

**WOODMANCOTE PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN STEERING GROUP**

Minutes of Meeting held in the Parish Hall on Monday 21<sup>st</sup> December 2015 at 7.00 p.m.  
(This was a closed meeting)

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

### **1. Apologies**

Apologies were given by R. Lunn.

### **2. Minutes of the last meeting**

These were agreed and duly signed by Cllr. Austin.

### **3. Actions/correspondence since previous Minutes**

A Sustainability Assessment/Strategic Environmental Appraisal request was made to Maggie Williams at HDC. Her response was that HDC wouldn't accept Woodmancote's call for sites policy. This prompted the policy change to include windfall development. This means that no sites would be included in the Plan.

A further SA/SEA request was made to HDC. HDC confirmed that the assessments would be required. This was queried by rCOH as they don't believe these assessments are needed.

In the final response from HDC, they have said that the decision would be taken to the statutory consultees. rCOH have advised that they will take 3-4 weeks to respond.

rCOH's advice is to continue with the draft Plan for now and wait to hear from HDC.

Cllr. Williams has received an email from HALC advising that HDC's SHLAA has now been sent around to all parishes.

A final email from HDC says that there are several sites in Woodmancote that are suitable for development. This is in contradiction to their SHLAA report, and advice from rCOH is to ignore this email.

F. Bayo from AirS has sent an email explaining Regulation 14, which will be the next steps for the Woodmancote Neighbourhood Plan. This explains that once the draft Plan has been finalised, the

document will go out for public consultation for six weeks. It was suggested that hard copies are kept in the Parish Hall, Henfield Library and the Henfield Parish Council office. It will also be posted on the website. Response sheets will be left with the hard copies for people to make comments.

Once adopted, the Plan can be reviewed in five years, or in line with HDC in three years.

Cllr. Austin has met with two site owners to explain to them why their sites will not be specified in the draft Plan.

Cllr. Austin received a phone call from a site owner asking for confirmation of Section 4 of the HDPF. This is about settlement expansion, which the Woodmancote draft Plan is in line with.

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

None.

#### **5. To read through and make amendments/corrections to the draft Neighbourhood Plan**

C. Blazeby suggested that people may not read the Plan as it contains a lot of jargon, so could a letter go with the Plan explaining what is in it? It was felt that this may be covered in the foreword. It may be a good idea to look at other parishes' plans to see how they have dealt with this.

All details in the Plan have come from the:-

- Vision Paper
- Community Evidence Paper
- Sustainability Assessment

These documents need to be in line with the Plan.

The foreword has been drafted by Cllr. Austin. This was read through by all and small amendments were made.

Paper copies of the draft Plan will be at Henfield Council offices, Henfield Library, and the Parish Hall. It will also be on the website. It was decided that the Plan should not go in the sports pavilion as it is usually locked to the public.

Cllr. Austin will go through all of the supporting documents to correct them with volunteers from the Steering Group.

The maps for the walks need to be headed so that it is clear which walks they refer to.

The draft Plan was read through in its entirety and amendments were agreed (see attached Plan to see amendments agreed).

## **6. Next steps**

The amendments to the draft Plan will be made by Cllr. Austin and the Clerk.

*The meeting closed at 10.10pm*