chair  
Martin Ellis (ME)  
David Hurst (DH)  
Peter Jones (PJ)  
Ray Qusted (RQ)

**IN ATTENDANCE**

Heather Knight (HK) - Clerk to Pulborough Parish Council

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

Apologies for absence were noted from Les Ampstead (LA) and Richard Keatley (RK).  
In the absence of the Steering Group Chairman, Vice Chairman AT would take meetings.

**2. Notes of the meeting held 7<sup>th</sup> March 2018**

The Notes of the Steering Group meeting of 7<sup>th</sup> March 2018 were received and agreed.

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

DH had spoken with Harwoods, who had not had any contact from Tesco regarding the filling station. They were currently planning the Brinsbury development and anticipated knowing more about possible moving dates in approximately 6 months' time. HK had contacted Tesco and obtained a named contact dealing with Tesco southern property/estate: DH offered to contact to enquire about any expansion plans and medical centre parking **Action DH.**

HK and AT have still to follow up on 2 sites to establish in writing owners' intentions **Action HK and AT.**

**4. Site Assessments**

AT and DH were meeting the following week to go through the group's work and start to assemble a draft final summary report. HK circulated copies of the previous (2015) Site Assessment Report for information, and was asked to forward an electronic version of the previous pre-submission documentation to DH **Actions DH/AT and HK.**

HK had been contacted by WT Lamb Holdings enquiring about progress.

The application for Locality free technical support had been successful and HK/AT had had a scoping conversation with Emily Pugh of AECOM (the service provider). AECOM would review the Steering Group's site assessment process and methodology for robustness. AECOM had been asked to report back as quickly as possible and by end of June/early July to minimize potential impact for Reg 14 stage consultation running into the holiday season. AECOM had now confirmed they needed details of the site assessment methodology followed; details of the sites identified and assessed (maps, ownership, size, indicative capacity, proposed use etc); and work done so far by the group. HK needed this information as a consolidated, single document ideally, dependent on group members' progress to take this forward. **Actions DH/AT and HK.**

HK reported that HDC NP Officer had been in touch for an update, which HK and RQ had provided, and had suggested meeting the Steering Group, he had also reminded that HDC offer an informal NP healthcheck prior to Reg 14 consultation. This tied in with the Steering Group's intention to

update with HDC anyway, and it was **AGREED** that HK should set up a meeting for late April **Action HK**.

It was **AGREED** that the Steering Group would hold meetings with site owners regarding the results of the final site assessment summary and before it is published, but that it would be sensible to meet with HDC first. It was noted that the previous Site Assessment report had met with some criticism that it was not in plain English. Given the amount of work still to be done, it is likely/sensible that Reg 14 takes place after the school summer break.

Key activities coming forward to organize:

- Meeting with HDC
- CLT public meeting
- Meetings with land owners, prior to publication of site assessments: Individual meetings with owners of sites NP is including, separate invitation to remainder to contact Steering Group if they'd like to meet

#### 5. **Community Land Trust Update**

DH updated the meeting regarding his liaison with Tom Warder of AirS and arrangements for a forthcoming public meeting on **Wednesday 13th June** at the Village Hall. Advance publicity for this was crucial to ensure as many people as possible are aware of it. DH was liaising with Eyelevel Design about an item in the Pulborough Community Bulletin and about a flyer, which will be required as well as the bulletin. Additionally lamp post advert boards would be needed before the event. He has some initial quotes within a £1k limit for all the foregoing. AT was talking to a local estate agent about a potential FOC mailing. Contact should also be made with other local community groups to make sure the word gets out, eg Pulborough Society, LAT, PDCCA, and it would be important to use social media such as the Council's web and Facebook sites. DH has also contacted the PCP County Association and MP. RQ would refer to the CLT meeting in his Chairman's Report for the Community Bulletin. There was also a potential publicity opportunity at the Duck Race event on 24<sup>th</sup> June. HK was asked to check whether PPC would have a Council stand **Action HK**. It was **AGREED** that the PPC Neighbourhood Plan budget had sufficient funds to cover the CLT publicity costs up to £1,000, and that PPC would be asked for approval of this **Action HK**. DH will liaise with AirS regarding CLT information available at the public meeting. The essential aim of the meeting is to gather information on whether people are interested in the CLT being set up, and contacts of those who are prepared to help **Action DH**

#### 6. **Reports or recommendations to Pulborough Parish Council**

Recommendation for approval that publicity costs of the Community Land Trust meeting on 13<sup>th</sup> June, of up to £1,000, be funded from the Council's Neighbourhood Plan budget.

#### 7. **Items for information/correspondence**

- NALC publication of a new Charter for Trees, which may fit into NP policy. ME took a copy to peruse.
- HDC notification of Local Plan Review (Review of Strategies for Employment and Rural Development and consultation - noted that this is on PPC Planning & Services Committee agenda
- NALC briefing report from Government launch of revised NPPF 5.3.18 (previously circulated) - noted.
- Correspondence from Steyning resident regarding AECOM HNA methodology - noted.

#### 8. **Date of next meeting**

Tuesday 15<sup>th</sup> May 2018, 10am.

Meeting closed 10.40am.