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NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING HELD ON WEDNESDAY 5th MARCH 2025 AT 6.30 PM AT THE STEYNING CENTRE

Present: Cllrs Bell (Chair), S Alexander, Hanson, Sharp, M Alexander, Ballance, and Members Paul Cotton and Jennifer Knowles.
Clerk: John Fullbrook
Members of the public: 0
Meeting Commenced : 6.32 pm

MINUTES

NP/24/01 APOLOGIES FOR ABSENCE **ACTIONS**

01.1 Apologies received from Members M Van der Poll, R Barnes who would be 15mins delayed, Cllrs Trundle and Linfield. With Cllr M Alexander having to leave by 8pm.

NP/24/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 None

NP/24/03 QUESTIONS FROM THE FLOOR {in summary}

03.1 None

NP/24/04 NOTES OF PREVIOUS WORKING PARTY - **To agree 18th February draft Working party notes.**

04.1 Cllr Bell **proposed, seconded** by Cllr S Alexander to agree as a true and fair record, the draft notes from the 18th February 2025 Working Party of the Neighbourhood Plan Steering Committee. **Agreed**

NP/24/05 MATTTERS ARISING AND ACTIONS - These items were taken as read.

05.1 Squires Planning to complete list of tasks for Clerks distribution **– Actioned / See item 06.2**

05.2 Clerk to re- distribute design code live document **– See item 06.1**

05.3 Clerk to organise meetings on 5th , 13th and 15th March to progress general review and Com. Engagement – **Actioned**

NP/24/06 NEIGHBOURHOOD PLAN MATTERS

06.1.1 **To discuss General Design Codes ongoing assessments with Leani from the ONH consultants (via Zoom link), and agree any actions.** The Clerk had presented members with a supporting paper before the meeting, which had been sent on from ONH consultants, and Leani shared this on her screen so all members could view and review the points she had made. Her assessment having been collated from the members views on the Glebe farm outline planning document, which had been sent to ONH by the Clerk some weeks earlier. The ONH document which was reviewed by members, is attached as an addendum to these minutes, and notes made under this item below will refer to this document.

06.1.2 **Member majority approval as follows, with Leani amending doc. as meeting progressed.** **CLERK**

- Page 6 – As Highlighted – *'Parking Courtyards'* – Squared shrubs should be added to the layout of the Car Parks.
- P7 – *'Permeable paving'* – Colours of paving agreed as per doc.
- P7 – *'Segregated Cycle/Pedestrian routes'* – Delineation not necessary,– it's an urban solution. Planters also unnecessary
- P7 – *'Natural stone walling'* – It was thought Cotswold stone inappropriate
- P8 – *'Slate roofs'* – work well when combined with solar panel installations
- P8 – 'House types' – 40% should be affordable: A need for Eco style – lower running costs: General point – Layout will likely be broadly in line with outline planning design codes – Reserved matters to be addressed – Final Layout should substantially / significantly reflect what is in the outline plan.
- P9 – Need to secure a band of '*lesser height housing'* adjacent Kings Barn development – looks like this might have been addressed already
- P9 – *'Rain Gardens'* – Its possible SPC could help design these
- P9 – *'Redundant Chimney'* stacks could double up as eco habitats – functional and aesthetically pleasing – using habitat bricks
- P12 – 'Gateway Nodes', Roundabout – Can SPC push for a subway as connectivity/ pedestrian route so vital
- P13 – *'Cycling/Pedestrian movement scheme'* – Needs a critique on movement of students – Through site (from white bridge link), not via Kings Barn Lane – See Sustainable Travel scheme docs.
- P14 – A need to record the councils desire to be 'dementia friendly', Leani stated there is a handy 'Blue box' checklist which could help with this

06.1.3 **General discussion points**

1. Members, with Leani, reaffirmed need for new reviewed and 'made' plan, as design codes would be policy and mandated, not just there for guidance.
2. *Community Heating schemes and Passivhaus standards* – currently enabling, not mandated – should be allowances on building forms to facilitate this
3. *Air source heat pumps* may be mandated later, but for now needs pushing
4. *Rain water harvesting* – Might be part of water neutrality SNOWS or off-site balancing
5. *Current Bypass* – Traffic Flow changed as per TRO – current consultation but mandated by SPC
6. *ONH* – Need more of a steer on the design codes – with members needing to make comments on the work done so far please. **Members**

06.2 **Members to consider the task list as presented by Squires Consultants and agree any actions** **CLERK**

The following Task List **{**in black**},** and subsequent agreements as to actions required, were made **{in Blue}.** The 8 point 'Action Plan' was proposed as a motion. Cllr Bell **proposed, seconded** by Cllr S Alexander that this committee agrees to the *Task List Actions* as per discussed and amended and notes made by the Clerk {below}. **Agreed**

06.2.1 **1.** NPPF updates in the plan can be amended to reflect the most recently published version, particularly including paragraph numbers, and if there are any quotes which are now incorrect. **Squires responsibility to complete these updates** **Squires**

06.2.2 **2.** The Plan intro section as well as sections 2 and 3 could be updated as now a few years on from when the plan was 'made'. **Make the N. Plan into a live document which is available to all members to amend, RB to read initially, with intro to be re-done after its completion.** **Members**

	Rather than bring partly amended versions to meetings to discuss at length; agreed to try and get a draft version with everyone's input which then can be ratified in a meeting – put this in as an early agenda item. {Clerk to add initial text, covering why we are starting the process again}. Live Doc changes made as comments, not edits, with Chair, Clerk and Vice Chair only having those editing permissions – but generally these amendments brought to each meeting to be agreed by Committee.	CLERK
06.2.3	**3.** Start to consider how SPC would like to run the Reg 14 consultation e.g. physical and/or online response forms, what marketing strategies SPC would like to use etc. Find appropriate information and initially delegate to Jenny, Paul C, Murray and Russell, as this closely matches their skill set. {will need steer from Andrew Metcalf}	Jenny, Paul C, Murray & Russell
06.2.4	**4.** The website could be updated to reflect where we are at. Admin – Clerks office task. Members to consider at a future meeting weather to have dedicated N. Plan website	CLERKS Office
06.2.5	**5.** Make a start on the consultation statement, outlying the methodology for the Reg 14 consultation. Runs with item 3 and secondary focus to follow after completion of item 3	Jenny, Paul C, Murray & Russell
06.2.6	**6.** Could also start to draft the conditions statement, but not much can be done until committee has an idea on the policies around the design codes. Squires to complete this	Squires
06.2.7	**7.** Prepare a list of statutory and non-statutory consultees that will be contacted for the Reg 14 consultation. Again, guidance and more information required, {maybe only Virgin media and Bohunt} – Clerk and Cllr Bell to obtain list from last consultation, and start by identifying any glaring omissions	Cllr Bell & CLERK Squires
06.2.8	**8.** If there is anything in the evidence base that could be quickly updated, it may be worth doing this now. Again clarity required from Squires members felt. What might this entail? – Review vision statement, but complete it within a workshop, then agree it as a committee. Headline the agenda item with what needs to change from the original plan – what areas in the plan need to be developed, and fill in gaps appropriately.	Members workshop
06.3	**Members to prepare for Glebe Farm Community Engagement Session planned for the 13th March @ 6.30pm.** The next Steering Group Working Party was to be convened with the Glebe Farm Developers – Vistry, invited to in order to discuss and if possible influence some of the elements of the scheme as per noted under item 6.1 above. Members asked themselves the question – *What are we looking to achieve?* The answer was to set some clear objectives as per stated below. **1.** The Steering Committee would want to position themselves in a ***Consultation role***, and in effect be seen by *Vistry* if at all possible, as the official commentary of all the groups and Steyning residents that were to be involved in the several community engagement events {notably 13th and 15th March}. **2.** The Steering Committee would need to **coordinate comments** post 15th event, and Vistry ought to be made aware of this. **3.** The Steering Committee through the Clerk would need to be seen as a **credible point of contact** **4.** **More meetings** would need to be convened if possible subsequent to the meeting on March 15th. **5.** **Accessibility and Sustainability** best practice need to be discussed continually **6.** Establish what mechanisms and or finance are in place in regard to **community needs** – identify them, such as play park installation, and potential 'local shop' or community hub. **7.** **Ongoing maintenance requirements** (e.g. Grass, Trees) – Is managing agent time limited?	Members

06.4	**Clerk to update members concerning grant applications.** The Clerk was still concerned about timing of invoice submissions and therefore the timing of the next grant application, but would speak with Squires before the next Steering Committee meeting, and update members then.	**CLERK**

NP/24/07 INFORMATION / CORRESPONDENCE ITEMS

07.1 None

NP/24/08 DATE OF NEXT WORKING PARTY – 13th March 2025 at 6.30 pm.

Meeting ended at 8.45 pm

Signed by the Chair: . . . . Date: 13th March 2025