

Note.

Date: **14.10.25 - 12:30pm.**

Title: **Glebe Farm Discussion. Steyning Centre.**

Attendees: Cllr Victoria Finnegan (VF) Ward councillor, Horsham District Council
 Cllr Joanna Norcross (JN) Chair, Steyning Parish Council
 John Fullbrook (JF) Clerk, Steyning Parish Council
 Leanne Poole (LP) Deputy Clerk, Steyning Parish Council
 Matthew Porter (MP) Planning Officer, Horsham District Council
 Russell Barnes (RB) Steyning and District Community Partnership
 John Longhorn (JL) Vistry
 Charlotte Handscomb (CH) Vistry
 Jonathan England (JE) SEC Newgate

Comment	Actions
Building orientation and height adjacent to Kings Barn Lane boundary	
- Plot 121 was moved further away from boundary to other side of carparking space as requested. - Share the new revised layout plans that reflects this from Connor with SPC and Cllrs. See extract enclosed - Architects have said..." If we put double parking at the end, we'd have the have the turning head in that area due to the distance the refuse trucks would have to go to the end of the road... We are sitting over 20m away from the rear of the bungalow which is quite a bit more than the requested distance...	JL / JE

Fig showing
and 121 new



plot 120
layout.

CORRECTION - AMENDMENT: There was discussion re proximity of plot 121 to the boundary. Vistry confirmed plot 121 would move further away due to double car space remodelling (by approximately one car parking space), and Vistry would provide an illustration of the changes they had already planned soon after the meeting.

Kings Barn Lane Boundary Planting and fence/ wall construction

- Instruct TOR&Co to prepare Landscape Briefing Note that sets out indicative design commitment to secure 5m buffer and boundary - Hedge > 6' Fence > Landscape planting/ trees along boundary. Details/ measurements and drawings attached.
- Share with Cllr Finnegan and SPC. This has been actioned, and work is due imminently
- Include information on advanced planting/ screening where possible refer to Greening Steyning planting note - see Site Trees/ Shrubs and Orchard.

JL /
TOR

JL / JE

CORRECTION - AMENDMENT:

Post meeting note: the illustration should form part of these minutes. One being at no 43 Kings Barn Lane pinch point.

We agreed that the security gates at either end would not be required because it didn't need two lines of fencing due to the dense planting and that to illustrate this more accurately, at least 3 cross sections showing boundary design and planting would be provided.

John Longhorn will speak with Tom Fowler about this.

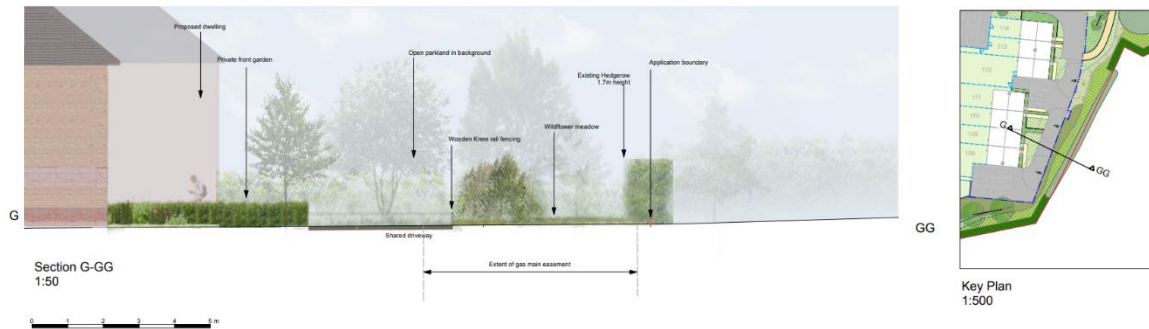
These details to be included in the reserved matters submission.-

VISTRY: We have pressed the utilities statutory undertakers to respond to technical constraints for planting request and provide clarification on what is permissible for planting schedules on the easements and boundary. Once these have been provided

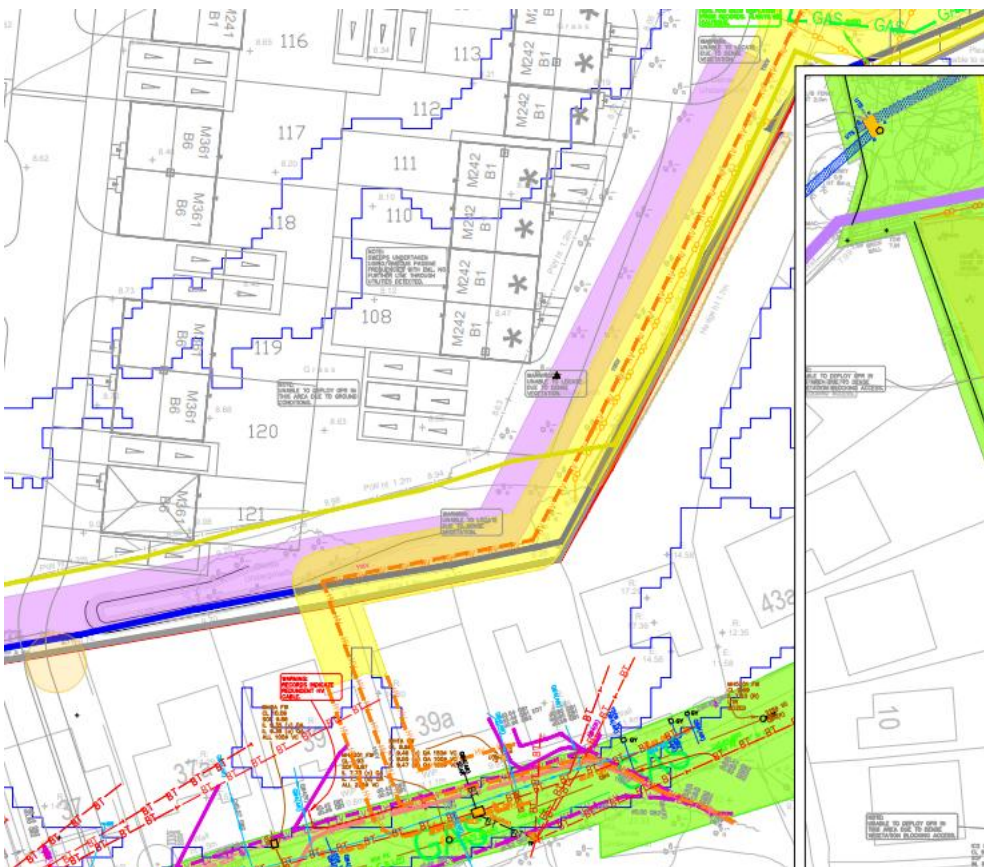


our landscape and technical team will issue further detailed plans and illustrations of these cross sections, which will be fully addressed at condition discharge stage.

Indicative technical illustration of Number 43 boundary buffer.



Easement diagram of affected boundary section:



Red dotted line: High voltage electrical line.

Yellow: Easement - likely to limit planting to hedges, wildflower and grassland

Purple: No constraint



Green / Energy

- Determine ASHP/ GSHP and PV mix
- Solar PV panels on all roofs? Or south facing? Request for written commitment from group (SPC/ Ward Cllrs) This will be a no gas, fossil fuel free site. PVs are normally installed in conjunction with gas because the gas boiler is only 85% efficient. By comparison ASHPs are 350% efficient and allied with oversized radiators makes for a very efficient clean solution. However, this will all be reviewed when the SAP calculations are prepared.
- Can Vistry demonstrate going further on environmental commitments?
- SPC request PV on at least all south facing roofs that are also low profile and blend with the roof tiles.
- SPC 'require' sight of the energy statements for individual properties as part of the full build management plan including locations of the GS/AS Heat pumps. Not required by HDC.
- SPC requested SAP/EPC Reports for 265 units in advance. This work will only commence post RM when an instruction to carry out the working drawings can be issued.

Vistry

Vistry

CORRECTION - AMENDMENT:

All expressed Vistry's commitment to energy and green options such as heat pumps, no gas, PV as a positive and potential flagship development. In line with community engagement presentation documents, Jonathan England and John Longhorn confirmed that all homes would have PV, except for those that have design constraints. But that nevertheless this would be close to all properties. Matthew Porter said that Vistry should provide the minimum number of dwellings with PV as a SAP for all 265 would not be available at this stage as requested by RB. If possible, natural looking solar roof tiles rather than panels installed.

CORRECTION - UPDATE: *Vistry able to commit to minimum 50% of all properties will have PVs. SAP calculations are under constant review and so likely every suitable property will have PV resulting in more than 50% of properties with PVs.*

Walking and cycling eastern exit.

- Discussed the previous twitten request, Matthew Porter able to disclose reasons not to support moving pedestrian access despite SPC request due to number of issues from consultants including; access to gas easements, security and boundary planting to existing KBL properties and residents - for limited benefit to community.
- Request from SPC to examine if we could extend path to existing gate ingress on east of site rather than have the path further up the road away from White Bridge Link.

- Concern from SPC that current planned exit on east of site is dangerous and request WSCC double check the vis-splay.
- Landscape architect - reexamine this new suggested path. This has been re-examined, and we decided to proceed based on the link running around the outside of the proposed landscaping bund (rather than breach it) which is required for Heritage purposes. The problem is that WSCC would require a Road Safety Audit and that would show that a minimum visibility splay of 43 m would be needed either side of the gate effectively removing long lengths of hedging. It is worth noting that the access would be opposite the BESS access and would also conflict with the LAP (see plan) - Extract showing line of fp/cycle link beyond bund but running through play area (forgive the wavy line!)



CORRECTION - MINUTES: After further consideration from Matthew Porter and highways, it is understood that the alternative route will not be taken forward and we appreciate the efforts to look for alternative routes.

Market Housing and Affordable Housing

- John provided updates on the revised numbers - agreed with HDC. This was accepted by SPC and wider group.
- The development will comprise of 265 homes of which 106 will be affordable.

CORRECTION - ADDITIONAL DETAILS:

As per our Planning Statement, Vistry's work with RPs has confirmed that the market does not support such a high % of 1 bedroom accommodation and on the basis that the vast majority of the development is delivery housing, rather than flats, the



provision of 17 (16%) 1 bedroom units is considered to be acceptable; Vistry have reached out to 16 RPs, of which 3 have so far shown expressions of interest.

In acknowledgement of the longest waiting list on the register being for 3 and 4 bedroom dwellings, the number of 3 bedroom properties has been increased from 20 (19%) up to 28 (26%) and where no provision of 4 bedroom dwellings had previously been made, the proposed mix now includes 5 (5%).

This provision should also be viewed in the context that the proposal is also over providing, 5% above the policy requirement and all properties are designed to be M4(2) compliant which exceeds current policy."

Rev AT House Type Summary

Affordable		
Bedrooms	Number	%
1	17	16%
2	56	53%
3	28	26%
4	5	5%
Total	106	100%

Affordable		
Bedrooms	Number	%
1	17	16%
2	69	65%
3	20	19%
4	0	0%
Total	106	100%

Electric Hook Up

- Confirmed that electricity 'hook up' and water point will be provided.
- Place near the bandstand/ pavilion for community events. Design discussions ongoing with HDC.
- ECO Grid surface landscaping for vehicles to be parked.
- Vistry to provide details in Landscape Plan / Briefing Note. Referring to locations of the points near the bandstand. Share with SPC. To be issued when completed.

JL /
TOR /
FINC

CORRECTION: Covered seating area for community events was appreciated by all.

LEAP/ LAP

- SPC very positive on current designs, plans and approach from Vistry on LEAPs/ LAPs.
- Re-engage with SPC on design discussions at later date ahead of their delivery.

JL / JE
/ JF

Road Names

- Re-engage Steyning community and SPC at later date on the street names. Include in discussions. Agreed



- Confirmed 'Roman Road' will not be one of the names.
- Described current process but willing to consult SPC.

JL / JE
/ JF

Boundary walls (Brick)

- Request to include flint in designs has been accepted and worked in by FINC to new plans.

Rainwater Harvesting

- Further information requested from SPC and Cllr Finnegan / shared reflecting the change in water neutrality policy calculations. We are still awaiting the formal response from Government due 1/11/25 and thereafter HDCs course of action. Therefore, we are as submitted moving forward

Site Trees / Shrubs and Orchards

- Send the Landscape Team (TOR) this list of suggested plants for site provided by Greening Steyning: Agreed

JL /
TOR

CORRECTION: Not provided by Greening Steyning, rather by Steyning Community Orchard

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.

Traffic Management Plan

- Request from SPC and community for TMP and CMP as soon as is possible.
 - JL informed group of likely s278 works and timelines with bypass and roundabout subject to approval. And all subject to likely committee date.
 - No vehicles through town, or along KBL where possible, complaints already on some of trial works.
 - JL to share highways and 'splays' reports with Cllr Finnegan.
- Vistry

CORRECTION - Missing from minutes: Commencement of roundabout works would not initiate CIL but would initiate S106. If all went to plan, earliest start date would be mid-January 2026.

JL

Dementia Friendly Town

- Vistry accepted the request to work with SPC and consultants to produce mindful designs for entrances and signage on site for those with dementia and similar conditions.
- Reconvene at appropriate time to develop designs/ continue discussions with SPC. Agreed. We have recently attended a seminar/CPD re Neurodiversity in Planning

Build Management Plan

- Request to provide BMP as soon as available
 - Request to provide swift boxes/ bricks and hedgehog highways. JL accepted, disclosing Vistry policy - usually provided to every other house. As part of Ecological Mitigation Report, JL to share policy with Cllr Finnegan. Provided
 - Request to have this in writing as per previous requests.
 - Request for hoardings to be contained to phased build areas NOT surrounding entire site for several years. JL to consult. Technical colleagues have confirmed that we "hoard as we go" to ensure that only the areas under construction are contained in this manner.
- JL /
ECE /
Vistry
/ FINC



- Lighting on site: JL continuing to consult on lighting including impact on bats. Lighting crosses several constraints, and information will be shared with SPC. The latest position is that we are taking a sensitive approach to this because although not located in a designated Dark Skies area, we feel that is the responsible approach. Therefore, we will not be utilising standard 5 or 6m columns but lower-level bollards for roads and parking areas

AOB

- **Archaeological Findings** - Steyning Museum. Vistry agreed to donate any findings of interest or note to the Steyning Museum (except valuable treasure or old 'white-good' appliances. Works and trenching trials have begun, comments on the traffic and routes to site for large construction vehicles were discussed. Agreed to avoid town centre and old narrow road routes, whilst being mindful of children and residents on KBL. Message shared with technical and construction teams.
- **Vis-splay at No. 37 and new east exit.** - Brief discussion and update provided to SPC and attendees on consultants view of acceptable vis-splay at No.37 as within Vistry and WSCC land.
- **Water Neutrality** will not change. - Rules and system set to change on 1st November - no plan to amend or update water neutrality work.
- **Substation rear of KBL.** - Request from Cllr Finnegan to cover and 'obscure' the look and sound from the substation near KBL boundary properties. Provide similar landscape buffer design plan. Agreed. Meeting held this week with Matt Porter and EHO officer Kevin Beer, who is reviewing the latest submitted reports, but it is anticipated that there will be no issues.

CORRECTION - CLARIFICATION: *This was not part of the meeting, but a post meeting request.*

CORRECTION: Post meeting note: *Could the on-site nature measures / environmental policy be appended to the final minutes:*

- **Vistry Environment Policy: 'On-site Nature Measures' policy doc:**

"Vistry has committed to the following on-site nature measures on every site from September 2024.

- *A minimum of one integral nestbox (commonly known as a swift brick) per equivalent plot if deemed ecologically appropriate and installed in line with the British Standard (BS 42021); and hedgehog highways on all sites in line with ecological advice;*
- *Further measures may be provided from the following list: bat roosts and boxes, insect bricks, hibernacular;*



- A 5 year programme commencing with all new planning applications from September 2024 through to 2030;
- Under the scheme, location, number, distribution and type of measure will be decided on the basis of ecological advice, however integral nest boxes must be installed with reference to the guidance set out in BS 42021;
- Nature friendly planting and nature friendly SUDs where appropriate;
- A commitment to reporting installations annually via company annual report;
- A commitment to support the financing and/or in kind support of ecological surveys and monitoring of the programme.

We are also re-launching our Pollinate in Partnership Initiative which seeks to provide increased habitat for bumblebees and other pollinators."

ADDITIONAL AGREEMENT:

Gate at Number 43. – Vistry agree to the retention of the gate, and this will be highlighted at the landscape condition discharge stage