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SOUTHWATER PARISH COUNCIL

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CONFIDENTIAL MINUTES

The Confidential Minutes of the NEIGHBOURHOOD PLAN STEERING GROUP meeting held on Tuesday 21st November 2017 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

NP25/17	REVIEW OF EVIDENCE BASE
25 A)	<p>HOUSING NEEDS ASSESSMENT – AECOM have prepared a housing needs assessment which is now in draft format awaiting formal sign off from Locality (who funded the report). Until this report is signed off, it remains confidential but the draft has been circulated to the Steering Group.</p> <p>The Group discussed the Draft Report. Andrew Metcalfe stated that he and Clerk would be chasing Locality the originating body for the final document, but that the figures stood at 420-460. This figure represents what would potentially be the parish’s portion of the 1,500 housing figure within the Local Plan in relation to Neighbourhood Plans across the district.</p> <p>As the draft report had not read well, with a number of important conclusions unclear or lost in the text, it was agreed that this would be taken up with AECOM prior to the publication of the report.</p> <p>ACTIONS REQUIRED: Andrew Metcalfe and the Clerk to chase AECOM and Locality for the report with the view of providing the Final Housing Needs Assessment by the date of the next meeting or 12th December. Steering Group members to be circulated the document once received if prior to the next meeting.</p>
25 B)	<p>ASSESSMENT OF POTENTIAL DEVELOPMENT SITES Document prepared by Enplan and in draft format, until this document is finalised it remains confidential. The assessment methodology was reviewed by Horsham District Council prior to the assessment work being completed by the consultants employed by Southwater Parish</p>

<p>25 C)</p> <p>25 D)</p> <p>25 E)</p> <p>25 F)</p>	<p>Council.</p> <p>The Steering Group briefly discussed the draft findings and asked the Clerk to brief those unable to attend.</p> <p>GREEN SPACE ASSESSMENT – The Steering Group were updated by John Mace and Geoff Cole on the position of the draft report which required about a day to complete ready for submission to Andrew Metcalfe.</p> <p>ACTION: Green Space Assessment when completed by John Mace to be sent to Andrew Metcalf for inclusion in documentation to be submitted to the meeting of the 12th December 2017.</p> <p>ASSETS OF COMMUNITY VALUE LIST AND HERITAGE ASSETS – The Clerk indicated that the list had been updated and sent to Andrew Metcalfe. This would be sent with other documentation to the 12th December meeting. One list had been produced for all Assets of Community Value, Heritage and Listed Buildings. Much of the information was as a result of the 2015 NH Plan Survey. The information may need refining for the future as assets will come on board year by year.</p> <p>CAR PARKING SURVEY - The Clerk presented the figures in relation to this survey carried out via the Parish Council Newsletter and Survey Monkey. The results had been submitted to Andrew Metcalfe as part of the evidence base. Geoff Cole stated that he had found through his investigations that Southwater Parish had the largest number of vehicle owners per household that he could find through the Census information. A general discussion took place regarding the data provided. The Lavant NH Plan Traffic Survey was referred to as a good example of policy which could be adopted.</p> <p>DESIGN REVIEW - Chris Carey confirmed that he had not undertaken anything further on this. It was suggested that perhaps a way of taking this forward was to use the existing Parish Design Statement and put in elements of policy which were relevant to the Parished area and combine this into the Guidance Document. Geoff Cole stated that he had sent information on site levels and on car parking and this could be easily incorporated as there will very little wrong with the existing document which had been adopted by the District as Supplementary Planning Guidance.</p> <p>ACTION: The Clerk would review the existing Parish Design Statement and send it to Andrew Metcalf for inclusion for the meeting of the 12th December 2017.</p>
<p>NP26/17</p>	<p>FORMULATING THE DRAFT NEIGHBOURHOOD PLAN</p>
<p>26 A)</p>	<p>REVIEW OF PROPOSED POLICIES (excluding site allocations) – to confirm the content and scope of policies following the previous review conducted at the meeting on 12th September 2017. Due to the</p>

<p>26 B)</p>	<p>other work in relation to the Site Assessments now being undertaken by Enplan, this was still in Draft Stage but would be available for the next meeting and would be compliant with the Local Plan and National Planning Framework Policies.</p> <p>ACTION: To produce the Draft Policy Documents and evidence base by the 12th December 2017.</p> <p>SITE ALLOCATIONS – to discuss and agreed which site allocations would be taken forward into the draft Neighbourhood Plan in order to meet the objectively assessed housing need for the Parish.</p> <p>Andrew Metcalfe produced a reference document for members which was a precis of the information contained in the Draft Housing Needs Assessment and provided ideas on how the housing numbers could be delivered. A number of options were discussed at length, however, members of the Steering Group wanted to have more time to evaluate how the potential numbers could be delivered. There were concerns that they were too few in attendance to make the decision.</p> <p>It was agreed that the Clerk would individually brief each of the Steering Group members not at the meeting providing them with the same documentation being discussed by the Group with the hope that they could evaluate sites in the manner adopted during the evening.</p> <p>Members also thought that there were a number of options to be further explored in terms of what potential gain would there be for the community if the Group were to accept higher figures that that in the Housing Needs Assessment. The Group asked that approaches be made to see what some of the developers intentions were going forward and what would be the potential delivery of essential infrastructure.</p> <p>The Clerk indicated at this point that the Group were not quorate and whilst there had been a robust discussion, the decisions required to take the NH Plan forward could not be made at this meeting. It appeared from documentation relating to the group that the number for a quorum was 7, this was unusual as the figure would normally be a third of the total number of the Committee.</p> <p>ACTION: Clerk to brief all persons absent from the meeting and send out another agenda for a week’s time i.e. 28th November 2017.</p> <p>ACTION: Andrew Metcalfe (Enplan) to approach developers to seek out further information regarding potential community infrastructure.</p>
<p>26 C)</p>	<p>RESOLUTION OF CONFLICTING POLICIES</p> <p>This matter was not discussed due to the lengthy discussions on site allocations and numbers emerging from the Housing Needs Assessment and the potential implications of the Standard Methodology which may be implemented on the 31st March 2018.</p>

NP27/17	PRE SUBMISSION REGULATION 14 CONSULTATION
27 A)	<p>APPROVAL OF CONSULTATION DOCUMENTS – to agree the mechanism by which consultation documents and the Draft Plan be finalised and approved for consultation.</p> <p>A short discussion took place on this with all Members happy about the proposed timetables and submissions, but this all relied on Members of the Group being comfortable with the figures and sites allocated in that they all met the tests.</p>
27 B)	<p>PREPARATION OF CONSULTATION MATERIALS – to agree the mechanism by which consultation material will be prepared.</p> <p>This was not fully discussed, but it was agreed that Enplan would prepare the documentation and boards required for the public exhibitions in January 2018.</p> <p>AGREED: Enplan produce the documentation and display boards once the relevant documentation, sites assessments were approved by both the Neighbourhood Plan Steering Group (28th November 2017) and the Parish Council (20th December 2017).</p>
27 C)	<p>CONSULTATION PERIOD AND ARRANGEMENTS - The dates for the public consultation were agreed for January 2018. The Council Chamber had been provisionally booked for Friday 12th January (10am – 9pm) and Saturday 13th January 2018 (10am – 12 Noon) and Friday 26th January and Saturday 27th January 2018 (same times as those for the 12th and 13th January 2018.</p> <p>These were fully APPROVED.</p>