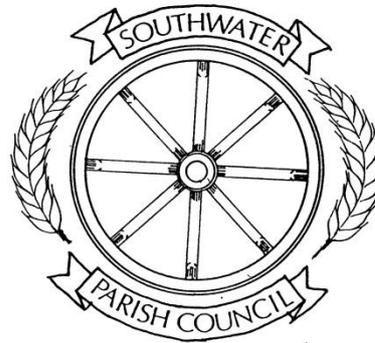


Southwater Parish Council



Neighbourhood Plan Steering Group Minutes

Tuesday 17th October 2017, 7.30pm

Beeson House
Lintot Square
Southwater
Horsham
RH13 9LA

Committee Members

Cllr Graham Watkins (Chairman)

Cllr Geoff Cole (Vice Chairman)

Cllr Laurie Apted

Cllr Pauline Flores-Moore

Cllr Neil Whitear

Angie Choat (Southwater Youth Project and Methodist Church)

Rev Dr Godfrey Kesari (Holy Innocents Church)

John Mace

Deborah Priebe

Ramesh Shingadia (Londis)

Les Amsptead

Catherine Tobin, Parish Clerk

Mr Chris Carey (Planning Consultant)

Mr Andrew Metcalfe (Planning Consultant)

Ampstead.

Les Ampstead gave a brief resume of his career and involvement in the Pulborough Neighbourhood Planning process.

NP14/17

MINUTES

It was RESOLVED by all present having been approved by Ramesh Shingadia and seconded by Nigel Jupp, that the Minutes of the Neighbourhood Planning Steering Group meeting held on 12th September 2017 be accepted as a true and correct record of the meeting.

NP15/17

CONSULTATION ON CALL FOR SITES

Mr Carey reported that he and the Clerk had met with the landowners and their representatives for the three new sites in October 2017.

Mr.Carey emphasised that the same interview procedures had been adopted for the new three sites. These meetings had been useful at identifying constraints and opportunities associated with the new sites (one small industrial site and two residential sites in the Tower Hill area). These will now be considered along with the other thirteen sites put forward. All sites had been written to during the recall for sites process.

Mr Metcalfe confirmed the next stage is to complete the assessments and a proposed methodology has been sent to the District Council for comment. This methodology reflects a model promoted by them.

Geoff Cole stated that presumably, once the housing needs assessment was received a further meeting of the Steering Group would be required to identify sites and then hold a further public consultation. Chris Carey and Andrew Metcalfe confirmed this to be the case.

NP16/17

HOUSING NEEDS ASSESSMENT 2017 BY AECOM

The Clerk updated the Steering Group on the current position in that Horsham District Council had been asked for the housing breakdown for Southwater in terms of development since the last Census. Whilst they could provide the monitoring report they could not provided in-depth analysis of this. The Parish Council had for a number of years kept a list of all planning applications approved or otherwise and from this list an analysis had been formulated and sent to AECOM so that they could complete the work. It was anticipated that this should be with the Council and Steering Group within the next two weeks.

Chris Carey reminded the members of the group that the Housing Needs Assessment was an integral piece of the plan; it was all credit to Cathy and team in obtaining the grant. Questions were raised by members as to how the final figures were arrived at; Chris Carey indicated that it was fairly complex methodology, taking in much of

available data available from Census information etc.

Looking at the schedule of housing thought to have been or being built since the 2011 Census, Geoff Cole said it was interesting to note the number of small dwellings within the larger developments.

Deborah Priebe stated that she seemed to recall many of the discussions the group were having in terms of numbers and affordability many years ago.

Ramesh Shingadia asked how the figures being discussed were extrapolated to provide a housing need figure. Andrew Metcalfe confirmed that the figures being discussed were being used by AECOM to establish the current situation. The housing need figure would consider these among other considerations when concluding on the Parish's housing need.

Pauline Flores-Moore asked whether the amount of recent development would be deducted from the total need figure to provide the figure the neighbourhood plan should plan for. Andrew Metcalfe confirmed that the AECOM figure will be the amount to plan for from now and will already have considered provision currently made.

Nigel Jupp stated that Horsham District Council could provide some figures in relation to housing completions. Andrew confirmed that the District has provided the data available to them but it was not as requested by AECOM.

Pauline Flores-Moore stated that if the plan commenced at zero then just how would the Neighbourhood Plan cope with the potential numbers?

Chris Carey stated that the District Council would be reviewing the Local Plan for the whole of the District; it would be interesting to see whether as stated previously they would be able to meet the target of March 2018. Cllr Jupp thought it might be unlikely but that he understood that the District Council would be writing in relation to the proposals to Government.

Andrew Metcalfe highlighted that in the broader context Southwater is a relatively unconstrained area and therefore a potentially more appropriate location for development than other areas.

NP17/17

PROPOSED CHANGES FOR CALCULATING LOCAL HOUSING NEEDS

Andrew Metcalfe confirmed that the group are awaiting the AECOM Housing Needs Report which will identify the amount of houses the NP should plan for.

The Government are currently consulting on a standard methodology for calculating housing need. No decisions had been taken by the Government as the consultation is underway but it was felt likely that there would not be many changes from the methodology and approach

being consulted on.

The consultation document sets out transitional arrangements – this means that from 31st March 2018 the new methodology should be used. Currently the new methodology is predicted to result in a rise in the housing figure of around a third across the South East. Andrew Metcalfe then informed those present of the consequences of a Plan not being implemented by 31st March. It was imperative that the Southwater Neighbourhood Plan is submitted prior to the 31st March target date.

A general discussion then took place on house prices compared to that in the north with the demand being very much in the South East.

The Steering Group would have to meet earlier if required to ensure that any new deadlines set could be met with a public consultation taking place in December 17.

The Group and the Parish Council will have to agree Sites, produce the Plan, approve the Plan for public consultation, publicise a public exhibition, and take on board the consultation results, produce a report on these, change anything material within the plan and submit to HDC under Regulation 14 by 31st March 2018.

The view of those present that this was achievable.

Recommendation: It was RESOLVED by all present that the Steering Group should submit for Examination the Southwater Neighbourhood Plan by the end of March 2018 (or before the revised Framework is published (whichever is later) to allow it to rely on the housing figures to be provided by AECOM.

NP18/17

STRATEGIC ENVIRONMENTAL ASSESSMENT, DRAFT POLICIES AND ASSOCIATED ADVICE

Andrew Metcalfe advised that the detailed methodology to be adopted by the group and agreed by Horsham District Council had been delayed due to the birth of his son. This had however been sent and was awaiting a response, but was basically based on something provided by them and that used by Chris Carey in carrying out the previous Site Assessments. Chris Carey and Andrew Metcalfe would be liaising on these documents and these will highlight which sites are better than others in terms of sustainability. The Steering Group will then choose which of the sites based on the Housing Needs Assessment will be allocated.

Geoff Cole indicated that following the previous meeting both himself, John Mace and Andrew had met to discuss the Green Space Assessments, Geoff thought that the remaining work would take approximately one week to complete but would be available by the next meeting.

Assets of Community Value – The Clerk informed those present

that a list had been prepared by the Council a number of years previously, but that this list had not been submitted to the District Council. The list was to be reformed from the Survey completed in 2015 and would be provided to the Steering Group and submitted later to the District Council who require various documents to support each application. The Group felt that this was the best approach in the circumstances.

Heritage Assets – an approach to the Southwater Historical Society was to be made, but again much of the information is available through the Survey of 2015.

Car Parking Survey – this has been approved by the Council and would be going out via Survey Monkey etc. Andrew asked if he could review the survey before it is sent out; the Clerk to forward a copy. Geoff Cole and Neil Whitear were taking the lead on this matter on behalf of the Steering Group. Geoff Cole said that it would be helpful if other data could be provided; the Clerk to provide a link to the Southwater Census data of 2011. During the discussions reference was made to other Neighbourhood Plans that had provided for policies on parking spaces etc., one such plan being Lavant. Andrew Metcalfe stated that much of this work should be incorporated into the evidence base document being prepared based on the Village Design Statement which again Geoff Cole and Graham Watkins were working upon for inclusion as evidence.

NP19/17

PROJECT PLAN

Andrew Metcalfe reiterated that the AECOM figure was a major piece of the evidence base for the plan together with the other assessments e.g., green and open spaces, design document, listed buildings and buildings of community asset.

At the next meeting on the 14th November it would be important to have a broad agreement on the site allocations for a public consultation in mid December approving pre-submission Regulation 14 Consultation over Christmas for 10 weeks in order to compensate for this consultation being taken over the Christmas and New Year period. This would allow February for any responses and changes to the Plan further consultation and submission by 31st March 2018. It was suggested that in terms of the public consultation it was important to get this right ensuring that the policies were identifiable and presented well. Andrew Metcalfe suggested that Les Ampstead with his previous expertise in Neighbourhood Planning may be the ideal member of the Steering Group to assist with the consultation activities; Les stated that he would be happy to do so subject to dates being agreed.

NP20/17

DATE OF NEXT MEETING

The date of the next meetings would be 14th November and 12th December 2017.

It was agreed that further meetings would be held on 9 January, 13 February and 13 March 2018. The meeting closed at 9.35 pm.