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TO ALL MEMBERS OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE :-

Cllrs Bell (Chair), S Alexander, Sharp, Hanson, Trundle, M Alexander, Ballance & Linfield.

Resident Members M. Van der Poll, R. Barnes, J. Knowles & P. Cotton.

YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON WEDNESDAY 2nd JULY 2025 AT 7 PM IN THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – disclosure by councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes will be available to allow the public to make representations, (2 minutes per person) ask questions or give evidence, in accordance with Standing Orders. NB. Under Data protection regs we ask members of the public to only state their name if they agree to their name being recorded in the minutes.*
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Members to agree as a true and fair record, the draft minutes from the Neighbourhood Plan Steering Committee Meeting held on the 1st of May 2025, plus the Working Party notes from the 14th May and the 11th June. **(Supporting Papers)**
- 5.0 MATTERS ARISING – These items to be taken as read**
 - 5.1** NP/24/25.1 Clerk to amend N. Plan *Vision Statement* and publish on the website - **Actioned**
 - 5.2** NP/24/25.1 Clerk to amend N. Plan by updating with amended '*Vision Statement*' - **Actioned**
 - 5.3** NP/24/25.3 Clerk to take N. Plan *Statement of Intent* to Full Council for approval - **Actioned**
 - 5.4** NP/24/25.4 Squires consultants to amend NPPF parts of N. Plan and to complete on Live Doc. – **Actioned**
 - 5.5** NP/24/25.4 Squires consultants to draft a Conditions Statement for revised N. Plan – **Actioned/ See item 6.3**
 - 5.6** NP/24/25.5 Clerk to bring back updating of Live document, deferred from previous meeting – **See item 6.4**
 - 5.7** NP/24/26.1 Clerk to communicate with Newgate/ Vistry to ensure reviewable document arrives by 6th May - **Actioned**
 - 5.8** NP/24/26.1 N. Plan Steering Committee to convene as a working party and to review Newgate/Vistry Doc. - **Actioned**
 - 5.9** NP/24/26.1 Subsequent to 14th May working party, Clerk to communicate the views of this committee – **Actioned**
 - 5.10** NP/24/17.1 Clerk to ask ONH consultants to produce a reviewable draft design code document for ASAP – **Actioned**
 - 5.11** NP/24/28.1 Clerk to convene the Steering Committee to discuss the draft design code Doc. For 11th June – **Actioned**
 - 5.12** NP/24/28.1 Actions form 11th June Working party to be further discussed and agreed - **See item 6.1**



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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6.0 NEIGHBOURHOOD PLAN ITEMS *(supporting papers)*

- 6.1** Design Code Document Review - To get an update from members concerning populating folders within the SharePoint Live Link and to agree remaining actions from the 11th June Working Party
- 6.2** Update concerning the HDC position in relation to Neighbourhood Planning following the 19th June HDC Workshop and to agree any actions
- 6.3** Update from Squires Planning Consultants concerning NPPF Plan amendments, and a Draft Conditions Statements Policy
- 6.4** Members to go through the online review processes involved with updating of the N.Plan 'Live' document and to agree any amendments

7.0 GLEBE FARM COMMUNITY ENGAGEMENT

- 7.1** To receive an update from the Clerk concerning the Glebe Farm development.

8.0 ANY OTHER BUSINESS

- 8.1** An opportunity for members to raise issues that can be dealt with at a future meeting

9.0 ONGOING MATTERS ARISING – These items to be taken forward to next meetings – Therefore not requiring discussion

- 9.1** NP/24/6.2.7 Statutory & Non- statutory list of consultees to be augmented by Clerk and N.Plan Chair, with Squires assistance
- 9.2** NP/24/14.1 N. plan review of document – members to be mindful of ongoing open space project developments
- 9.3** NP/24/14.1 Clerk and Chair to continue with sections 2 & 3 within the plan, and members to review draft text
- 9.4** NP/24/14.2 SPC Community Engagement Committee to discuss consultation process
- 9.5** NP/24/14.2 N. Plan committee to take on board the work completed by Greening Steyning in consideration of Walking & Cycling plan
- 9.6** NP/24/15.1 Vistry incorporates the engagement findings into their reserved matters submission

10.0 INFORMATION / CORRESPONDENCE ITEMS

- 10.1** None at time of printing

11.0 DATE OF NEXT MEETING – July 2025 at 7 pm {Day to be confirmed}

John Fullbrook
Clerk to the Council



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Deputy Clerk: Leanne Poole

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