
NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING HELD ON THURSDAY 2nd JULY 2025 AT 7.00 PM AT THE STEYNING CENTRE

Present: Cllrs Bell (Chair), Hanson, Linfield, Ballance, S Alexander, Sharp and Members Russell Barnes,
Paul Cotton, and Jenny Knowles.

Clerks: John Fullbrook

Members of the public: 0

Meeting Commenced : 7.00 pm

DRAFT MINUTES

		ACTIONS
NP/24/31	APOLOGIES FOR ABSENCE	
31.1	Apologies received from Cllrs M. Alexander & Trundle, and resident member Murray van der Poll	
NP/24/32	DECLARATIONS OF INTEREST AND DISPENSATIONS	
32.1	None	
NP/24/33	QUESTIONS FROM THE FLOOR {in summary}	
33.1	None	
NP/24/34	MINUTES OF PREVIOUS MEETING - To agree 1st May Draft Minutes, and Working Party notes from 14th May and 11th June. Cllr S Alexander proposed, seconded by Paul Cotton to agree as a true and fair record, the draft minutes from the 1st Mayth 2025 Neighbourhood Plan Steering Committee meeting, and the notes from the Working Party Meetings dated the 14th May and the 11th June. Agreed	
NP/24/35	MATTERS ARISING AND ACTIONS - These items were taken as read.	
35.1	Clerk to amend N. Plan <i>Vision Statement</i> and publish on the website – Actioned	
35.2	Clerk to amend N. Plan by updating with amended ' <i>Vision Statement</i> ' – Actioned	
35.3	Clerk to take N. Plan <i>Statement of Intent</i> to Full Council for approval – Actioned	
35.4	Squires consultants to amend NPPF parts of N. Plan and to complete on Live Doc. – Actioned	
35.5	Squires consultants to draft a Conditions Statement for revised N. Plan – Actioned/ See item 36.3	
35.6	Clerk to bring back updating of Live document, deferred from previous meeting – See item 36.4	
35.7	Clerk to communicate with Newgate/ Vistry to ensure reviewable doc. arrives by 6 th May – Actioned	
35.8	N. Plan Steering Com. to convene as a working party and to review Newgate/Vistry Doc. – Actioned	
35.9	Subsequent to 14 th May working party, Clerk to communicate the views of this committee – Actioned	
35.10	Clerk to ask ONH consultants to produce a reviewable draft design code doc. for ASAP – Actioned	

35.11 Clerk to convene Steering Committee to discuss the draft design code Doc. for 11th June – **Actioned**

35.12 Actions from 11th June Working party to be further discussed and agreed - **See item 36.1**

NP/24/36 NEIGHBOURHOOD PLAN MATTERS

36.1 **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** **CLERK**

36.1.1 **Working Party** Members briefly reviewed the main concepts agreed at the working party for the continued development of the Design Code Document. These being as follows:-
- Expanded to include what Steyning aspires to look like in 40 years' time.
- Providing opportunities for architectural innovation, diversification and high quality
- More assertive when it comes to affordable housing and infrastructure provision
Cllr Bell **proposed, seconded** by Cllr S Alexander that these recommended concepts are agreed and that the Steering committee members are asked to populate the required picture gallery within the Live SharePoint document, with a working party being given delegated responsibility to complete the majority of this assignment in the first instance. **Agreed**

**All
Members**

Cllr M Alexander arrived at this point in the meeting

36.1.2 Members then considered the 8 Actions highlighted by the working party and reviewed progress – with subsequent actions or additional comments in **bold**

36.1.3 1. The Clerk was asked to contact Squires in order for them to provide the OS Base map for the D.C. Doc. – **Clerk has requested this from Squires** **Squires**

36.1.4 2. Use Green Space Proforma for addition of Bramber Brooks – Clerk to check with Squires. – **Members agreed to amend this so that it was to be completed by via delegated authority to Russell Barnes rather than the consultants** **Russell Barnes**

36.1.5 3. Can we put future Wi-Fi / Broadband installation concepts into the design code – what would this look like – **The Clerk to ask the consultants. – Can they be a 'Must Do' rather than a 'Should Do'?** **Squires**

36.1.6 4. Members to research good examples of innovative design (some noted above) and forward thinking infrastructure development ideas and bring back to next meeting.
- **Such as latest innovations in photovoltaic roof tiles** **All Members**

36.1.7 5. The Clerk's office to set up a suite of folders within SharePoint for members to load their own pictures - **Actioned**

36.1.8 6. Clerk and Chair to ensure message about the main concepts noted above are communicated to wider Parish Council and to both N. Plan consultants - **Actioned**

36.1.9 7. All Steering Committee members to take photos and make constructive comments and populate newly set up SharePoint folders – **Ongoing (see above)**

36.1.10 8. Paul Cotton, Jenny Knowles, Russell Barnes and Simon Alexander to form a working party to take pictures as a group on set days, as per action point 7 – to start the ball rolling! – Ongoing (See 36.1.1)

36.1.11 Cllr Bell **proposed, seconded** by Cllr S Alexander that this committee ratifies the necessity to complete the 8 actions recommended by the 11th June working party, but to include the 2nd action amendment (noted above). **Agreed** **CLERK**

36.2 **Update concerning the HDC position in relation to Neighbourhood Planning following the 19th June HDC Workshop.** Members considered the document, but all it seemed to do was to raise more queries rather than answer what questions were already being discussed in the absence of an agreed District Council led Local Plan. Namely was housing allocation being taken into account and how much security could our council place in an agreed Neighbourhood Plan.

36.3	Update from Squires Planning Consultants concerning NPPF Plan amendments, and a Conditions Statements draft policy.	Squires
	The Clerk relayed the following message from Squires <i>'Regarding the Conditions Statement, the document will remain mostly the same as the other policies will be unaltered and we will just have to add the new policy relating to the Design Codes. Unfortunately I am unable to do this until we know what the Design Codes and the policy state. This will be one of the final documents that we are able to prepare but it won't take us long to update'</i>	
36.4	Members to go through the online review processes involved with updating of the N. Plan 'Live' document and to agree any amendments	
	Since the N. Plan document was loaded onto SharePoint, and members made aware at a previous Committee meeting, they had been tasked individually with making their comments, and these suggested amendments were recorded in the margin of the document. Only the Clerk's office had the ability to amend the Live document, and would only do so with the agreement of the committee, for each individual amendment, and for this to take place in an open meeting. This item was on the agenda to complete as many of these suggested amendments as possible, and at the conclusion of the item a motion would be agreed to adopt all of these agreed changes. See below :- Each amendment is numbered, with N. Plan paragraph reference number and brief note of what was an agreed action.	
36.4.1	1. <i>Intro.</i> - To be updated/ rewritten by Cllrs Norcross and Bell	Norcross & Bell
36.4.2	2. <i>1.3</i> - Reference P&CP Act section 38(6) needs to be checked by consultants	Squires
36.4.3	3. <i>1.10 to 1.18</i> - Section needs to be checked by consultants against current legal framework	Squires
36.4.4	4. <i>1.11 (pt5)</i> - Check and update against NPPF latest guidance	Squires
36.4.5	5. <i>2.17</i> - Depends how well advanced – reference it and return to this aspect during the next phase of Neighbourhood plan review when housing allocation to be included. Clerk to discuss with Squires	Squires / CLERK
36.4.6	6. <i>2.16 to 2.22</i> - Discuss potential effectiveness of shared Bus & L. Centre access for Buses Add responses to GS2030 vision survey, and consider policy inclusion from <i>Greening Steyning</i> . Consider infrastructure delivery framework as a whole.	Murray & Clerk's Office
36.4.7	7. <i>2.23/25</i> - Update numbers	D. Clerk
36.4.8	8. <i>2.25</i> - Somewhat dependent on School / L. Centre developments – Committee needs to understand more about this before agreeing final narrative	School & Clerk's office
36.4.9	9. <i>2.27</i> - Update number of businesses on High St	D. Clerk
36.4.10	10. <i>2.28</i> - Update of Businesses within B. Chamber	D. Clerk
36.4.11	11. <i>2.30</i> - School pupil number update	D. Clerk
36.4.12	12. <i>2.35 to 2.54</i> - Get in touch with SDS to explore recent understanding, and note climate emergency declared by SPC, plus a need to talk about and further identify SPC open spaces – noting potential further asset acquisitions.	CLERK
36.4.13	13. <i>2.44/47</i> - Water Neutrality and SNOWS narrative update required from Squires	Squires
36.4.14	14. <i>2.51</i> - Green credentials – Narrative update by Clerk & Cllr Bell	Clerk/Chair
36.4.15	15. <i>2.53</i> - Huddlestone Farm / Solar Panel installation update required	CLERK
36.4.16	16. <i>2.54</i> - EV Charging installation update required - including what's gone in at Fletchers Croft and Goring Rd, plus what's planned at Newmans Gardens Car Park	CLERK
36.4.17	All the suggested amendments noted above, and agreed actions, and any minor amendments to grammar of the previous text or date updates were at the conclusion of the discussion formally proposed en mass by Cllr S. Alexander and seconded by Paul Cotton and unanimously agreed by all those present.	

NP/24/37 GLEBE FARM COMMUNITY ENGAGEMENT

37.1	Update concerning the Glebe Farm development. The Clerk briefly reported that everyone was now awaiting the final Reserved Matters documentation to be uploaded on the HDC portal together with the final submission from Vistry, and alerted the members to the fact that the next meeting would be convened as soon as possible after this was apparent, because the Council would then have only a very limited number of days to respond with final comments.	CLERK
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NP/24/38 ANY OTHER BUSINESS

38.1 None

NP/24/39 ONGOING MATTERS ARISING

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|-------------|--|----------------------------|
| 39.1 | NP/24/6.2.7 <i>Statutory & Non- statutory List of consultees to be augmented by Clerk and N.Plan Chair, with Squires assistance – Ongoing</i> | Clerk & Chair |
| 39.2 | NP/24/14.1 <i>N. plan review of document – members to be mindful of ongoing open space project developments. – Ongoing</i> | Clerk & Members |
| 39.3 | NP/24/14.1 <i>Clerk and Chair to continue with sections 2 & 3 within the plan, and members to review draft text – Ongoing</i> | Clerk & Chair |
| 39.4 | NP/24/14.2 <i>SPC Community Engagement Committee to discuss consultation process – Ongoing</i> | Clerk |
| 39.5 | NP/24/14.2 <i>N. Plan committee to take on board the work completed by Greening Steyning in consideration of Walking & Cycling plan – Ongoing</i> | Clerk & Chair |
| 39.6 | NP/24/15.1 <i>Vistry incorporates the engagement findings into their reserved matters submission – Ongoing</i> | Clerk / Vistry |

NP/24/40 INFORMATION / CORRESPONDENCE ITEMS

40.1 None

NP/24/41	DATE OF NEXT WORKING PARTY – Likely sometime in late July depending on Glebe Farm Reserved Matters Plan submission, and to start @6.30pm	CLERK
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Meeting ended at 8.58 pm

Signed by the Chair: Date: July 2025