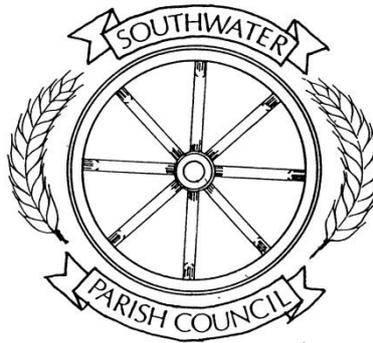


# Southwater Parish Council



## **DRAFT Neighbourhood Plan Steering Group Minutes**

Tuesday, 18<sup>th</sup> December, 2018, 7.30pm

Beeson House  
Lintot Square  
Southwater  
Horsham  
RH13 9LA

### **Committee Members**

Cllr Graham Watkins (Chairman)  
Cllr Geoff Cole (Vice Chairman)  
Cllr D.Moore  
Cllr M.Neale, Neighbourhood Watch  
Cllr P.Flores-Moore  
Angie Choat (Southwater Youth Project and Methodist Church)  
Rev Dr Godfrey Kesari (Holy Innocents Church)  
John Mace (Stammerham Society)  
Deborah Priebe (Resident)  
Ramesh Shingadia (Londis)  
Les Ampstead (Resident)  
Catherine Tobin, Parish Clerk

### **Consultants**

Andrew Metcalfee (Planning Consultant)  
Chris Carey (Development adviser & Charter Surveyor)



Clerk: **Mrs.C.M.Tobin**  
FSLCC.,

## SOUTHWATER PARISH COUNCIL

Beeson House,  
26 Lintot Square,  
Fairbank Road,  
Southwater,  
West Sussex  
RH13 9LA



Telephone No: 01403 733202 Fax: 01403 732420  
Email: [catherine.tobin@southwater-pc.gov.uk](mailto:catherine.tobin@southwater-pc.gov.uk)  
Community Web Site: [www.southwater-pc.gov.uk](http://www.southwater-pc.gov.uk)

### MINUTES

**The Minutes of the NEIGHBOURHOOD PLAN STEERING GROUP meeting held on Tuesday, 18<sup>th</sup> December 2018, in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.**

**Present:** *Chairman:* Cllr Geoff Cole (Vice Chairman)

Cllr. M. Neal  
Cllr. P Flores-Moore  
Mr R Shingadia

Cllr. N Whitaker  
Mr J Mace

**Apologies:** Mr G Watkins (Chairman)  
Mrs D Priebe  
Rev Dr. Godfrey Kesari

**Consultants:** Mr A Metcalfe, Mr C Carey

**County Councillor:** Not present

At this point in the meeting the Chairman of the Meeting indicated that there was no intended fire drill therefore if the alarms were to sound then members of the group should evacuate the building.

#### **P/20/18 APOLOGIES**

The Clerk informed those present that apologies were received from Cllr Watkins, Mrs Deborah Priebe and Rev Dr. Godfrey Kesari.

**Members NOTED and APPROVED the absences.**

#### **NP/21/18 MINUTES**

The minutes of the meetings meeting held on 4<sup>th</sup> December 2018 was duly approved as a true and correct record of the meeting, following the following amendments.

1. Chris Carey title to be changed from Planning Consultant to Development adviser & charter surveyor

2. Londis to be changed to Budgens.
3. NP/20/18 Mrs. Deborah Moore to Mrs. Deborah Priebe
4. Under section NP/23/18 3rd bullet point Tower Hill to be changed to Tower Hill.

**NP/22/18**

### **DATES OF NEXT MEETINGS**

It was agreed that this be discussed later in the meeting when the timetable was to be discussed. PFM gave her apologies as will not be able to attend the 15th January 2019 meeting.

**NP/23/18**

### **PROGRESS UPDATE & REVIEW**

AM advised that considerable time and effort had been put in by those in the Working Party going through the consultation responses. Neil Whitear, John Mace and Geoff Cole had been adding responses to the database. AM requested that only responses are entered into the database rather than queries of questions to each other working on the database.

AM stated that he wanted to ensure that all comments received are taken into account and properly addressed in the documentation so that SPC are not put into a position to have any legal challenges - there had already been a couple of threatened challenges by developers whose sites had not been included in draft N.Plan. A discussion took place regarding timing and it was agreed that responses should be completed by the working party by the 18th January 2019.

Progress had been made however it was apparent that despite the hard work to date the current timetable would not be achievable. The current timetable was based on the proviso that in order to avoid a wholesale re-write of the plan (particularly with regard to housing) the plan needed to be submitted under the transitional arrangements set out in the NPPF 2018 and submitted on/before 24<sup>th</sup> January 2018.

AM advised that several sources now indicate that HDPF housing figures, and therefore the housing figures set out in the AECOM Parish Housing Needs Assessment, will remain valid until such a time as HDC publish a revised housing strategy for the district. This was confirmed in a document issued to all Parish Councils by HDC on 13<sup>th</sup> December 2018 which stated:

*‘At the moment Neighbourhood Planners should continue to work on their plans with regard to finding a proportion of the 1,500 dwellings to be delivered via neighbourhood plans’*

This same document also stated:

*'A draft strategy which will include housing numbers for neighbourhood plan areas will be published for consultation in the autumn of 2019'*

AM advised the group that they should therefore be looking to have the plan well advanced, and if possible 'made' by the beginning of September 2019. By adjusting the timetable accordingly to meet this deadline it allows for the submission of the plan to be slightly later, giving the Steering Group a little more time to consider and respond to comments and update the documents as necessary.

AM presented a draft revised timetable to the Steering Group to consider in the form of a Gantt chart. The key dates are set out below:

08/01/19 – SG Meeting  
18/01/19 – Responses to comments completed.  
23/01/19 – SG Meeting  
24/01/19 – N.Plan & Map Updated  
05/02/19 – SG Meeting  
19/02/19 – SG Meeting  
01/03/19 – Completion of Supporting documents  
05/03/19 – Final SG Sign Off  
13/03/19 – Extraordinary Full Council Meeting  
13/03/19 – Submission

Dates were also set out providing a guide on timings to the plan being 'made', this included a consultation period (May / June 2019) and referendum date (in August 2019). AM stressed that these dates are outside of the control of the Steering Group or Parish Council as once submitted HDC run the process.

The group felt that this was not the best time to do a referendum as August is the holiday session, so it was felt that the referendum would not get the best results. Questions were also raised with regard to Purdah and the timing of the HDC Consultation.

Michael Neale asked if timings could be brought forward to accommodate an earlier referendum. Michael Neale stated that he would speak to the clerk and chairman to try and change some of the council's dates to accommodate NHP if required. A discussion ensued and it was agreed that the date of the Extraordinary Full Council Meeting should be pulled forward two weeks and timetable adjusted accordingly.

Neil Whitear asked whether it necessary to put more money in the budget as the deadline has been changed. Michael Neale replied that the monies already in the budget should be sufficient.

Michael Neale stated that work should be finalised before Purdah to ensure these rules are adhered to.

**A vote took place and all present voted in favour of the amended timetable, with the Extraordinary Full Council Meeting taking place on 27 February 2019. AM to update and circulate the Gantt chart in due course. It was also agreed that AM discuss Purdah & summer holiday timing issues with HDC.**

AM advised that as we would be submitting after the 24<sup>th</sup> January 2018 we should now be preparing the plan in accordance with the NPPF 2018.

AM, and those working on the representations then raised several matters which it was considered would benefit from round the table discussion at the meeting. These matters were comments/views that had been received and how the plan could be amended to best take them into account. The discussions had a re summarised below:

Is Lintot Square big enough to meet Southwater's needs and should it remain the focal point of the village.

PFM said that she felt if and when more houses were built then a small shop should be incorporated in the North end of the village. Others provided high level views but it was broadly considered that the approach taken to maintain the single centre settlement was the best one. Ramesh Shingadia stated that with Budgens, Co-Op and the new Coop the floor space was 10,000 sq. ft. of retail which he felt was adequate retail provision for the population. AM stated it was important that we give this matter due consideration and asked Ramesh if he could prepare a short document on retail provision within the Parish, this would be incorporated into the evidence base. Ramesh agreed.

**Ramesh to prepare draft document for 11<sup>th</sup> January 2019.**

The discussion continued and AM suggested that one way the Steering Group could seek to respond to some of the concerns would be to identify land for new employment floor space (such as that between hangman's hill and hop host roundabout). This was discussed but ultimately the Steering group considered that it would go against the overarching strategy they had identified for the Parish.

A discussion took place regarding the 15 minutes walking distance which has also attracted criticism. It was agreed by all that this should be removed and "within walking distance" should be added.

### 'Eggs in one basket'

Some comments suggest the plan puts all its eggs in one basket (i.e. with one large site) and could be seen as favouring one developer over others. The Steering Group discussed this but it was considered that the current plan was based on the evidence prepared. Who had control of land was not a consideration in the site selection process. The second point re favouritism therefore fell away.

Discussion turned to the 'eggs in one basket' comment. AM confirmed that deliverability was a key consideration and he would investigate requirements in more detail. AM suggested that some sites that scored well on the site assessment work are not included in the plan and they could be revisited. It was agreed that members of the Steering Group would think about this independently and discussion as a group be deferred to the next meeting.

### Safeguarding of land for School

AM commented that it was clear from some comments received that not everyone understood this concept with some believing the school was allocated and/or the plan required it to be built. It was agreed that working in the plan be strengthened to make this clear.

### Previous Meeting Minutes

Some responses have queried the absence of meeting minutes from before the 6<sup>th</sup> June 2017. Geoff Cole stated that there had been a change of staffing and computer systems at the Parish Council which may have resulted in this. PFM volunteered to help find all the missing documents and it was agreed that PFM should have access to the office filing system for the N.Plan, if unable to locate them then PFM is to ask the clerk for access to previous members of staff computer files who dealt with the N.Plan. It was emphasised that it would be very helpful if the minutes could be found and made available as it shows the process undertaken to get to where we are today.

**It was agreed that PFM collate and provide this documentation to AM by 11th January 2019.**

**NP24/12/18**

## **TRANSPORT ASSESSMENT**

AM advised that we are awaiting the Strategic Transport Assessment from Berkeley Strategic. This has been promised before Christmas.

It was confirmed that RGP, a consultancy of Transport Planning and Infrastructure Design Consultants, are instructed to review the Berkeley submissions and will do so as soon as possible. It was considered by the Steering Group that this was important to ensure we are giving due scrutiny to information provided to us by Berkeley Strategic.

**NP26/12/18            HERITAGE IMPACT ASSESSMENT**

AM advised that we are awaiting the Heritage Impact Assessment from Berkeley Strategic which considers the impact of the allocation on Great House Farmhouse. This has been promised before Christmas.

Once received AM will liaise with and invite comments from Historic England and HDC to agree a way forward. If a meeting is required this will be arranged for mid January 2019.

**NP27/12/18            VIABILITY ASSESSMENT**

Chris Carey confirmed he can prepare this and within the timeframe set out in the new timetable. CC Stated he will be having a meeting with HDC & Barbara Charles in the coming weeks and will raise any questions regarding the viability Assessment with them.

**NP28/12/18            TIMETABLE**

As discussed previously.

**NP29/12/18            DATE OF NEXT MEETING**

Tuesday 8th January 2018 at 7.30 pm Beeson House, Southwater

Signed..... (Chairman)

Dated.....