

PRESENT: HvS, BA, JA, VDH, Paddy, TH, PG and MT

APOLOGIES: AW

- 1) Declarations of interest - None
- 2) Report on the public meetings held – went well, 28 attended the first meeting and 32 the second day.
- 3) Minutes of the 9th Jan were Approved
- 4) Register of Interests agreed to be required and to be made public, in much the same way as the PC Members do on the PC website. Agreed that a template would be circulated (Action MT) and *NPSG members and working teams would update as appropriate, including interests of all family members too – including land, property and group memberships.*
- *A scrutiny committee would be formed to monitor this.*
- 5) Meeting with WBC discussed and reviewed.
 - WBC meeting notes have been received and they would be circulated (Action MT).
 - Group were reminded that we have to decide if the E&EG NP would be allocating sites or WBC themselves. Unanimous agreement that our NP will do this and that we MUST notify this fact back to WBC by 27th March, via the PC.
 - WBC will issue a call for sites as part of their Local Plan Part-2, but on receipt of the above notification, will exclude E&EG Parish from that call.
 - We however must also issue a Parish wide formal Call for Sites, focused on the areas outside of the Ewhurst Settlement Boundary, to ensure that the NPPF guidelines are followed correctly – this will include Ellens’ Green therefore. We agreed that it would be wise to use careful wording in our Call for Sites to ensure that people are reassured that this is simply process. (Action JA to propose suitable wording)
- 6) January Consultation Results were discussed.
 - It was agreed that comments should all be reviewed with the Consultant (James Garside, selected for going forward with the E&EG NP) to produce an updated list of Site Assessment and Housing Development criteria.
 - The updated SA&HD criteria would also be reviewed with WBC and compared to their own criteria to make sure there are no duplicates as this will focus our list on our local community, as NPPF intends.
 - The final, compared, updated and approved SA&HD criteria will then be used to identify the most appropriate locations for the 53 houses required by WBC Local Plan.
 - It was agreed that better proofreading of the SA&HD criteria would have been desirable, as some parishioner feedback highlighted inconsistencies and inaccuracies. This was taken on board.
- *7) In order to move the Neighbourhood Plan forward, the Steering Group agreed that following the conclusion of the site identification and housing development criteria consultation process, it was deemed unnecessary (or illogical?) to retrospectively approve the consultation document. However it was agreed that whilst all members of the Steering Group had the opportunity to view and comment on the document, the presence of a formal record of its circulation prior to publication would have been desirable.*
 - We agreed that the final SA&HD criteria would be published on the NP website and notified via the email distribution list built up as part of the 400+ returns, plus other usual communication streams. 25% of the population had responded in total.
 - Relatively low numbers of returns were received from Ellen’s Green (12 max, possibly), Downhurst Road and The Street between the Village Hall and Bulls Head. No obvious reason identified just now...

- We voted to specifically APPROVE (5:2) the January Consultation process, not necessarily the issued document itself (see above).
 - General view, despite some assertive and firmly made points, seems to be an acknowledgement of the need for the NP groups to pull together and see this process through to completion as quickly as possible, as the threat of significant development application continues to grow.
- 8) New Terms of Reference were reviewed and discussed.
 - Old ToR's were based on a Cranleigh template and were no longer deemed appropriate.
 - New ToR's were drawn up by HvS and MT (also based on Cranleigh template) and were explained by HvS. Voting process has changed and was discussed and overall the new document was well received across the majority of the Group.
 - It was agreed that having MT on the NPSG was a very good thing and will help the PC become far more aware of the NP process and status. It was stated that this would help the whole process overall.
 - Voted to APPROVE the new ToR's (5:2).
- 8) AOB. Alison Johnston recommended that James Garside be the ongoing Consultant, based on her working experience to date and general confidence in his abilities. This was put to a Vote and was APPROVED by the majority (5:2)
- Agreed to have another meeting on 27th March, after next PC meeting (on 20th March).