



EWHURST PARISH COUNCIL

WITH ELLENS GREEN

Clerk of the Council: Jane Bromley

Tel: 01483 267646

email: clerk.epc@btinternet.com

EWHURST PARISH COUNCIL WITH ELLENS GREEN NEIGHBOURHOOD PLAN STEERING GROUP MEETING.

Minutes of the meeting of 28th November 2016 7pm EYSC

Attendees: STEERING GROUP: Henning Von Spreckelsen (Chair); Bob Arnold; Allan Webber; Jan Allen. Steering Group Nominees: Timothy Hurley and Phil Gardner.

Two members of the Working Groups.

Administration: Jane Bromley.

- 1) APOLOGIES FOR ABSENCE. Val Dixon Henry; Paddy Geoghegan.
- 2) DECLARATIONS OF INTERESTS. None declared.
- 3) APPROVAL OF THE MINUTES OF 4th NOVEMBER 2016-The minutes were approved for signing by the Chairman.
- 4) CO OPTION ONTO THE STEERING GROUP: Nominations- Timothy Hurley and Phil Gardner. Existing members of the Steering Group (Henning von Spreckelsen; Val Dixon Henry; Allen Webber; Bob Arnold; Patrick Geoghegan; Jan Allan) of which are present, to vote for co-option of nominated members a successful co- option by a simple majority. The Chair has a casting vote.

The Co- option of TH and PG was recommended by HVS seconded by BA and all were in favour.

There was much discussion with regard to further Co Option onto the Group and it was established that two further members would be ideal. AW expressed a wish to be able to discuss future possible recruits with the Steering Group away from a meeting at which they were present.

- 5) FEEDBACK FROM MEETING WITH WAVELERLEY BOROUGH COUNCIL NEIGHBOURHOOD PLAN OFFICER, JENNIE FALCONER.

HVS had sent a summary of the meeting he and Ian Davis from the Housing Group, had attended with Jennie Falconer Neighbourhood Plan Officer and Gayle Wooton Principal Planning Officer from WBC, to JB and this was to be circulated to all of the Steering Group together with attachments. **ACTION JB** The attachments were the responses to the consultation with Historic England; Natural England; Environmental Agency and a report by AECOM as to whether a Strategic Environmental Assessment (SEA) was required along with the Sustainability Assessment (SA). There had been mixed views on this and WBC had advised that an SEA should therefore be carried out. WBC had helpfully supplied the link to a website they recommended, which supplied information on preparing an SA with SEA and they felt that it was something the Steering Group/ Working Groups could undertake themselves. **ACTION**

HVS reported that WBC were pleased with the approach the Neighbourhood Plan Group were taking with regard to the use of criteria to eliminate areas within Ewhurst which were not suitable for development and the part that the community were to play in feeding back on criteria initially chosen by the Housing Working Group.

HVS had agreed a draft timetable with WBC for the preparation of the Neighbourhood Plan.

Estimated timetable

There would be a further consultation on criteria for choosing areas for sustainable development and housing related policies in January with a draft Plan ready for the Regulation 14 Consultation available in March. Depending on the feedback from the Regulation 14 Consultation it was hoped the final Plan could be ready to pass to WBC for their Regulation 16 Consultation followed by Examination in early summer. Again if all went well at Examination, it was hoped to hold a referendum late summer /early autumn 2017. The Plan to be a 'made' Plan by the end of

Ewhurst Neighbourhood Plan Steering Group Meeting Minutes 28th November 2016

2017. It was recognised that this was an estimated timetable and relied on the process running smoothly.

HVS advised that WBC had recommended that the Group prepare a straight forward Plan and that they do not attempt to achieve too much at this stage. It was recognised that the Parish wished to be able to direct development to the most sustainable locations in the Parish and to this end all efforts at this stage should be directed towards these policies to achieve the above timetable. WBC had commented that the Plan would need reviewing further along the Plan's lifetime and further wider reaching policies could be added at a later date.

HVS confirmed that WBC had reiterated that the Plan should cater for a minimum of 53 houses and additional 12 already having received Planning Permission took the Parish up to its minimum quota of 65 homes as included in the WBC Local Plan allocation for the Parish.

6) UPDATE ON ENGAGEMENT OF CONSULTANTS TO AUDIT, REVIEW AND ADVISE ON THE WORK DONE BY HOUSING GROUP

JA and AW were concerned that they had not been party, as members of the Steering Group, to any Terms of Reference sent to the Consultants or documents prepared by the Housing Group. HVS advised that these details were as follows: The two sets of Consultants had been asked to review the work of the Housing Group and work with them to prepare a set of criteria to put before the residents in January and also to help review the draft housing related policies from the evidence gathered by the Housing Working Group again to be included in the January consultation. A budget had been agreed by the Parish Council for the work carried out by the Consultants. The Consultants had approved the work done by the Housing Groups so far and would supply written confirmation of this to further support the evidence.

A discussion took place as to when to put the Housing Group work and that done by the Consultants on the website. HVS confirmed that this work would go to WBC for review and an appropriate time was probably after this review to coincide with the January Consultation.

7) REPORT OF THE PROGRESS MADE BY THE OTHER WORKING GROUPS.

AW advised that his Group had begun to set out ideas for policies in the following areas: traffic and transport; Environment protection and conservation; built area conservation and community facilities and assets. If these policies could be available for the Regulation 14 Plan in March then they would be included at this stage and if not incorporated at a later date.

8) PLANS FOR UNDERTAKING SUSTAINABILITY APPRAISAL AND IF NECESSARY STRATEGIC ENVIRONMENTAL ASSESSMENT - UPDATE ON S.E.A. SCREENING OPINION APPLICATION.

This was included in 5) above. It was hoped to achieve the preparation of this document in house, using the website recommended by WBC.

<https://levetttherivel.files.wordpress.com/2015/09/diysa.pdf>

9) OUTSTANDING PROPOSALS FOR HOUSING DEVELOPMENT AND NEIGHBOURHOOD PLAN'S RESPONSE, IF ANY TO THE LATEST.

HVS proposed that no comment be made by the Neighbourhood Plan Group on Planning applications and all agreed that the Group remain impartial.

10) DISCUSSION OF PROCESS TO ENGAGE THE COMMUNITY IN THE CONSULTATION STAGES OF THE NEIGHBOURHOOD PLAN PROCESS.

HVS advised that a document was being prepared by the Working Housing Group member Alyson Johnson, working with the Consultants to set out for the residents of the Parish the criteria for sustainable areas for development within the Parish. This would shortly be circulated to the Steering Group.

JA would work with BA and TH to set out a timetable for the Consultation. ACTION JA, BA and TH. JA would circulate the document received from the Working Housing Group with added paragraph for the residents to clarify to them what was required from them and also to incorporate on the document an area for a 'yes' or 'no' response with regard to agreeing to the criteria together with an area where they would be able to make comments. It was felt that feedback of this nature was important to the Consultation process, to allow the residents to express their views and therefore more likely to achieve the desires of the Parish when it came to the final Plan. JA would circulate the amended document ready for Consultation to the Steering Group and WBC for approval. ACTION JA

PG was to use his network connections in the village to facilitate the hand delivery of the Consultation document in the centre of the village. ACTION PG The document would also be sent via email and available for download from the website. JA would investigate the delivery of the document to peripheral areas and Ellens Green. ACTION JA It was discussed as to whether there should be an event held in the Village Hall and this was to be agreed by JA, BA and TH. ACTION

11) ANY OTHER BUSINESS.

JA mentioned the recent article that had been sent out in News and Views and that residents had been invited to comment with criteria they felt important for housing locations. JA asked that comments sent by email with no details of from whom they had been sent, be replied to asking for these details as it was important to form a picture which comments were coming from which area. JB undertook to ask for this. ACTION JB

JA mentioned that the May Steering Group minutes were not yet on the website and she would circulate a copy of these for agreement. ACTION JA

PG asked how the Community Land Trust (CLT) fit in with the Neighbourhood Plan process. HVS relayed that he had had a conversation with Tim Bloomfield who was trying to set up the CLT should land in the future come forward to enable community property to be built. The process could possibly be complimentary to the Neighbourhood Plan in due course if the correct circumstances arose. It was important not to confuse the residents between the two processes but the Neighbourhood Plan should be well underway by the time the CLT was set up.

12) DATE OF NEXT MEETING. 7.30pm EYSC 9th January 2016.

The meeting closed at 10pm.