

HASSOCKS PARISH COUNCIL

Minutes of the Meeting of the **Neighbourhood Plan Working Group** on 26th July 2018 at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Attendees: Parish Councillors Bill Hatton (Chair), Frances Gaudencio, Ian Weir, Nick Owens.

Co-opted Members David Withycombe.

Dowsett Mayhew Consultants: Dale Mayhew

Parish Clerk: Ian Cumberworth.

MINUTES

NP18/9 APOLOGIES

To Accept Apologies for Absence. Councillor Foot, Cllr Higgins, Cllr Standfast
Cllr Wood and Virginia Pullen (co-opted member)

NP18/10 DECLARATIONS OF INTEREST

10.1 None

NP18/11 MINUTES

The minutes of the Neighbourhood Plan meeting held on the 27th June 2018 were agreed

NP18/12 NEIGHBOURHOOD PLAN – FUTURE WORK PLAN

Cllr Hatton invited Dale Mayhew (DM) from (DowsettMayhew) to go through the detailed work plan set out in Appendix 1 of the agenda. DM confirmed that most of the evidence base used for the previous version of the neighbourhood plan would remain sound, however certain elements will need to be reviewed and updated /amended to provide a starting point.

DM reiterated the importance of the Community engagement aspect of this review and it will be a matter for the Councils judgement to determine the level and format of consultation undertaken, one possible approach could be to rely on empirical evidence.

DM confirmed that although the timeline set out in the report was tight it was realistic and most of the work had been loaded at the front end of the programme. With members permission DM confirmed he was happy to focus on the July/August work programme in advance of the next NPWG meeting.

Members were encouraged as part of this review to reconsider the current vision/objectives to determine whether they wish to amend these as they will form the building blocks of the overarching plan.

Each area of the project plan was considered in turn.

Regularity and National Planning Practice Guidance on Preparing a Neighbourhood Plan

Members sought clarification on section 2 specifically relating to the designation area as to whether this should be reviewed. DM advised that the Council should roll forward our existing designated area based on MSDC assessment in July 2012. Members agreed with this approach.

Members were informed that the Council via the Clerk had received a request from MSDC to withdraw our current (un-adopted) neighbourhood plan. Discussion took place regarding this and it was felt that DM should seek further clarification of the impact of this prior to the Council

making this decision. Currently although this plan is un-adopted it does carry some weight in planning terms and is often referred to in planning meetings if representations are being made. Members were minded to retain the current plan until Regulation 14 if it weakened the Council's perspective from raising planning application concerns however they agreed for DM to make further enquires and would be guided by his advice after considering the impacts if any of continuing to hold this approach. DM agreed to contact MSDC to clarify the position regarding supporting our own policies.

Scope of Works (section 3)

DM advised members that he had set out a sequential order for reviewing all documents and will need to reflect changes since the original plan was drafted. This will need to take into account planning permissions that have been submitted post the original plan which will need to be incorporated. Regard will also need to be had to reflect the revised National Planning Guidance therefore there will be a need to review the technical evidence base to be submitted. DM confirmed he was not aware of any recent changes in Building Regulations to strengthen guidance on renewable energy.

DM indicated he understood that Housing projections are likely to flatten off in the short to medium term.

Members discussed the importance of keeping the public informed as to why the Council has determined to pursue the desire to achieve an adopted Neighbourhood plan. DM confirmed that the timeframe setting out the process was realistic however the more consultation undertaken would impact on the viability of achieving this timeframe. Members debated a number of options where they agreed that the starting point would be for each household in the parish to receive a publicity leaflet informing them of the Council's intention to continue to work to achieve an adopted Neighbourhood Plan.

Members agreed that this document would be drafted by Cllr Gaudencio in conjunction with Dale Mayhew and agreed by the clerk. Arrangements would then be put in place to deliver copies to all households within the Parish.

DM emphasised the importance of the NPWG making timely decisions to enable the proposed timeframe to be achieved. Some of the elements are solely in the gift of the Parish therefore these can be controlled, however other aspects of the work programme are reliant on external parties achieving timelines which could impact on the overall timeframe however some tolerance had been built into the timeframe to accommodate this.

DM envisaged that the Pre submission plan could be drafted and submitted to MSDC in December. The intention is that the new plan will be available for consideration by the Parish Council in October.

Members were informed that stakeholder engagement needs to be managed and the Parish needs to engage effectively. Members proposed to achieve this via Internet/Facebook/Twitter and noticeboards. Members were requested to give some consideration to a communications framework. If this approach was adopted it could then potentially be overseen by Policy Resources and Communications committee.

Vision

BH indicated that Members will need to consider the vision sooner rather than later and it was agreed that this should be undertaken at the next Neighbourhood Plan meeting in August. DM agreed with Members approval to commence drafting the technical scoping report in advance of this meeting. DM also undertook to provide members with a schedule of the existing policies/vision within our current document and identify those that require review. It was proposed this would be based on a traffic light system (green/amber/red). DM reiterated to members that the Parish could use the existing vision but it would be prudent to review this prior

to consulting. DM agreed to provide further background papers relating to the vision. Members agreed that the next NPWG meeting will be used to identify the revised vision for inclusion in the Neighbourhood Plan.

DM confirmed that the Scoping Report for the Sustainability Appraisal when produced will set out a snapshot in time of the Parish which will be supported by a SWOT analysis matrix to ensure that it is robustly tested against the plan and evidenced. DM requested that once the vision and objectives had been agreed members were content to allow the process to continue without the need to come back to NPWG for further consideration. Members agreed with this approach as the scoping report will be predominately technical and our consultant DM was felt to be best placed to drive this process. This will allow the planning policies to follow on.

DM confirmed that the intention is to use the existing plan as a template and will highlight those policies that remain unchanged, those which need to be reviewed and others where they will stay but with modification.

This will provide an opportunity to incorporate new policies that the Parish Council may wish to include. Members agreed to consider the Policy long list at the next scheduled NPWG meeting before the end of August. Indicative wording will be established and further work will be identified to strengthen some of the policies where necessary.

Members sought confirmation from DM as to whether any other field work was required from the Group. DM confirmed that it would be useful if further work could be done in relation to Local Green Spaces and Gaps. Co-opted member David Withycombe (DW) indicated he would be happy to lead on this stream of work. Cllr BH thanked DW for this offer and indicated this would be extremely helpful.

DM stated that the current policy makes reference to a school, the challenge for the Council is as to whether they wish to determine the location of the school or whether the Council wish to retain the policy.

Member's view was that it would be helpful if some clarification from County regarding the school site could be obtained.

DM indicated that no further background papers were required in respect of the current education section however further work will be required in respect of the Housing section to reflect the changes as a result of MSDC District Plan. The importance of any polices determined by the Parish Council is that they are not in conflict with District Plan. In addition the Council will need to ensure they are compliant with the National Planning Policy Framework.

DM summarised that he would provide a paper on the merits of formally withdrawing our current Neighbourhood Plan, produce a long list of policies based on previous policy for further review, Members to consider vision /objectives at the next NPWG to enable consultation on the Scoping Report of the Sustainability Appraisal, and to give further consideration to the consultation process and to commence work on the technical background documents.

Members agreed with this approach and agreed to liaise with MSDC once HPC has concluded these work streams.

NP18/13. OTHER MATTERS ARISING

None

NP18/14. Date of Next meeting it was agreed the next meeting would be held on the 23rd August 2018