

SOUTHWATER NEIGHBOURHOOD PLAN NOTES / MINUTES OF STEERING GROUP MEETING

Meeting was held in Southwater Leisure Centre on 10 April 2018.

Present were: Chairman Cllr G Watkins
Cllr G Cole
C.Cllr N Jupp
Mr A Metcalfe (Enplan)
Mr C Carey (Consultant)

MEETING COMMENCED AT 7:30PM

1 Apologies

- 1.1 Apologies have been received from Cllr N.Whitear & Cllr Laurie Apted.
- 1.2 Absent were Les Ampstead, Miss A.Choat, John Mace, Cllr P. Flores-Moore, Cllr M.Neale, Deborah Priebe, Ramesh Shingadia. Subsequent to the meeting, apologies were received from John Mace, Deborah Priebe and Ramesh Shingadia.

2 Minutes

- 2.1 The minutes of the meetings held on 13 February 2018 were discussed. Subject to one correction, that being the person who chaired the meeting, the minutes were approved.

3 Dates of Next Steering Group Meetings

- 3.1 The dates of the next Steering Group Meetings were noted and approved by those present.

4 Heritage Assets

- 4.1 C.Cllr N.Jupp reported that, regrettably, little progress had been made but that he had met with Mr A.Metcalfe prior to the meeting and now considered himself fully briefed on the task in hand.
- 4.2 Mr A.Metcalfe confirmed that a template document had been prepared and that access to the shared online folder would be granted to C.Cllr N.Jupp. He would also provide C.Cllr N.Jupp with assistance as required.

- 4.3 Cllr G.Cole enquired as to the definition of a heritage asset for the purposes of this report. Mr A.Metcalf confirmed that a heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Mr A.Metcalf set out that the purpose of this study is not to merely identify assets already protected at the national and local level but to establish whether there are any assets within the parish of historic significance that should potentially be afforded a degree of protection by the neighbourhood plan.
- 4.4 A discussion followed regarding possible sources of information including a book on the history of Southwater and making contact with the local historical society. Some buildings to be considered by the study were considered, such as Easted Barn. Mr A.Metcalf reminded the group that the assessments would all be carried out in a uniform way in accordance with the methodology set out within the report.

ACTION: Mr A.Metcalf to share template documents with C.Cllr N.Jupp.

5 Minutes

- 5.1 The confidential minutes of the meetings held on 13 February 2018 were discussed and approved.

6 Government Policy Changes

- 6.1 A brief discussion was held regarding the implications of the current consultation on the National Planning Policy Framework and associated draft guidance, particularly regarding viability and engagement at the plan making stage.
- 6.2 Mr C.Carey reviewed his viability work to date. Mr A.Metcalf requested that the viability work be re-run in accordance with the 422 unit scheme.
- 6.3 Mr A.Metcalf confirmed that it was likely that the neighbourhood plan would be examined once the revised/new NPPF was in place and therefore it was essential that the neighbourhood plan be prepared in accordance with the new NPPF. The challenge at this time being knowing what the NPPF will contain when adopted.

ACTION: Mr C.Carey to re-run viability assessment on 422 net additional units

7 Project Update

- 7.1 Mr A.Metcalf provided a summary on progress to date and that progress had slowed due to staffing ill-health at Enplan and the need for the new Parish Council budget to be agreed – Cllr. G. Watkins confirmed that the new budget has now been agreed but we need to keep a careful eye on all expenditure moving forward.
- 7.2 Mr A.Metcalf presented an updated project plan/timetable. The timetable split the outstanding tasks into manageable timeframes with a draft N.Plan (excluding site allocations) scheduled to be considered at the June 2018 Steering Group meeting. It is envisaged that a Reg.14 Consultation will be able to commence in September 2018. A simplified timetable will be made publicly available on the website.

ACTION: Mr A.Metcalf to ensure the timetable is published online.

- 7.3 A general discussion was held regarding the actions from the previous meeting, namely the instruction of Counsel and Highway Consultants.
- 7.4 Cllr.G Watkins outlined his view that Horsham District Council should be asked to provide a legal opinion on the question of allocation size, rather than the Parish Council incurring the costs of securing a legal opinion. This proposal was discussed by those present and it was agreed that this be done.

ACTION: Mr A.Metcalf to prepare and send the Instruction to Counsel to HDC, requesting they provide a legal opinion on the matters raised. Letter to be sent to Glen Chipp (HDC Chief Executive), Barbara Childs (Head of Economic Development and Leisure) and Cllr Claire Vickers (Cabinet Member for Planning and Development). HDC to be given 21 days to provide a response.

- 7.5 Mr A.Metcalf asked the Steering Group for permission to instruct the Highway Consultants so they could begin work. Cllr G.Watkins requested that this be put on hold until such a time as a legal opinion is obtained on the question of allocation size – as this may have implications on highway works that are achievable. It was agreed by those present that the appointment of highway consultants would be reconsidered at the May 2018 Steering Group Meeting.
- 7.6 Cllr. G Cole enquired whether any meetings had occurred with landowners, particularly those in control of sites that are ‘preferred’ by the Steering Group for inclusion within the plan. Mr A.Metcalf confirmed that meetings had not yet taken place but were needed imminently.

ACTION: Mr A.Metcalf to arrange meeting with landowners / Agents as necessary.

MEETING CONCLUDED AT 8:23PM