

Southwater Parish Council



Neighbourhood Plan Steering Group Minutes

Tuesday 12th September 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)

Catherine Tobin, Parish Clerk

Mr Chris Carey (Planning Consultant)

Mr Andrew Metcalfe (Planning Consultant)



SOUTHWATER PARISH COUNCIL

Beeson House,
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West Sussex
RH13 9LA



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MINUTES

The Minutes of the NEIGHBOURHOOD PLAN STEERING GROUP meeting held on Tuesday 12th September 2017 in the Meeting Room (next to At Home), Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: Chairman: Cllr G Watkins

**Cllr L Apted
Cllr N Whitear
John Mace**

**Cllr G Cole
Angie Choat
Ramesh Shingadia**

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**Apologies: Cllr P Flores-Moore
Rev Dr Godfrey Kesari Deborah Priebe**

Consultants: Mr C Carey and Mr A Metcalfe (EnPlan)

Clerk to the Meeting: Mrs C Tobin

County Councillor: Mr N Jupp

NP1/17 PUBLIC PARTICIPATION

The Chairman asked those present to turn off their mobile phones for the duration of the meeting, unless in an emergency, when they should go through the Chairman. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

The Chairman advised that the meeting was being recorded by the Clerk. There were no members of the public present.

NP2/17 APOLOGIES

Apologies had been received from Cllr Flores-Moore, Reverend Dr Godfrey Kesari and Deborah Priebe.

Members NOTED and APPROVED the absences.

NP3/17

WELCOME AND INTRODUCTIONS

Mr Watkins said that as everyone present knew each other he felt that the formality of introductions was not necessary.

NP4/17

MINUTES

It was RESOLVED by all present that the Minutes of the Neighbourhood Planning Steering Group meeting held on 11 July 2017 be accepted as a true and correct record of the meeting following the amendment that Mr Mace had attended the meeting of the 6th June 2017.

NP5/17

HOUSING NEEDS SURVEY REPORT 2015

Following a conversation with AECOM a copy of this report was requested rather than just the raw data. This report had been produced and submitted to AECOM on the basis that it represented the response received to the Housing Needs Survey of 2015.

Mr Carey stated that the initial Survey of 2015 had produced a 31% return which was excellent. Mr Watkins stated that the report had been necessary but had been strictly based on the Housing Needs Survey of 2015.

It was RESOLVED by all present that the Housing Needs Survey Report of 2015 be APPROVED by the Steering Group.

NP6/17

CONSULTATION ON CALL FOR SITES

Mr Carey reported that three new sites had come forward following the recent call for sites. He and the Clerk would be meeting with the landowners and their representatives in October 2017. This would be consistent with the approach taken with those sites already submitted in an earlier exercise. Mr Carey stated that he would feedback as previously on these meetings.

Mr Metcalfe and Mr Carey indicated that they would be working jointly following the receipt of the new Housing Needs Survey on the Land Assessments for each site put forward for consideration. This would be based on a traffic light system.

NP7/17

HOUSING NEEDS ASSESSMENT 2017 BY AECOM

The Chairman advised that the Council had been successful in securing funding to resource the further Housing Needs Survey Report which is now required in order to make the plan more robust and obtain figures for consideration in terms of future needs. AECOM are the appointed contractors and the analysis will be based on local data and national data sets. It is anticipated that a report may be available by the end of October 17.

No actual grant funding is provided to the Parish Council instead this

grant is delivered by way of technical support. Mr Metcalfe indicated that this was likely to be a desk top exercise using national statistics. It is anticipated that the report may be with the Steering Group by the end of October and could be discussed by the Group in November 17.

This information was NOTED by the Steering Group Members.

NP8/17

STRATEGIC ENVIRONMENTAL ASSESSMENT, DRAFT POLICIES AND ASSOCIATED ADVICE

A lengthy discussion took place with regards to proposals laid out before the committee in terms of potential policies to be included and how these should comply with both the Local Plan and the National Planning Policy Framework (NPPF) documents. Mr Metcalfe felt that whilst the original document prepared in 2016 had a certain value in terms of aspirations, it did not meet the criteria. A proposed list of headings was provided and under these would sit the main policies and these would evolve as the process continued.

A map was provided of Local Green Space and although this was felt to reflect Green Space within the Parish a number of sites were felt to be questionable. John Mace asked for clarification on what was considered Local Green Space; this was provided (Planning Policy Guidance 77 – Local Green Space) and it was agreed that both John Mace and Geoff Cole would take the map and walk the various areas to ensure that these were publicly available and therefore eligible for inclusion.

Actions: Geoff Cole and John Mace to visit the green spaces on the map provided to them by Andrew Metcalfe and report back on their findings.

In terms of Assets of Community Value, parish councillors present recalled a list being approved by the Council.

The Clerk indicated that whilst this was also her recollection she did not believe that this had been progressed. This was mainly down to training at that time on the mapping system and also the criteria used by the District Council to enable registration. The Clerk would look into the matter and find the original list and see if this can be progressed.

Andrew Metcalfe and Chris Carey explained the criteria for such a listing. Chris Carey confirmed that there was no list for Southwater on the District Council's website.

The Clerk to provide the original Assets of Community Value list approved by the Parish Council.

Housing Mix – a general discussion took place, however it was felt that this could not be discussed fully until the new Housing Needs Survey had given some indications. Nigel Jupp gave an example of an outcome between a development in Nuthurst and the Local Plan,

with Nuthurst having in place the first neighbourhood plan in the District.

Further discussions surrounded affordable housing and whether the Group wished to concur with the percentage provided in the Neighbourhood Plan or consider a different figure. Mr Metcalfe advised that it should reflect the Local Plan to avoid conflict in the future.

In terms of general site levels, Geoff Cole explained that the reason why this had been included in the 2016 document was that recent developments had seen houses on sites raised above the original street level. This was out of keeping and had the potential to cause flooding.

Action: Geoff Cole to provide examples of such design issues and pass these to Andrew Metcalfe of EnPlan.

Heritage Assets – a general discussion took place with the view that perhaps the Southwater Historical Society might like to look at the issue of Southwater’s Heritage Assets for inclusion as a policy in the Plan.

Action: the Clerk to approach the Chairman of Southwater Historical Society to see if the Group wish to take part in this exercise.

Small Business Units – a policy will be prepared.

Agricultural Land – a map of the agricultural land identified for Southwater was produced for the meeting. NPPF seeks to protect the best and most versatile land which is graded 1, 2, 3(a); if development is proposed on Grade 3 a biodiversity assessment will be required.

Landscape Studies – this will form part of an assessment.

Transport – the document produced in 2016 was discussed, however this did not comply with NPPF and therefore it would be useful to have another survey over and above that of 2015 in relation to car parking spaces for houses. It was reported that many houses with garages attached had been converted with many homes having two or more cars parking on driveways and the highway.

Action: Neil Whitear and the Clerk would discuss the best way to produce a survey via the Parish News in relation to the number of car park spaces provided for each home versus how many cars each home had.

Andrew Metcalfe referred to the Lavant Neighbourhood Plan (Section 9.08) and also suggested that there was data within the Census of 2011 which may prove useful to Neil Whitear, who would then report back to Andrew Metcalfe.

NP9/17

PROJECT PLAN

Andrew Metcalfe stated that this was slipping slightly although both he and Chris Carey would continue developing the plan in the background whilst the Housing Needs Survey was being carried out.

Graham Watkins also indicated to the Steering Group that a report would be going to Full Council in relation to additional works to bring the plan to Examination. It was his view that the Council may have to look at raising its budget accordingly to finish the plan and give instruction to EnPlan.

It was reported also that £9k grant funding had been raised to assist with consultants costs in producing plans, policies, assessments etc. but this would only meet some of the costs involved.

NP10/17

DATE OF NEXT MEETING

The date of the next meetings would be 17th October, 14th November and 12th December 2017.

The meeting closed at 9.45 pm.