Minutes of the Wivelsfield Neighbourhood Plan Steering Group Meeting held on Monday 6th October 2014 at 7.30pm in the Renshaw Room, Wivelsfield Village Hall.

**Attending:** Jason Stoner (Chairman), Dave Wright, Gordon Harper, Angus Thwaites, Ian Dawson, Dionne Franks. Tal Kleiman (LDC).

1. **Apologies for Absence** were received from Nick Dutt, Craig Bowden, Richard Jephcott, Sheila Blair, Rosemary Fair & John Wigzell.
2. **Declarations of Interest:** None were made.
3. **Minutes of the Steering Group Meeting** held on 25th September 2014 were approved and signed by the Chairman.
4. **Review of List of Policies for inclusion in the Pre-Submission Draft Plan:** A paper headed “Wivelsfield Parish Neighbourhood Plan” – Final Draft List of Land Use Policies (dated October 2014) was circulated to members present. The Chairman invited Tal Kleiman to comment and in particular, to advise whether the additional text (shown in red on the list) added to policies no. 2 & 7 are considered necessary. Mr. Kleiman said that the policies as drafted were sufficient and that it is purely a matter for the committee to decide whether or not to include the added text. After a brief discussion, it was agreed that the additional text should be incorporated into the policies. An error had occurred in the numbering shown on the list and this was amended to numbers 1 to 8 (not 9). After discussion, it was agreed that Policies numbers 1 to 7 be approved and that the drafting of number 8 must be reconsidered and amended so as to reflect the Parish Council’s policies on green spaces. This would be done as soon as possible as the List is to be submitted by 10th October.

 G Harper asked T Kleiman about the LDC policy and Windfall sites. TK confirmed that any sites given Planning Permission by LDC and were not detailed in either the current Local Plan (which is still in force) or a Neighbourhood Plan would be classed as Windfall. GH asked further as to when the NP would be considered as having brought forward the sites. TK advised that they would not be considered as being in the NP until the NP was MADE after the Referendum. GH stated that this would seriously and fatally undermine the NP process. TK advised this was the ruling laid down by senior members of LDC and had been given to other Parishes. The Chairman asked GH to raise this on behalf of the NP Steering Group and the Parish Council.

**Mr. Kleiman** said that he is happy to offer further advice as to the content of the NP and to attend future meetings if required.

1. **Site Allocations under the Neighbourhood plan.**

The Chairman said there was to be a meeting with A. Padfield tomorrow to discuss issues regarding some of the site allocations.

1. **Project Plan.**

The Chairman asked GH to summarise the changes to the Updated Project Plan. GH advised that a number of actions being undertaken in parallel and not in sequence as the sequential time line was over extended. Some tasks could be started at the same time and did not need to wait until the previous task was completed. The Chairman asked if it was possible we may be able to finalise the Plan by mid January; GH confirmed that the updated Plan could be delivered by early mid-January if the tight turn round schedules were adhered to. The Chairman asked TK to review the updated Plan and he confirmed it looked feasible. GH was asked to circulate the updated Plan to the Steering Group members.

A letter had been received from Mr. & Mrs. Morris, residents of Slugwash Lane, relating to the Project Plan and Site Assessment Report. The Chairman said that it would be best if this was studied and an answer drafted by members of the Steering Group. Ian Dawson, Dave Wright and Gordon Harper agreed to undertake this task.

Some members of the public had expressed the view that the contents of the Plan and Reports were too simplistic. The Chairman said that the advice received from AIRS and LDC is to keep it simple and to ensure that the process is robust. The Steering Group and Parish Council accept this advice and will proceed along the lines recommended.

A question was raised about the date to be set for the Referendum on adoption of the submitted WGNP. It is envisaged that this will take place in March 2015. A number of key stages were highlighted and some difficulties in achieving these were identified. Mr. Kleiman said that the availability/appointment of an Inspector was an important consideration and LDC would do their best to secure an Inspector for a date in March.

1. **Next Steps**
2. The Parish Council to agree the policy on protection of green spaces
3. A meeting with A Padfield to take place
4. An extra-ordinary meeting of the Parish Council to take place as soon as it could be arranged in order to approve the revised Policies.
5. **Date of Next Meeting:** To be agreed.

*(note: subsequently it was agreed that a meeting would be held on Monday 13th October at 8pm in the Renshaw Room of the village hall).*