

NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING HELD ON WEDNESDAY 26th MARCH 2025 AT 6.30 PM AT THE STEYNING CENTRE

Present: Cllrs Bell (Chair), S Alexander, Hanson, Linfield, M Alexander, Ballance, and Members Russell Barnes, Paul Cotton, Murray Van der Poll and Jennifer Knowles.

Clerk: John Fullbrook

Members of the public: 0

Meeting Commenced : 6.30 pm

MINUTES

		ACTIONS
NP/24/09	APOLOGIES FOR ABSENCE	
09.1	Apologies received from Cllrs Trundle and Sharp, and R Barnes who would be 25mins delayed.	
NP/24/10	DECLARATIONS OF INTEREST AND DISPENSATIONS	
10.1	None	
NP/24/11	QUESTIONS FROM THE FLOOR {in summary}	
11.1	No questions, but members suggested more publicity of public meetings via social media	CLERK
NP/24/12	MINUTES AND NOTES OF PREVIOUS WORKING PARTY	
	To agree 5th March draft minutes and 13th March working party notes.	
12.1	Cllr Bell proposed, seconded by Cllr Hanson to agree as a true and fair record, the draft minutes from the 5 th March 2025 Neighbourhood Plan Steering Committee meeting. Agreed	
12.2.1	Members suggested two amendments to the 13 th March working party notes, including expanding the R.P. acronym, and clarifying Cil Money receipts calculation.	CLERK
12.2.2	Cllr Bell proposed, seconded by Cllr S Alexander to agree as a true and fair record, the draft notes from the 13 th March 2025 Working Party, with two amendments - noted above, to be included. Agreed 8 For, 1 abstained	
NP/24/13	MATTERS ARISING AND ACTIONS - These items were taken as read.	
13.1	Squires Planning to begin work on updating SPC Plan with NPPF amendments & conditions statement - See item 14.3	
13.2	Clerk to distribute minutes and ensure Squires are aware of tasks requested of them – Actioned	
13.3	Clerk to send via Squires, notes following meeting on the 5 th March to design code consultants for inclusion – Actioned	
13.4	Reg 14 consultation working party set up and methodology established – See item 14.2	
13.5	Clerk & Cllr S Alexander to facilitate SPC N. Plan <i>Live</i> document review – See item 14.5	
13.6	Members workshop to be set up to consider and amend SPC N. Plans evidence base – See item 14.4	
13.7	Clerk's office to update the SPC Web Site, and members to further consider N. plan website - Item 14.7	
13.8	Members to state clearly their objectives during 13 th March meeting with Vistry Group - Actioned	

NP/24/14 NEIGHBOURHOOD PLAN MATTERS

14.1.1	Chair and Clerk to update on work completed so far in respect of N. Plan review The Chair outlined in further detail what needed to be reviewed within the existing document, and pointed out that much had already changed in Steyning since the plan had been made in 2022. Therefore when reviewing, he suggested members be mindful of open space projects such as Weald to Waves, Abbey Road conservation area, and Chandlers Way Pocket Park. Also that there is now EV Charging in Steyning, the football club is now performing well, School intake numbers had fallen, and the Steyning's urbanised eastern boundary should perhaps not be defined as the bypass - to name only a few examples.	Members
14.1.2	Work completed since last meeting included presenting the live document, and making it reviewable by individual members (more on this under item 14.5). The Clerk had stipulated what needs to be achieved by Squires in line with this committees agreed motions at previous meetings. There was draft text for web site introductions to Plan and Review processes, and members were asked to provide amendments if necessary. And finally the Chair said he and the Clerk would need to continue to progress works on sections 2 and 3 within the plan. Clerk, Chair and members to review draft text.	CLERK & Chair Clerk & Members
14.2	Reg 14 Consultation- Members to further discuss the general process ensuring elements such as consultation 'fatigue' and other SPC requirements are dealt with, and to ensure the working party group are in a position to begin work- Committee to enable and facilitate this	
14.2.1	Members felt that with CCTV, Wi-Fi and Walking & Cycling consultations happening in similar a Timeframe, that the strategy involved with the consultation process could be best decided by the SPC Community Engagement Committee.	SPC Community Engagement Committee
14.2.2	In terms of the content, the details would need to be worked out over time, however it was felt that it would be useful to take on board the work on questions already done in this area by Greening Steyning, whilst also utilising their data – provided the questions were not felt to be 'leading' or non-inclusive, but provided permissions from data owner was sought.	Members
14.3	NPPF Plan amendments, and a conditions statements draft policy Following the agreements made at the last meeting, the Clerk reported that Squires have agreed to draft a Conditions Statements Policy, and this will be brought back to a future meeting for this committees approval and or amendment. Squires have also agreed to make amendments to the plan based upon the National Planning Policy Framework revisions as well as any other new legislative requirements.	Squires
14.4	Committee to arrange members workshop to update Plan's evidence base Members discussed what needs to change or be developed from the original plan in regards the evidence base. Updating the 'Vision Statement' took precedence, and what happens with Glebe farm will affect this. A clear statement about progress since the last plan is needed. Members agreed the next meeting date ought to be an all-member working party to tackle this matter. The Clerk to provide access to evidence base material before the meeting, and the Date was fixed for the 9 th April.	Members CLERK
14.5	Cllrs S Alexander to make members further aware of the online review processes involved with updating of the N.Plan 'Live' document Using <i>SharePoint Online</i> software, Cllr S Alexander took members step by step through the agreed process of making comments, not edits, to the Live plan document. Members could 'Like' comments if they so wished, but either way at future meetings all comments would be agreed or otherwise, before any real time editing of the Live document would take place. This is the step- by-step guide: 1. Get to SharePoint page on the Link already provided to members. 2. Scroll down to # - Draft SNDP review version (1) document and click on the 3 little dots	CLERK

- next to the document you want to open, to bring up a menu
3. Hover over, open, and a sub menu will appear then, click "Open in browser" or if you have the App on your device "open in App"
 4. When into the main document, look top right and Click on 'Editing' to ensure you are in editing mode.
 5. Then in the top line of tabs click on 'Review'
 6. Then in the line under 'Review' click on 'New Comments'
 7. Select the area you wish to comment on in the document itself
 8. Right click – select 'New Comment'
 9. A comment window will appear for members to make a comment
 10. Remember it is possible to 'Like' or even comment on other members comments

14.6 Neighbourhood Plan committee finance update

The Clerk stated that the £10,000 grant awarded from Locality funding is being used to pay for the Consultants involvement with amendments to the plan, as well as the startup work completed by them. As it is the end of the financial year on the 31st March, the Clerk has asked that they attempt to do as much work as possible before this point. Any items not dealt with but itemised in the original application, means that the related funding has to be returned and reapplied for in the new financial year. Unfortunately there is a time lag involved, and the Clerk will work with Squires to ensure as much of the work as is possible be covered by these grant awards. The Design code work is being funded by a yet to be awarded additional application for up to £8,000. This will hopefully all be dealt with in the next financial year starting April 1st.

CLERK

14.7 Members to further consider whether there is a need for a separate N. Plan website

The Clerk had updated the SPC website and showed members what was available/ accessible to members of the public. As follows:-

- Introduction
- 'Easy to use/scroll' Current Neighbourhood Plan
- Then, paragraph noting reason for review
- The review process noted
- Date listed Steering Committee Meeting Agenda's, Minutes and Supporting papers.
- Committee's purpose / Terms of Reference
- Register of representatives interests

Members viewed the other website originally set up for the last Neighbourhood Plan, and agreed that it was not necessary, as all information could now go on the main SPC website provided it was updated regularly. It was further suggested that the 'Review page' could be publicised on social media postings, with a QR code taking residents directly to the relevant website page.

CLERKS
Office

NP/24/15 GLEBE FARM COMMUNITY ENGAGEMENT

15.1 As the Council's coordinator for comments and communications, members to consider the recent meetings with Vistry on the 13th and 15th March and agree how to deal with the information once received.

The Clerk reported that 142 Steyning residents as individuals, and 7 local representative groups, had attended the various Community engagement dates/ events that SPC had organised for the Vistry Group. There were other dates being planned with again the Steyning Centre as the main venue. The Clerk had requested from both Vistry and the representative groups the meeting notes relating to their comments, issues raised and requests for, or responses about, planning adaptations. Members concurred that it was important to not only produce an initially simplistic 'We Said – Vistry's Response' format but also that the subsequent analysis and statistical presentation be impactful and professional.

CLERK

- 15.1.1 Cllr Bell **proposed, seconded** by Jenny Knowles that the Clerk collates in a meaningful way, the comments from the Glebe farm meetings and presents them to Vistry for their itemised responses, and in a format equivalent to the 'Reserved Matters' Plan Submission {The format being in line with Planning officers expectations}. **Agreed** **CLERK**
- 15.1.2 Cllr Bell **proposed, seconded** by Cllr S Alexander that SPC ensures that Vistry incorporates the engagement findings into their reserved matters submission requesting a delay in their planning application submission, if necessary to allow this to be incorporated, then agree to schedule a time for their *Reserved Matters* documents and to reach out to the district Councillors to assist SPC with this process. **Agreed** **CLERK**
- 15.1.3 Russell Barnes **proposed, seconded** by Paul Cotton, that Vistry be asked to supply SPC with an 'Access to Site' policy as per their *construction management plan*. **Agreed** **CLERK**

NP/24/16 ANY OTHER BUSINESS

- 16.1 None

NP/24/17 PROGRESS REPORT

- 17.1 ***ONH needing more of a steer on design code work done so far, with members needing to make more comments*** – This item was discussed with members agreeing that it might be better to appraise and assess a completed draft document rather than input suggestions to an outline 'live' Document, as individual members.
Cllr Bell **proposed, seconded** by Murray Van der Poll that the Clerk be delegated to ask ONH consultants to produce a completed draft design code document for the Steering Committee's consideration and feedback for as soon as possible. **Agreed** **CLERK & Squires**
- 17.2 ***Statutory & Non- statutory List of consultees to be augmented by Clerk and N.Plan Chair, with Squires assistance - Ongoing*** **Cllr Bell & CLERK**

NP/24/18 INFORMATION / CORRESPONDENCE ITEMS

- 18.1 None

NP/24/19 DATE OF NEXT WORKING PARTY – 9th April 2025 at 6.30 pm.

Meeting ended at 8.45 pm

Signed by the Chair: Date: 9th April 2025