

**Minutes of the Wivelsfield Neighbourhood Plan Steering Group Meeting
Held Tuesday 2 December 2014, 8pm, Renshaw Room, Wivelsfield Village Hall**

Attending: Jason Stoner (Chair), Craig Bowden, Ian Dawson, Nick Dutt, Rosemary Fair, Dave Wright, Gordon Harper, John Wigzell, Angus Thwaites, Liz Gander (Clerk) and several members of the public.

The Chairman welcomed the members of the public present at the meeting and recognised that some had attended because of the recent planning application for the Springfield Industrial Estate. He advised that the planning application will be discussed at the Parish Council meeting next week, at which there will be an open forum session during which people will have the opportunity to speak. The Chairman noted that a couple of letters of objection to the application had already been received.

1. Apologies for Absence

Apologies had been received from Richard Jephcott, Sheila Blair and Dionne Franks.

2. Declarations of Interest

No new declarations made – Nick Dutt referred to that previously declared re the Springfield Industrial Estate.

3. To Accept Minutes of the Steering Group Meetings Held 6 & 13 October 2014

The minutes of the two meetings were agreed.

4. Confirmation of Brownfield/Greenfield Status of Springfield Industrial Estate

The Chairman explained that the status of the Springfield Industrial Estate, previously recognised as Brownfield within the District Council's SHLAA, has recently come into question following Lewes District Council's (LDC) reclassification of it as a Greenfield site on the 2014 SHLAA. The Chairman had followed this up with officers from LDC, forwarding photographs of the site as it is now as well as some from when it was in industrial use some years ago.

LDC has however concluded that, whilst permissions were sought for industrial uses during the 1970s, an early 1990s high court ruling had found that the permissions for industrial uses had expired before being lawfully implemented. As such, LDC had to refer to the last *lawful* use of the land which it deemed to be agricultural – hence the land now being labelled Greenfield.

The Chairman read out an email from Neil Homer – planning consultant with AirS – advising that whilst the terminology has changed, the site still has merit as a previously developed site, which could be redeveloped for a better purpose. He suggested that the criterion could be reworded to reflect this, however the Steering Group felt that it would be wrong to redefine a criterion against which the original site assessment had been made and believed it better to remove that criterion altogether, (this was unanimously agreed as a recommendation to put forward to the Parish Council). So doing would reduce the points total for the Springfield site, but it would remain in the top four sites originally identified as the preferred sites to be allocated within the NP.

5. To Clarify Wording of the Site Assessment Criteria

The Chairman stated that at the planning appeal for the Gleasons application in October, the inspector had suggested that two of the site assessment criteria were essentially the same. The two criteria in question were 'no further development of site possible' and 'small site area'. The Steering Group however felt that, when looked at in conjunction with the more

detailed criteria descriptions, the two are clearly different. The Group therefore recommended that the wording be retained as it is.

6. To Ensure No Additional Policies Required

The Chairman wished to confirm whether, having had time to think things through, any Steering Group member had thought of further policy areas which merited inclusion in the NP. All agreed with the principle of J Wigzell's suggestion that the NP should be seen to support and encourage existing businesses to flourish, (given that survey results had indicated that residents were resistant to *new* business development), however it was hard to know how to include something that is essentially aspirational. J Wigzell came up with a suggested form of wording which he pledged to review, refine and circulate to SG members. If not appropriate to include as policy, it was suggested that it be weaved into the foreword or vision for the Plan. The Clerk to discuss the suggested wording with F Bayo and N Homer.

JW

LG

7. To Discuss the draft Pre-Submission Consultation Plan

The Steering Group had reviewed the Draft Pre-Submission Plan. It was felt that, at 29 pages, as compared with the 60 page State of the Parish Report, it did not contain sufficient contextual information and detail for those residents who may read only the Plan document itself, rather than the various appendices. The SG also believed that some changes were needed to the order in which information was presented so that, for example, the NP's vision and objectives should appear near the front of the document, rather than as a preface to the policy section.

Neil Homer, planning consultant, had agreed to add in additional material from the State of the Parish report, provided the SG identified what it would want included. It was agreed that G Harper would highlight the relevant sections from the State of the Parish Report and circulate to SG members for approval prior to forwarding to N Homer. The Clerk to check how quickly N Homer can turn the revised document around. In the meantime a provisional date of Monday 15 December was agreed for the next SG meeting, at which it would be hoped to review the revised draft Pre-Submission document.

GH

LG

8. To Arrange a Meeting with the Local Planning Authority

The Clerk to check with LDC whether it would be sufficient to meet with officers to discuss the NP policies, or whether it is necessary to have the full Plan document available. Suggested dates for a meeting to be lined up so as not to cause delay when the Plan is ready to go for consultation.

LG

The Chairman informed the SG that the Parish Council had received an invitation to attend a meeting with the District Council on Tuesday 23 December to discuss the Local Plan Part 2 – re site allocations. I Dawson, J Wigzell and the Clerk to attend.

ID/JW/LG

9. To Discuss Arrangement for the Public Consultation to Include:

- i. Setting up of a Neighbourhood Plan Specific Email Address - done
- ii. Date(s), time(s) and location(s) for Public Consultation Events – the SG agreed to aim for a target date of 6 January for launching the consultation (though this may be subject to change depending upon how quickly the draft plan can be revised and agreed). The SG agreed to have six public events during the consultation period: a launch event on the first weekend, four smaller 'surgery' style open events, each manned by a couple of SG members, enabling residents to come along and ask questions and a final session at the end of week five. Dates & locations to be planned once consultation period confirmed.

Notes from the Wivelsfield Neighbourhood Planning Meeting Held Tuesday 2 December 2014

- iii. Method of Informing Stakeholders/Parishioner of the Consultation – the SG will use every avenue of communication available; roadside boards, website, Middy, Wivelsfield News etc etc.
- iv. Procedures for Collating and Responding to Consultation Feedback – it was agreed that responses will need to be typed up/collated as received (not at the end of the six week period). The SG will look at how to reply to responses.

10. Project Plan

The plan to update the community with progress on the NP has slipped owing to the Chairman changing jobs. C Bowden agreed to pull together the suggested questions SG had provided (AT to forward) alongside G Harper's draft.

CB/GH/AT

11. Next Steps

As outlined above.

12. Date of Next Meeting

Monday 15 December