

## Notes from the Neighbourhood Plan meeting 30<sup>th</sup> January 2014

### 1 Apologies

Ian Dawson, Nick Dutt and Liz Gander

#### **Attendees:**

Jason Humphrey (Chair of NP Group) – Parish Councillor

Jason Stoner – Parish Councillor

Dave Wright – Parish Councillor

Rosemary Fair – Parish Councillor

Gordon Harper

John Wigzell

Richard Jephcott– Parish Councillor

Sheila Blair

Angus Thwaites

Ysanne Burns

#### **Resignations:-**

Jeremy Swift

#### **Offers of help in the future:**

Stephan Tylunas

### **2 Introduction to Action in Rural Sussex:-**

Faustina Bayo presented the service that she could offer us to enable us to put together a credible plan which would stand the test of examination.

Faustina started with the recently rejected plan at Slaugham which failed on four key points:

- Slaugham had not produced a Strategic assessment for the number of houses required
- Planning applications had been brought forward before the plan had been accepted
- A key land owner had pulled out
- Process of establishing the need for housing had not been followed

The process we need to follow:-

- a) We need to identify the housing need first to ascertain the no of houses required for our plan. 30 Identified by Lewes is not good enough and the number could be higher or lower.
- b) We need to give all land owners the opportunity to put forward sites and not just write to landowners. This would mean some sort of advertising and putting on our website to prove that we had given the opportunity.
- c) We need to complete a state of the parish report.
- d) Send out to statutory bodies as well as parish
- e) Create a snap shot of our parish
- f) Develop site selection criteria. Criteria could be brownfield, suitable for the elderly etc.
- g) We need to assess all sites offered on the same criteria
- h) Write a report on each site
- i) Produce a draft plan and send to statutory consultees
- j) 6 weeks to consult
- k) We need to log everything, Meetings, attendees, Minutes, Workshops, Sign in sheets etc.
- l) Review rejected SHLAA sites
- m) We can talk to developers but don't commit to anything!!
- n) Don't rely on self-build, as we need to prove deliverability
- o) Sites need to be 6 house or more to count for infrastructure levy

Costs

Airs have quoted £12,000-£15,000 to help produce the report. However this could be supplemented by applying for a £7,000 grant.

This would be invoiced 50% upfront, 40% once the draft plan has been produced and 10% once sent.

### **3 How to proceed**

The NP group are recommending that the Parish council use AiRS to aid the production of the NP, subject to the Council securing the £7000 grant funding from Locality. Should the funding bid not be successful, it is proposed that the Council will pay AiRS for the time spent assisting the Council up until that point (as AiRS have agreed to help with the grant application). This is on the agenda for discussion on 3rd February 2014.

If the Parish Council agrees to use AIRS then we will need to:

- Send Faustina details of actions / decision already taken
- Apply for the Grant
- Take a decision on scope of the plan
- Cover any additional costs in addition to scope agreed.
- Faustina to review terms of reference

- Create focus groups

#### **4 Agree Funding / Grants**

Work with Airs to apply for the £7000 grant asap

#### **5 Preparation for the Annual Parish meeting**

This item was referred to our next meeting to enable advice from Faustina (subject to Parish council agreement)

#### **6 Draft Terms of reference**

Faustina to review along with Ysanne, working towards having terms ready for signature at our next meeting, Ysanne suggested we split the terms in two separating confidential items for best practice

#### **7 Skills Set Register**

Please send this to Liz by Monday 3<sup>rd</sup> of February

#### **8 How to respond to developers**

We can talk to developers but don't commit to anything!!

#### **9 Schedule of meetings and room requirements**

Every two weeks, on a Thursday and at 8pm. The Renshaw room currently meets our requirements

#### **10 Date of next meeting**

13<sup>th</sup> February 2014

Notes prepared by Jason Stoner