

WOODMANCOTE PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting held in the Parish Hall on Tuesday 13th January 2015 at 6.00p.m.
(Members of the Public were invited to attend)

Mrs L Bannister – Clerk to the Council
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Present: Cllrs. D. Austin (Chairman), C. Broucke, P. Williams, J. Ochoa, A. Underwood, M. Grimes and volunteers D. Linford, C. Blazeby, R. Lunn, P. Wilkins, L. Austin and M. Clark
L. Bannister (Clerk)

Others Present: Faustina Bayo (AirS)

1. Apologies

P. Batchelor

2. Minutes of the last Meeting held on the 9th December 2014

These were agreed and duly signed.

3. Action updates from previous Minutes

Cllr. Austin querying whether there is a final version of the vision report yet from AirS. Faustina will look into this, and try to get it to us before the meeting next week.

Mike Clark is to join the Steering Group as a volunteer.

4. Declarations of interest from members in respect of any items in the Agenda

Cllr. Broucke declaring an interest in the call for sites, as he is putting forward some land that he owns (see below for details).

5. Open Forum (Committee agree to adjourn proceedings for questions from the members of the public)

No members of the public were present, and so no questions raised.

6. Meeting on 20th January 2015

This was incorrectly advertised on the Agenda as the 28th January. The incorrect date was also given to the people that have been in contact with the Clerk about call for sites. However, the correct date was advertised correctly in the BN5 magazine and all the Christmas cards that were sent to the entire parish.

The Clerk will prepare a notice for boards to remind parishioners of this meeting. The venue is the Parish Hall. It will start at 7pm. Maps need to be prepared for the sites put forward.

7. Meetings

None have been attended since the last Steering Group meeting.

8. Call for sites

The following responses have been received to the call for sites notice:-

- Peacock Paddock – 14 plots proposed
- Woodhouse Farm – 6 holiday units or 3 residential homes
- Details have yet to be received from a third response

All of these sites will eventually need to be considered against a set criteria. Faustina suggested just setting out all sites next week at the open meeting and ‘testing the waters’ to see how they are received with the public.

The Infrastructure Levy may apply, it is applied to non-affordable housing only.

We will need to show maps of all sites, and give the landowners or their agents the chance to represent their sites. The Steering Group will need to give the landowners a guidance of the types of information they need to provide before they formally present their sites. Therefore the meeting next week will just be to provide information to the public about the sites that have been put forward.

Faustina suggested there is a ‘station’ for each site and if the people this concerns want to attend they can stand by their stations and give information to the public. Cllr. Austin clarifying that the Steering Group can’t support or reject sites at this meeting, although they can ask questions, and it is a good idea to ask these questions when the public are there. Faustina also suggested having comment forms at the meeting, but not right next to the sites, so people feel comfortable asking questions when the landowners are there.

Cllr. Broucke mentioned that at the Twineham Neighbourhood Plan meeting they had post its available to write comments on and stick on relevant areas.

Faustina confirmed we don’t have to put forward sites, but as HDC are looking for more homes to add to their plan, it might not look favourable if we reject sites.

Cllr. Austin pointing out that our criteria from the questionnaire may be zero need for housing. Faustina responded that we will also need to take into account the need of HDC.

Cllr. Broucke is aware that he will not be able to take part in the decision making of the sites. When it comes time to making the decision, Cllr Broucke will not take part and should leave room during discussions.

Cllr. Broucke has asked the church at Terrys Cross if they want any development. They have said no. Cllr. Broucke has also asked if they want to do anything with the Parish Hall, but they are looking at whether it is right, because they have to keep it for the benefit of the parish. Faustina mentioned that it would be good

to find out the true ownership of the Parish Hall, and also suggested asking the public next week if there is a desire in the community for doing something with it. Cllr. Broucke confirmed WPC has written to the Land Registry to declare that would like to know what happens with the hall.

The general view of the Steering Group is that they would be amenable to the hall being updated, perhaps with some starter homes developed next to it. Cllr. Broucke will pursue this, and Faustina thinks the Community Land Trust may be able to help with this.

The Clerk is to contact everyone who has put forward a site and ask them if they are able to come on the 20th.

9. Finance / payment

Nothing to note.

10. Correspondence

Regarding the complaint received from when the questionnaires were sent out, Cllr. Austin has written to the complainant to apologise, and has received no reply.

Regarding the letters to the statutory (and other) stakeholders, we have had 11 replies so far. Some of them have replied in great detail. Natural England, Sport England and Southern Water have all sent detailed responses. All stakeholders will all need to be sent further correspondence, even if they haven't responded.

There has been a letter from Mayfields received in response to our call for sites. This seems to be offering their services should we need it.

It was asked at the last meeting if we have done everything needed to consult on call for sites. Cllr. Austin has checked with Laura Bourke at HDC, who has confirmed that we have done everything necessary.

There is now a link to a video on our website explaining about the Neighbourhood Plan. This was put together by the Eden Project in conjunction with Locality.

11. Next steps (Faustina Bayo from AirS)

Cllr. Ochoa has done an amazing job analysing the comments from the questionnaires. The Steering Group now needs focus groups to take certain areas from the questionnaire and make recommendations based on this. This needs to say what the Neighbourhood Plan should or could consider. Faustina will send through some guidance to help with this.

Faustina will try to ensure the vision report is ready for display for the meeting next week.

During February and March AirS will prepare a draft plan for the Steering Group to comment on.

It is planned that in February the Steering Group will decide upon which sites to include.

Then, the pre-submission plan will be prepared using these details, which will then go out for a 6 week consultation.

The aim is to submit the Plan to HDC by June/July. They will consult on it for 6 weeks. This is to make sure all comments received during the first consultation have been taken into consideration. And this gives people an opportunity to make complaints.

The Steering Group could make recommendations to the landowners about their sites to reduce plot numbers, depending on the opinion of the public.

So, the next step is to form focus groups to look at the questionnaire. The focus groups will need to write a page (or two if they want) of recommendations based on the questionnaire.

The focus groups will cover - housing, environment, transport and infrastructure. Each group needs to make maybe 2-4 recommendations.

Cllr. Ochoa has received a letter with a response to the questionnaire with comments on development. Faustina suggested this letter should go to the focus group dealing with housing.

Assuming no more questionnaires are received, Cllr. Ochoa can tidy up the current analysis. Questionnaires have passed the deadline for return so there is no need to take further responses into account.

Cllr. Ochoa wants to step down as deputy chair of the Steering Group and recommends a new deputy is appointed.

Cllrs. Austin, Ochoa and Broucke will split up the questionnaire into 4 sections to go to the focus groups.

It was decided that the focus groups will be:

- Transport & infrastructure – Cllrs. Williams and Underwood and C. Blazeby. Also, D. Linford will walk all footpaths and report back to focus groups about state of them.
- Environment – L. Austin and Cllr. Austin
- Housing – P. Wilkins and R. Lunn

The focus groups are to report back at the Steering Group meeting in February.

All of the SWOT reports received from the volunteers will go in the evidence paper. Once Cllr. Austin has received everyone's they will be sent to Faustina.

12. Other business

In Twineham's draft Plan, they have agreed to 1 new build each year for 20 years, but have put certain limitations on this. They have not got a recommendation to allocate any housing from their district council. So, this is not an allocation and more a windfall policy.

A possible design statement policy was discussed. These can be used to assess planning applications against. It is a job for the focus groups to come up with a design statement. This would need to be done before the pre-submission plan. This can relate to certain areas within the parish that have a certain character. It was noted that Henfield's Neighbourhood Plan does include a design statement and it seems to be a crucial part of it.

Each focus group will come up with a design statement relating to their area. Faustina will send through a design statement template to the Clerk. The Clerk will send this to the Steering Group.

13. Date of next meeting

There will be informal meetings between focus groups.

Open meeting on the 20th January at 7pm at the Parish Hall.

The next Steering Group meeting will be on Tuesday the 10th February at 6pm.

The meeting closed at 7.30