

MINUTES: NEIGHBOURHOOD PLAN GROUP

Date: Tuesday, 05 April 2016

Time: 7pm

Venue: Kelsey Hall, Chalk Road, Ifold

AGENDA:

1. Apologies
 2. Minutes: Appoint a minute taker
 3. Review of Actions
 - 3.1 Appointing a consultancy.
 - 3.2 Locality Funding application
 - 3.3 Approve survey report publication on the Parish Council website with a steering group covering message.
 - 3.4 Site Allocation progress with CDC.
 - 3.5 Little Springfield Farm brownfield site
 - 3.6 Foxbridge Golf Course site.
 - 3.7 Report progress regarding drafting the NP document.
 - 3.8 Drafting policies in light of survey and consultation.
 - 3.9 Allocate sections to steering group members to update following survey results and move forward eg. Environmental assets.
 - 3.10 Ifold VDS
 - o production of VDS for Ifold progress.
 - o VDS policies
 4. New Matters
 5. Date of Next Meeting
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PRESENT:

- Plaistow & Ifold Parish Council: Sara Burrell (SRB) – Chairman; Councillors: Sophie Capsey (SC), Phil Colmer (PC); Vivien Forwood (VF) and David Ribbens (DR); Plaistow Village Trust: Suzanne Hounslow (SH); Richard Wyatt (RW); Ifold Estates Limited: Christine Gibson-Pierce (CGP); Residents: Bill Townsend (BT)

7.38pm The meeting opened.

1. APOLOGIES: Sallie Baker (Deputy Chairman Parish Council), Clarissa Bushell, Malcolm Frost; Angela Jeffery, Denise Knightley (Chichester District Councillor – Plaistow Ward) and Beverley Weddell (Parish Clerk).

2. MINUTES: CGP was appointed minute taker.

The minutes were agreed by the group present. As the steering group was not a formally constituted committee we did not have to formally sign off minutes but to keep a record of the process and work.

3. REVIEW OF ACTIONS

3.1 Appointing a consultancy to assist with policy writing

CGP reported she had had conversations with Maggie Williams (Horsham District Council Neighbourhood Planning Officer) regarding a consultancy to help the Parish. SRB and CGP had met her at the AirS run workshop in March 2016. AirS had also been contacted but that will charge 2-3 days scoping study in order to quote for the consultancy assistance the parish was seeking (review of evidence base, writing of draft plan and policies) and that the parish would have to provide all documentation in order for the scoping to take place. SRB and CGP pointed out there is a large disparity between what the consultancies are charging and the grants available through DCLG Locality. The AirS presentation stated an average of £13,200 for neighbourhood plan projects, which was perhaps the average in the early days of neighbourhood planning, this was not a realistic costs for eg. Nuthurst Parish - Horsham district spent £29,000.



3.1 Appointing a consultancy to assist with policy writing /Continued...

As Maggie Williams is in another district there was no conflict. The proposal is that Maggie will take on this consultancy work with a former colleague of hers, Colin Smith who has LPA experience and his own company, Colin Smith Planning. A meeting has been arranged with Maggie Williams and Colin Smith (who would be the principal in the agreement) to discuss further. They have been asked to think about how they would bill and what would be their daily rate (as that was also needed for the Locality funding application). The steering group had to work out the contract duration given the scope of work remaining.

Action: CGP - To update the project plan to determine scope of next tasks and the consultancy time required. [completed]

Action: SRB/BW/SB/PC/CGP - To meet Maggie Williams and Colin Smith 18 April 2016 to discuss consultancy agreement and scope of work. [completed]

3.2 Locality Funding application

CGP mentioned she had begun the application process again. Locality offer two levels of support, a grant of £9000 maximum (which all groups can apply for) and technical support - she was applying for both (Locality offers a range of technical packages delivered in partnership with Planning and Environment Consultancy AECOM, RICS, Design Council, RTPI and others). The parish needs to decide what package it needs out of ones relevant for the parish: Environmental Impact Assessment (EIA); Habitats Regulations Assessment (HRA); Evidence Base and Policy Reviews; Heritage and Character Assessment; Site options and assessment; Health-check prior to examination; and Strategic Environmental Assessment (SEA). The budget has been checked to ensure it contained all the costs including for further public consultations: advertising, banners, posters, printing costs, etc... as it must be attached to the Locality application and we need to ensure the parish received the maximum grant. There was concern there may still be a need for an SEA and it was recommended the cost of £4000 should stay in the budget as a precaution even though Valerie Dobson (CDC Neighbourhood Planning Officer) had replied to an email that the District would absorb that cost were an SEA necessary. CDC would do the screening.

Action: PC - To update the project budget and email to CGP for Locality application. [completed]

Action: SRB/CGP - To review the Locality funding technical support options to decide what would be the appropriate for the parish. [completed]

Action: CGP to complete the Locality Funding application online. [completed]

8.30PM: SC arrived.

3.3 Survey Report Publication:

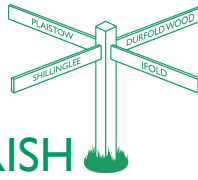
Approve survey report publication on the Parish Council website with covering message.

The final report had been distributed to the steering group and also to CDC along with a request for a meeting. It was not appropriate to go public with the survey report as yet until the group had spoken with CDC.

Action: SRB/CGP - To draft.

3.4 Discuss site allocation progress with CDC.

A meeting had been scheduled for 21 April 2016 in Chichester with Mike Allgrove – CDC Policy Manager, Valerie Dobson – CDC Neighbourhood Planning Officer. This was the earliest date they were available to meet. The intention is to discuss the site allocation based on the housing need identified. The Parish Council has formally responded to the CDC site allocations document consultation and rejected the site Land North of Little Springfield Farm. CDC have not responded. The steering group can't finalise anything and move forward without the feedback and guidance from CDC as they are our LPA.



3.5 Discuss outcome of the visit to Little Springfield Farm brownfield site.

Members of the steering group had a useful site meeting to the brownfield site. It was agreed it should be brought forward to parishioners to consider in the draft Plan, and that the implications of not taking forward the brownfield site, which would be less impactful, would be detrimental for the parish with loss of greenfield in the countryside. It is as sustainable as the site that CDC have put in their allocations document. It is the reuse of a brownfield site. It has been recognized, by the Planning Inspectorate, as a brownfield site and their decision was that the site is not viable to be reused as commercial premises. Due to the rural nature of the surroundings, we can put caveats on the use of the site for housing development in the Plan as to the form of development eg. height and scale. The group were reminded the B2/B8 use class boundary could be made more uniform to include the grassed area and to allow a scheme to be better designed for the site. A discussion took place about the site being outside the Ifold settlement boundary but it was pointed out all sites reviewed are outside the settlement boundary and in the countryside. A point was raised that the Plan must state the only reason for the Little Springfield Farm site being brought forward was that it is brownfield and this is in concurrence with national policy.

Action: The Group to forward their comments from the site visit to CGP. [completed]

Action: SRB to complete the SHLAA document for the site based on the groups' notes [in progress – reformatting of all the documents for evidence base is underway]

3.6 Foxbridge Golf Course site.

The landowner has had a meeting with CDC planning department and it's unknown what advice or guidance was given. There is concern the commercial alternatives to a golf course haven't been investigated to permit a change to the current D2 leisure use class. The site is remote in the countryside and not attached to a settlement boundary or even contiguous with an existing settlement. It would effectively create a fifth settlement for the parish and not be sustainable, especially given the landowner's willingness for a larger number than allocation for housing, without additional infrastructure being introduced such as a shop, bus stop, medical or school facilities. Members of the steering group will address this site during the meeting 21 April with CDC.

Action: PC to do some analysis of the comments gathered from the Parish Council public consultations, for SRB to have to hand at meeting with CDC. [completed]

3.7 Report progress regarding drafting the NP document.

Still in progress, to get it into a structure reasonable enough to show the scope of work and to hand to any consultants to quote.

3.8 Drafting policies in light of survey and consultation.

Identification of policies is still a work in progress.

Action: The Steering Group to review the evidence base and identify policies.

3.9 Allocate sections to steering group members to update following survey results and move forward eg. Environmental assets.

Action: The Steering Group to review the evidence base and identify policies.

3.10 Ifold VDS - production of Ifold VDS and policies.

Action: SRB to review the evidence base and identify policies for the VDS outline.

4. New Matters

Action: It was recommended the Parish Council to write to landowners to advise on the status until discussions with CDC have taken place.

5. Date of Next Meeting: 05 May 2016 at 7PM.

9.48pm Time the meeting closed.