

**NOTES OF THE STEERING GROUP MEETING
FRIDAY 7TH JUNE 2019
10.00AM PARISH MEETING ROOM
SPORTS PAVILION, RECTORY CLOSE**

PRESENT:

Ray Qusted (RQ) (Acting Chair)
David Hurst (DH)
Martin Ellis (ME)
John Wallace (JW)
Edna Henly (EH)
Andy Tilbrook (AT) (Chairman) *[from point 8]*

IN ATTENDANCE

Heather Knight (HK) - Clerk to Pulborough Parish Council

In the absence of the Steering Group Chairman, the Vice Chairman chaired the meeting.

1. Appointment of Steering Group Members

It was noted that at the Annual Council Meeting of 16th May 2019 had re-appointed Cllr R Qusted to the Steering Group and had additionally appointed Cllrs J Wallace and E Henly to the Steering Group. It was also noted that the Council had re-appointed co-opted members Mr D Hurst and Mr M Ellis to the Steering Group and had in addition had appointed Mr A Tilbrook as a co-opted member (with his agreement) since he had not stood for election to the Parish Council.

2. Appointment of Steering Group Chairman

It was noted that the Parish Council had appointed Mr A Tilbrook as Chairman of the Neighbourhood Plan Steering Group.

3. Appointment of Steering Group Vice Chairman

The Parish Council had not appointed a Vice Chairman, therefore the Steering Group undertook this. Following nomination and voting from those present, Cllr R Qusted was appointed as Vice Chairman of the Steering Group.

4. Apologies for absence

None received.

5. To approve final adjustments proposed by David Hurst subsequent to the last meeting, subject to certain amendments. All adjustments in DH email having been altered prior to submission to HDC except as highlighted in attachment (circulated with agenda)

RQ reported on the various amendments that had been suggested and made as indicated, which members were in agreement with. Re the Green Spaces Study, comment was made that the photograph of the Harvest Fair wasn't very clear or up to date. It was AGREED that DH would forward an updated jpeg photograph to HK to replace this. (Action DH)

Following the amendments made, the draft/Pre-submission Neighbourhood Plan had been forwarded to HDC for an informal 'healthcheck' on 14th May 2019, from which feedback was awaited and expected to take six weeks.

6. **To consider matters arising as a result of circulation of Pre-Submission Neighbourhood Plan, Site Assessment Report and Local Green spaces Study to members of the Parish Council**

The Steering Group discussed various comments received and agreed amendment as follows:-

Pre-submission Plan:

- ***Insertion of a page listing all acronyms***
It was AGREED to add this as an insertion at the back of the document. (Action HK)
- ***Insert a policy to provide unit(s) for even more flexible working***
It was AGREED that an appropriately worded sentence would be inserted into paragraph 3.42 Business Economy. (Action HK)

Site Assessment Report

- ***Re-visit PPNP33: Owner has confirmed availability. Discuss change to RAG rating***
It had now been established that there were 3 separate sites and the owner has asked for them to be considered separately. The owner had unfortunately not responded at the time of the Call for Sites process and final site assessment work to requests for clarification of their intentions. The Steering Group AGREED to amend the RAG rating to amber and insert an appropriately revised comment against the sites table. It was also AGREED to insert a key for the RAG rating for clarification, using the AECOM definition in their report. (Action HK)
- ***Increase size of maps***
This would be extremely difficult to do unfortunately, noting that whilst hard copies of the final Pre-Submission Neighbourhood Plan would of course be available, many people would be able to view the documents online, which would enable magnification. It was also noted that the Inset maps (supporting policies) are still in progress: Once available these would be larger and easier to view. (Action RQ)
- ***Number pages***
This was AGREED. (Action HK)

Green Spaces Study

- ***Consider changes to wording for current status of Rivermead Nature Reserve***
It was AGREED to insert an appropriately re-worded statement referring to the Council's 5 year Management Plan and PPC working to improve accessibility to the site (Action HK)
- ***Change date of inclosure award date for Nutbourne Common Recreation Ground***
It had been suggested that this should be 1855 (not 1895). ME offered to check WSCC County Records Office. (Action ME)
NB: Subsequently confirmed this should be 1855 so will be amended (Action HK)
- ***Re. Nutbourne Common, to consider change of photograph to that shown on front of Pulborough Bulletin in Quarter 4 2018 page 2***
It was AGREED to amend to the photograph suggested, HK to check whether she had a copy of the photograph/jpeg file or liaise with editor of Pulborough Community Bulletin (Action HK)

RQ added that councillors had been asked to submit their feedback about the draft NP documents by 31st May, however some further comments had been received subsequently. It was AGREED to consider these at a further Steering Group meeting to be arranged shortly. HK would circulate the comments to Steering Group with next agenda. (Action HK)

7. **Review listing of Contact Details of Statutory Consultees and Others**

HDC had forwarded various updated lists of statutory and suggested contacts, which included a considerable number of developers, none of which were known to have links to the Pulborough area. It was unclear whether HDC was suggesting these should be contacted or were just intended as a helpful list where relevant. HK would seek clarification. (Action HK)

8. Consider a request from developers Millwood to meet with the Steering Group to discuss plans for development of West Glebe Field

Members discussed the request. It was AGREED that the developer be advised that as the Steering Group had already met with them and the Neighbourhood Plan process is now at an advanced stage, a further meeting seemed unnecessary unless there is new information to add. (Action HK)

9. To note HDC revised Reg 15 deadline (email 31st May 2019), consider PPNP revised timeline, and response to HDC request for confirmation of NPSG/Parish preferred approach (letter 13th March 2019 'The Future of Neighbourhood Planning' refers)

Members felt it was unclear whether this needed a formal response, noting the revised deadline of 14th June 2019 (previously 31st May.) It had also not been known until very recently what stage the NP was likely to be at in a few months' time and therefore difficult to provide a response. HK was asked to seek clarification. (Action HK)

10. Any other business

HK reminded members of the correspondence received from a resident/ land owner who had expressed concerns about proposals for a local commercial enterprise and its relation to the neighbourhood plan proposals. Following discussion, it was AGREED that the correspondent be directed to the forthcoming Reg 14 public consultation process, following which all comments would be duly considered. (Action HK)

HK brought some other items of correspondence to attention:

- HDC email notifying that Catherine Howe is the new Head of Strategic Planning with immediate effect.
- Government Planning Policy (Link previously forwarded to NPSG 29.5.19)
- AiRS Neighbourhood Planning Service Review and request for survey to be completed. It was not felt this was something the NPSG could accommodate at this time.

11. Date of next meeting

Provisionally arranged for Monday 24th June 2019, 10.00am in the Parish Room, Pulborough Sports Pavilion.

Meeting closed 11.45am.