

**NOTES OF THE STEERING GROUP MEETING
MONDAY 25TH JUNE 2018
9.30am PARISH MEETING ROOM,
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Andy Tilbrook (AT) - Acting Chair
Martin Ellis (ME)
David Hurst (DH)
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 Richard Keatley, Les Ampstead and Peter Jones. Unfortunately both Les Ampstead and Peter Jones had resigned for personal / moving reasons.

2. Notes of the meetings held 15th and 23rd May 2018

The Steering Group had met informally on 15th and 23rd May 2018 to discuss site assessment work. HK had not attended and Notes were not available.

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

- A useful meeting had been held on 25th May 2018 between Steering Group members and owners of land at New Place Nurseries. The owners would shortly be talking with their advisors.
- The recent meeting with HDC NP officers had been very positive. HDC had offered to provide an informal 'health check' of the Steering Group's site assessment process. It was understood HDC would carry out site visits as part of this. The group discussed recent email correspondence with HDC NP officers regarding site maps. Further feedback from HDC was awaited once their site visits/informal assessment was completed. In the meantime, HK was asked to confirm the views of the Steering Group. **Action HK**
- AECOM were also due to carry out site visits as part of assessing the Steering Group's methodology and processes. This had been planned for today but unfortunately AECOM had had to postpone until Tuesday 3rd July. The Steering Group would meet the AECOM consultant 9.30am prior to her visiting sites.
- Once feedback from both HDC and AECOM was available, the Steering Group could review and address any comments.
- DH and AT reported on the very positive CLT public meeting on 13th June 2018 with Tom Warder from AirS. Sufficient interest and skills had been identified to warrant a second meeting being arranged for 4th July 2018. This would establish the constitutional arrangements of the new Pulborough CLT and that group would take the CLT project forward independently of the Neighbourhood Plan Steering Group or Parish Council.

4. To confirm key sites for new Neighbourhood Plan

The group reviewed in detail individual sites to establish those which would be treated as priority housing development sites in the Neighbourhood Plan, those which would be treated as low priority/excluded and those which had different circumstances, for example commercial.

Some key sites were identified as viable for inclusion as priority sites that would meet the HNA figure of 294. It was **AGREED** that a letter would be drafted to those owners/representatives requesting a meeting with the Steering Group on a mutually convenient date to discuss proposals further. **Action HK**

5. **To discuss draft letters to lower priority site owners and dates for meetings with them**

It was **AGREED** that a letter would be drafted and sent to site owners/representatives of the low priority excluded sites, advising them that the site was not included in the emerging Neighbourhood Plan and offering the opportunity of a meeting with the Steering Group should they wish. Timeslots would be offered for these meetings between 6th to 8th August 2018. **Action HK**

Discussion took place regarding land that was unlikely to be developed and the difficulty of obtaining written confirmation from land owners of their intentions: The owner of Carpe Diem had responded in writing to the Steering Group's request, however the owner of 3 sites at Manor Farm had declined to write and it was proving difficult to contact/get written confirmation from owners of land at Church House despite efforts by AT and HK.

RQ suggested that the AECOM consultant may find the Built Up Area Boundary (BUAB) map useful for her site visits. **Action HK**

6. **To discuss finalizing new draft Neighbourhood Plan**

HK circulated copies of the previous pre-Reg 14 submission NP for information, together with the previous iteration of the Site Assessment Report, SEA and consultee list. It was **AGREED** that members would look at this and meet at AT's home on Wednesday 11th July 2018, 9.30am to discuss re-drafting of the new Neighbourhood Plan document. **Action DH/ME/AT/RQ**

7. **To consider request for meeting with Steering Group by site representatives of land south of Broomers Hill Industrial Estate**

Following discussion, it was **AGREED** to meet with representatives of this commercial site as requested and Friday 6th July 2018 was proposed, in the morning (time to be confirmed). **Action HK** (NB: Subsequent to meeting this date was not convenient for site representatives, new date TBA)

8. **Items for information/correspondence**

HK briefly outlined items recently forwarded to the group or for general information/interest:

- Notice of HDC new Call for Sites 2018 (will be noted at PPC P&S Committee) (forwarded)
- Various CPRE articles about planning, rural and affordable housing (forwarded)
- NALC letter 27.5.18 to The Sunday Times raising rural housing issues, warning that the Government's draft NPPF could worsen the provision of affordable housing.

9. **Date of next meeting**

Wednesday 22nd August 2018, 10.00am, Committee Room.

Meeting closed 10.30am.