

**WOODMANCOTE PARISH COUNCIL  
NEIGHBOURHOOD PLAN STEERING GROUP**  
**Minutes of Meeting held in the Parish Hall on Tuesday 14<sup>th</sup> October 2014 at 7.30p.m.**  
**(Members of the Public were invited to attend)**

**Mrs L Bannister – Clerk to the Council**  
**48 Titmus Drive Tilgate Crawley West Sussex RH10 5ER**  
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**Present:** WPC Cllrs. D. Austin (Chairman) C. Broucke, M. Grimes, P. Williams, A. Underwood and J. Ochoa  
L. Bannister (Clerk)  
12 members of the public (the visitor book was signed by everyone in attendance)

**Others Present:** Faustina Bayo (Airs representative)

**Apologies:** WPC Cllr. M. Parnell

**1. Introduction to the Neighbourhood Plan**

Action in Rural Sussex (AirS) have been instructed by Woodmancote Parish Council to prepare the Neighbourhood Plan.

The purpose of this meeting is to form a Steering Group committee. The Neighbourhood Plan is not solely for WPC to prepare, but also residents of Woodmancote. There should be a separate committee (the Steering Group) that includes at least four WPC Councillors and four volunteers.

The Neighbourhood Plan is a vision for the future, and an expression of residents and how they see the area developing. The Plan is put together on the ideas of only the residents of Woodmancote who get involved and respond to any questions.

Once the Neighbourhood Plan is complete it will be adopted in law.

AirS have been employed as they are experienced in producing plans.

WPC are also supported by Laura Bourke from Horsham District Council.

Any volunteers will be required to sign the terms of reference and a declaration of interests.

A Steering Group meeting will be held each month before the WPC meetings. This is on the second Tuesday of every month and will start at 6.00pm. Informal meetings can also take place on an 'as and when needed' basis, but as these are informal, no voting or decision making can take place in these meetings.

It should take 6-8 months to complete the work needed for the Plan.

Once a Steering Group has been formed, the next stage is the 'call for sites'. This is asking landowners in Woodmancote if they have a plot that they would like to have development on in the future.

More information can be found on the website: [www.woodmancoteparishcouncil.co.uk](http://www.woodmancoteparishcouncil.co.uk).

The Steering Group meetings will always be open to the public, and will be advertised two weeks beforehand. The Focus Group meetings will not be as formal, and there will be no need to take minutes. A member of the Focus Group will just have to report back to the Steering Group.

## **2. Questions from members of the public**

### **2.1 Will volunteers be geographically proportional (eg so that all areas are represented)?**

Ideally yes, but it really depends on how many people volunteer and where they live.

### **2.2 Why is the process so complicated when really it should be about future development for Woodmancote?**

There are some areas that the Plan has to cover, although Woodmancote's Plan will be relatively simple due to the size of the parish and the facilities available.

### **2.3 What is the purpose of the Plan?**

Without it Woodmancote may become vulnerable to future development plans. If the Plan states where and where not development will be allowed, the planning department at HDC will take this into account when dealing with planning applications

### **2.4 Does this affect plans for Mayfield?**

Not necessarily, but it may help in Woodmancote's case to fight it.

### **2.5 Does this mean that the Village Action Plan completed a few years ago is no longer valid?**

No, this is still relevant, but it does not carry the same weight as a Neighbourhood Plan.

## **3. Report from Faustina Bayo of AirS**

The Neighbourhood Plan is not very different from the Village Plan, except the Neighbourhood Plan will be used in future planning applications, which would first be assessed against the Neighbourhood Plan.

Woodmancote is able to decide what type of development is wanted and where it should go in the next 15-20 years. Woodmancote can also determine where development does not happen.

Landowners will need to be consulted regarding the call for sites, otherwise they may have grounds to challenge the Plan. Certain agencies (eg South Downs National Park) also need to be consulted.

The community will need to engage and ultimately vote on the Plan, so it is good for them to be involved from the start.

Steering Group meetings need to be advertised and minuted. Focus Groups are the groups that do the work, and the Steering Group oversees this work. The leader of the Focus Group will feedback to the Steering Group what has happened at their meeting. The Steering Group is responsible for making the decisions. If they are unable to make a decision, the Parish Council has this responsibility.

AirS will be holding a 'visioning and objectives' workshop with Woodmancote. This will help the Focus Groups to look at objectives and come up with some ideas.

AirS is responsible for putting the Plan together. The draft Plan will be consulted on (takes a minimum of 6 weeks). This is an opportunity for residents/agencies/groups to challenge the Plan.

All sites allocated for development will need a Strategic Environmental Assessment to demonstrate the impact of development on sites. Woodmancote is not obliged to put forward any sites, although the amount of sites put forward should match the rate of development in Woodmancote over the past few years.

The work of the Focus Groups should take a maximum of four months. Their work is to gather evidence based on the objectives. These meetings are informal and can happen as often as needed. There can be Focus Groups for (among others) – development, transport, environment and facilities.

Woodmancote's Neighbourhood Plan can include as many, or as few, policies as required.

#### **4. Election of Members to the Committee**

The following members of the public volunteered to form the Steering Group:-

Luke Austin  
Paul Wilkins  
Rob Lunn  
Crispin Blazeby  
Pauline Batchelor  
Derek Linford

All Councillors for Woodmancote Parish Council will be Members of the Steering Group.

#### **5. Election of Chairman, Vice Chairman, Secretary and Financial Officer**

These will be:-

Chairman – David Austin  
Vice Chairman – José Ochoa  
Secretary – Leanne Bannister

Financial Officer - José Ochoa

**6. Signing of the Terms of Reference**

All volunteers completed these forms.

**7. Declaration of Interest forms**

All volunteers took these away with them, and can return them at the next meeting.

**8. How the Neighbourhood Plan is funded**

Cllr. Ochoa reporting that Woodmancote Parish Council has a total of £16,600 available, £7,600 of this is from reserves, and £9,000 from the current account. This is sufficient to pay for the next bill from AirS. VAT will be refunded. A grant of £6,800 has been received from Locality.

**9. Next step in the execution of the Neighbourhood Plan**

Please see item 1.

**10. Date of next meeting**

The Steering Group will meet at 6.00pm on Tuesday 11<sup>th</sup> November at the Parish Hall.

If the Parish Hall is ever unavailable for meetings, it was suggested that the Cricket Pavillion could be used.

Faustina will suggest a date for the Visioning and Objectives workshop.

*The meeting closed at 7.20pm*