
NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING HELD ON THURSDAY 1st MAY 2025 AT 6.00 PM AT THE STEYNING CENTRE

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

Clerks: John Fullbrook

Members of the public: 0

Meeting Commenced : 6.04 pm

MINUTES

NP/24/20 APOLOGIES FOR ABSENCE

20.1 Apologies received from Cllrs S Alexander and Sharp, Members Jenny Knowles and R Barnes who would be 15mins delayed.

ACTIONS

NP/24/21 DECLARATIONS OF INTEREST AND DISPENSATIONS

21.1 None

NP/24/22 QUESTIONS FROM THE FLOOR {in summary}

22.1 None

NP/24/23 MINUTES OF PREVIOUS MEETING - To agree 26th March draft minutes.

23.1 Cllr Bell **proposed, seconded** by Cllr Hanson to agree as a true and fair record, the draft minutes from the 26th March 2025 Neighbourhood Plan Steering Committee meeting. **Agreed**

NP/24/24 MATTERS ARISING AND ACTIONS - These items were taken as read.

24.1 Squires Planning to begin work on updating SPC Plan with NPPF amendments & Conditions Statement - **See item 25.3**

24.2 Clerk to ensure more publicity for next SPC N.Plan public meeting - **Actioned**

24.3 Clerk to make two amendments to 13th March working party notes - **Actioned**

24.4 Committee to meet to discuss 'Vision Statement' amendments on the 9th April – **Actioned/ Item 25.1**

24.5 Step by Step guide to 'Live Doc' review distributed by Clerk - **Actioned**

24.6 Clerk to discuss with Squires a way in which to maximise the use of existing grant funds - **Actioned**

24.7 Clerk to complete Year End Finance report for Groundworks UK – **Actioned / See item 25.2**

24.8 More meetings planned for residents with Vistry, regards Glebe Farm development – **See item 26.1**

24.9 Clerk to collate comments from Glebe Farm meetings and presents to Vistry for itemised responses - **See item 26.1**

NP/24/25 NEIGHBOURHOOD PLAN MATTERS

- 25.1.1 To agree the updated and amended SPC 'Vision Statement', as per supporting papers and as recommended by the all-member 9th April Working Party. Members further considered the amended version as presented in supporting papers, and three further amendments were discussed and agreed for points **ix** & **x**. For point **ix**, - '~~this will~~' instead of '~~would~~'. For point **x**, the following was preferred.
- x**. Take active steps to nurture an environmentally conscious community, so that it is resilient to the changes and risks caused by climate change, ~~and take measures, as far as reasonably practicable, to reduce its own environmental footprint. and reduces its own carbon footprint.~~
- 25.1.2 Cllr Bell **proposed, seconded** by Cllr Linfield that the 'Vision Statement' as recommended by the Steering committee working party, with the additional amendments as per noted, be adopted within the revised SPC Neighbourhood plan. **Agreed**
- 25.2 **N. Plan committee finance, and in consideration of the news that any ongoing funding from Locality has been withdrawn, to agree a recommendation for SPC Full Council in terms of the groups intentions.** The Clerk outlined the financial position and what it meant to lose the ongoing funding opportunities from Locality, as well as the fact that SPC would have to return £6K's worth of unused funds, as the £10K awarded in February '25 was not able to be used before the 31st March end of year deadline. The consequences of this news was to be discussed within the consideration of the next item on the agenda.
- 25.3 **Following the submission of the HDC Local Plan for examination, the Inspector has recommended that the Council withdraw the submitted Local Plan from examination and prepare a new Local Plan. Members to consider the implications of this news, and the FAQ's subsequently produced by HDC, in terms of what it means for the review of the SPC Neighbourhood Plan. And to therefore assess any change of necessity in terms of targets in relation to altered timescales for the Steering Group.**
- 25.3.1 Members considered the ramifications of this news from HDC, and together with the governments withdrawal of funding noted within item 25.2 (above), spent a significant period discussing how it positively affected the initial timescale for achieving the review of the N.Plan with additional design codes, while also considering an opposing viewpoint, pondering whether such a review was still the right course of action. The Squires consultant outlined some important parameters for members consideration, and it emerged that all present were committed to continuing with a review, so that at least some additional elements could be included in a revised plan. It was however also understood that the level of this groups commitment and any further work would have to be approved by Full Council's continued commitment to fund the operation.
- 25.3.2 Cllr Richard Bell **proposed, seconded** by Paul Cotton that the Steering Committee recommends to Full Council that due to a change in circumstances, the Neighbourhood Plan Steering Committee review of the existing plan should now include all elements not yet included {such as the determination of a Housing Allocation or likely infrastructure development}. However that this is undertaken as a two-stage review, the first stage review being as per the original plan {to review and update existing text and to include design codes} and to take this to public consultation. The second stage should continue alongside this with the Steering committee engaging in a fully inclusive review. **Agreed**
- 25.4 **Update from Squires Planning Consultants concerning NPPF Plan amendments, and a Conditions Statements draft policy.** This item was dealt with within the discussion under point 25.3, and it was requested that Squires Consultants be sent a link to the Live N. Plan document on SharePoint by the Clerk, to allow for amendments to be undertaken directly by them.

25.5	Cllr Bell and the Clerk to go through the online review processes involved with updating of the N.Plan 'Live' document and for members to agree to any amendments. This matter was deferred to the next Public meeting, as there was not enough time left to start the process.	CLERK & Chair
NP/24/26 GLEBE FARM COMMUNITY ENGAGEMENT		
26.1	To receive an update from the Clerk concerning any information received from Vistry in consideration of the programme of Community Engagement meetings and agree any actions. The Clerk reported that he had been visited by the Newgate/Vistry representative 40 minutes prior to this meeting, and had been made aware that the draft document was still not in a version which could be reviewable, and that it seemed this would not be the case until the 6 th May. Members were further made aware of the very tight timetable for this committee to review and for comments to be sent – which had been set by Newgate, on behalf of Vistry. Members discussed how best to proceed. There was agreement that it could be possible to convene a working party on the 14 th May – which was the last date by which it could be reviewed and for a response back to Vistry be successfully compiled and sent – That date being the 16 th May.	Clerk & Members
NP/24/27 ANY OTHER BUSINESS		
27.1	None	
NP/24/28 PROGRESS REPORT		
28.1	NP/24/17.1 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
28.2	NP/24/6.2.7 Statutory & Non- statutory List of consultees to be augmented by Clerk and N.Plan Chair, with Squires assistance – Ongoing	CLERK & Chair
28.3	NP/24/14.1 N. plan review of document – members to be mindful of ongoing open space project developments. – Ongoing	Members
28.4	NP/24/14.1 Clerk and Chair to continue with sections 2 & 3 within the plan, and members to review draft text – Ongoing	CLERK & Chair
28.5	NP/24/14.2 SPC Community Engagement Committee to discuss consultation process – Ongoing	SPC Com. Engage. Com
28.6	NP/24/14.2 N. Plan committee to take on board the work completed by Greening Steyning in consideration of Walking & Cycling plan – Ongoing	Members
28.7	NP/24/15.1 Vistry incorporates the engagement findings into their reserved matters submission – Ongoing	VISTRY
NP/24/29 INFORMATION / CORRESPONDENCE ITEMS		
29.1	None	
NP/24/30	DATE OF NEXT WORKING PARTY – Confirmed for the 14th May @ 7pm Meeting ended at 7.45 pm	

Signed by the Chair: Date: 2nd July 2025