

Neighbourhood Plan Steering Committee - Working Party

Held on Monday 18th August 2025 at 5:30pm

at the Steyning Centre

Present: Cllrs Bell (Chair), Hanson, Linfield, Ballance, S. Alexander and resident members Barnes, Cotton, and Van der Poll. Plus District Cllr Victoria Finnegan

Clerk: John Fullbrook

Deputy Clerk: Leanne Poole

Members of the public: 0 {Not a public meeting}

Meeting Commenced: 5:30pm

Notes/ Minutes taken by the Clerk

ITEM 1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Trundle, Sharp, and M. Alexander. And Jennifer Knowles

ITEM 2. CHAIRMANS STATEMENT

The Chair updated members on the positive news from the SPC F&GP Committee concerning the agreement that SPC commits to further work on the Neighbourhood Plan. He then determined that there was a time limit on proceedings and that a full list of comments had to be agreed upon for recommendation to the SPC Planning and Premises Committee by no later than 7.15pm.

The Chair further expressed his thanks to district Councillor Finnegan, and Clerk and Deputy Clerk for their work in attempting to draft an initial outline document, while also reducing the scope of Planning documents needing to be scrutinised by the members present to a more reasonable and relevant number.

There follows the agreed list of recommendations:-

N. Plan Steering Committee recommendations to SPC Planning and Premises Committee for comments on the Reserved Matters Planning application at Glebe Farm

1. Building orientation and height adjacent Kings Barn Lane boundary

SPC appreciate there has been compromise which has helped deal with residents' concerns – and to ensure that these measures are adhered to. But also to say that there are still some outstanding negotiations with residents involving further compromise.

SPC require Vistry to consider lowering the profile of plot 121 and/or moving the building, or changing it to a single or 1.5 storey height.

2. Kings Barn Lane Boundary planting and fence/wall construction

SPC appreciate there has been compromise, with Vistry now including wider gaps between boundary walls, including additional planting, and that trees would be part of the solution – and to ensure that these measures are adhered to. However, also to be aware of the following which has been discussed at many community engagement meetings since 13th March 25 – SPC request that Vistry ensure there is a planning condition attached to the reserved matters approval requiring commitment to consult with KBL residents (within a timescale agreed with the ward member) regarding details of the boundary treatments and advanced planning in this area (to include but not limited to 5m buffer, 1.8m fencing inside any of the existing substantial hedges, security, woodland structural planting and the maintenance thereof). Refer also to Condition 17 of the Planning Committee Report (26th September 2024) which requires “*structural planting along buffer zones to be retained/enhanced*” and Policy 30 and 33 of the HDPF.

3. Green Energy

SPC appreciate there has been compromise as stated within the ‘*Energy Statement*’ which ensures gas will not be used on site, and that each plot will have heat supplied by a mix of Air and Ground source heat pumps – and to ensure that these measures are adhered to, but to also include solar roof installations on any south facing (up to 30 degrees of south), predominantly on black slate roofs with PV tiles. The number of Plots involved may be above the levels of necessity of provision as per the ‘*Energy Statement*’ Carbon footprint calculations, but SPC consider they remain an essential element in consideration of energy sustainability, and in any case would likely promote house sales which would outweigh any additional construction costs. Clarification and identification on properties that will include solar is required please, including numbers.

SPC request a new condition - requiring PV roof installation on all south facing properties as per the community engagement feedback which determined the type required. To preserve street views any street facing, south facing, grey/black tiled roofs should be PV tiles.

4. Walking & Cycling east exit from site to connect with White Bridge/ Downs Link

SPC appreciate a link has been included within the scheme, but to suggest it is moved to the sites Southeastern corner to promote better likelihood of pedestrian and cycle usage and to avoid unsafe passage along unlit country lane. Including a Twitten to run down between new development and Kings Barn Lane boundary in the southeastern corner, following the community engagement consultation plans submitted in March 2025. – This scheme fits in with Boundary plans and would likely cost less than the proposed present exit / connection route.

5. Affordable Housing

Note the following as per the Planning and Affordable housing Doc - 6.9.4. The mix for the market housing has been slightly amended since the overall mix indicated at Outline. To summarise, the proposals include no 1-bedroom dwellings (previously 16%) but include a higher percentage of 3-bedroom dwellings (43% vs 34%); the proposals include a lower percentage of 2- bedroom dwellings (11% vs 31%), a higher percentage of 4-bedroom dwellings (36% vs 18%) and now includes a small number of 5-bedroom dwellings (11% vs non at outline).

SPC requires that the affordable housing needs reflect the needs of Steyning and should be amended as per 6.9.11 on Planning and Affordable housing statement-

At a late stage in the Pre-Application process, the Council's Housing Team raised concerns regarding the mix of affordable housing; they commented:

The Housing Register in Steyning currently has 155 households waiting for housing of which is broken down to 42 households (27%) in need of a 1-bedroom unit, 33 households (21%) in need of a 2-bedroom unit, 51 households (33%) in need of a 3-bedroom unit and 29 households (19%) in need of 4 or more bedrooms.

6. Electric Hook Up

SPC appreciate there has been consideration of an electric hook up on the 'village green area' but there is a need to ensure water is also supplied to that position {To facilitate potential future Community Events}

7. LEAP / LAP provision and street furniture

SPC appreciates the scope of this proposed multiple play-site provision as per stated within the *Design Access Statement* document, and to ensure that the look, quality, type and number of these installations and the 'Blue box checklist' is adhered to

There is a requirement for ongoing discussions with the parish council to ensure appropriate installation of LEAP / LAP equipment provision as has been previously agreed.

8. Road Names

SPC appreciate that Vistry have acknowledged there should be further liaison with the Parish Council in order to come up with suitable road names and thereby to avoid duplication or confusion with existing Steyning Road names, plus to ensure an appropriate theme for the site is taken on board.

For example, there is a requirement for Roman Road not to be duplicated

9. Boundary walls (noted as Brick)

There are a number of boundary walls due to be constructed in brick that are shown in the housing / site plan – SPC ask that the design includes flint infills to give them more of a Steyning / South Downs feel.

10. Rainwater Harvesting

SPC appreciate there has been much work been undertaken to include this important measure which will certainly assist with water neutrality calculations, but want to ensure that these measures, and the system as a whole and as stated within the specification document is installed please – *Stormwater Harvesting system*.

11. Site Trees / Shrubs and Orchards

There has been a great deal of community engagement with notable key stakeholders in this field and SPC are pleased that their knowledge and expertise has so far been appreciated and has led to amendments to the planting programme. However given the latest plans SPC requires that these additional notes are adhered to please.

SPC's lead Orchard and Tree specialist volunteer has scrutinised the applicable docs and has stated the following :-

Structural Tree Planting

- *Multiple English Oaks (Quercus Robur) are listed. Consider including Sessile Oak (Quercus petraea), also native to the UK but less common locally.*
- *Instead of non-native Italian Alder (Alnus cordata), native Alder (Alnus glutinosa) could be used, though it requires damp soil.*
- *Black Poplar could be included, particularly in wetter areas. A current Sussex project led by the Western Rother Rivers Trust and Kew at Wakehurst is propagating saplings from a very limited population of mature trees in the county.*
- *Bird Cherry (Prunus padus): These are fast-growing, tall, and dense trees with limited ecological or aesthetic value beyond short-lived blossom. They create heavy shade, drop significant debris, and can become problematic as they mature.*
- *A large number of Common Hawthorn are proposed. For variety, some could be replaced with Midland Hawthorn (Crataegus laevigata), which is rarer, flowers earlier, and supports pollinators at a different time of year.*

Native Hedge Over Easements

- *The plan proposes a 50/50 mix of Hawthorn and Blackthorn. This is suitable for the NW hedge, where there is space for Blackthorn to spread.*
- *For the SE hedge, adjacent to the orchard, Hawthorn-only is recommended. Blackthorn spreads via underground suckers and may become invasive among fruit trees. Hawthorn offers blossom and berries without this issue.*

Orchard

- *The orchard plan has changed from c.18 to c.15 trees, now divided by hard-surfaced paths. An oval-shaped feature nearby (possibly a track) is noted, though not clearly explained in the submitted documents.*
- *Orchard note indicates species/varieties are to be agreed with a local community group.*

12. Traffic Management Plan

There is currently no Traffic Management plan available for scrutiny – SPC wishes to be able to check and comment on this document when it becomes available

13. Dementia Friendly Town

SPC requires that Vistry reference all appropriate dementia friendly design checklist documents when completing this project – in line with SPC's wish for Steyning to be a Dementia friendly town.

14. Build Management Plan

There is currently no Build Management Plan available for scrutiny – SPC wishes to be able to check and comment on this document when it becomes available

ITEM 3. INFORMATION / CORRESPONDENCE ITEMS

None

ITEM 4. DATE OF NEXT MEETING – To Be Confirmed

Meeting ended at 07:12pm

Signed by the Chair: