

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 3rd JULY 2018.

**MINUTES OF THE MEETING OF THE
NEIGHBOURHOOD PLAN COMMITTEE
HELD AT FELPHAM COMMUNITY HALL FELPHAM
MONDAY 18th JUNE 2018.**

PRESENT: Councillors: G Matthews, G Grundy, Mrs G Moss, Mrs R Kissell, Mrs J Wild & D Smart.

NP 17. APOLOGIES FOR ABSENCE:

Councillors: P English & Ms L Jones.

NP Advisor: Maureen Chaffe.

Lay-Members: Colin Holliday and Glenn Powell

NP 18. ABSENT WITHOUT APOLOGIES:

Councillor D Chuter was absent without apology.

There were no other absences without apology.

NP 19. DECLARATIONS OF INTEREST:

There were no declarations of interest at this point of the meeting.

NP 20. QUESTION TIME:

There were 2 members of the public in attendance. No questions or issues were raised.

NP 21. CORRESPONDENCE/ANNOUNCEMENTS:

There was no correspondence or announcements to report.

NP 22. MINUTES OF THE MEETING HELD ON 14th MAY 2018:

These were approved as a true and accurate record of the meeting and had been ratified by Main Council at its meeting on 5th June 2018.

NP 23. MATTERS ARISING:

There were no other matters arising that had not been already reported, and minuted, at the Main Council meeting of 5th June 2018.

NP 24. NEIGHBOURHOOD PLAN – REVIEW OF PLAN:

The Clerk reported that the next meeting of the Neighbourhood Plan Working Group was yet to be confirmed. The latest amendments/alterations to the original document that had been made thus far, as part of the review process, had been circulated to all Councillors prior to the meeting, for information.

NP 25. NEIGHBOURHOOD PLAN DESIGN GUIDE - UPDATE:

Lead Persons: Richard Wickens & Maureen Chaffe.

The Clerk reported that a response on the revised Design Guide from Arun District Council was not anticipated until a decision had been made on the Arun Local Plan.

NP 26. ARUN LOCAL PLAN UPDATE:

The Clerk reported that he and the Chairman of the Council had attended an update meeting on the Local Plan on Friday 15th June 2018 at the ADC Civic Centre. The Clerk had produced notes from this which were circulated to those in attendance and were as follows:

“1) Arun Local Plan:

- the Inspectors final report expected/anticipated in July 2018.
- adoption of the Local Plan by Full Council of ADC 18th July 2018 (or if report is later than this date a special meeting will be held - the date of this to be confirmed).
- Once adopted there will be a statutory 6 week legal challenge period – finish of 29th August (at the earliest).

2) Local Development Scheme (LDS):

- this is the Plan making programme for the next 3 years.
- it will set out what Development Plan Documents (DPD) ADC will prepare and the time scales that will go with these.
- ADC, as part of this process, will be looking at a timetable for the adoption of Community Infrastructure Levy (CIL) – to replace the existing s106 funding agreements.
- the key decisions on LDS it is hoped will be adopted by Full Council of ADC on 18th July 2018.

3) DPD Non-Strategic Site Allocations:

- Strategic Site allocations across the District have already been identified.
- Current target for non-strategic site allocations is for a minimum of 1250 extra houses and sites for these to go on (this is the shortfall figure not covered by the strategic site allocations and needs to be found to achieve the target figures for housing in Arun, in the future, set by the Planning Inspectorate).
- ADC will consult with Parish Council's on the methodology they will be using to achieve non-strategic site figures – the consultation to occur from the 6th July 2018 for a two week period, followed by a workshop in September to provide and discuss those figures which each Parish Council will be expected to accommodate.
- all DPD figures and allocations will have to be objective, positively prepared, justified, effective and consistent with National Planning Policies.

4) Evidence Base to be used in determining non-strategic site allocations:

- the Housing and Environment Land Availability Assessment (HELAA), which is annually updated, will form the starting point for the identification of future housing land supply sites for the DPD.

- at the same time ADC is undertaking a call for sites exercise, with landowners, Parish Council's etc.
- on top of the DPD figure (1250), assessments are necessary to ensure achieving the 5 year housing land supply figure necessary and whether or not sites are deliverable or developable in achieving the requisite level".

**NP 27. COMMUNITY ACTION PLAN:
Current Lead Persons: Richard Wickens & Maureen Chaffe.**

Work on the Community Action Plan would be picked up again after the review of the Neighbourhood Plan had been carried out.

NP 28. AGENDA ITEMS FOR NEXT JWAAC & JWAAC H&T MEETINGS (Dates tbc):

There were no new items proposed.

NP 29. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):

There were no matters of urgent public importance.

NP 30. DATE OF NEXT MEETING:

16th July 2018 at 7.00 pm.

The meeting closed at 7.40 p.m

Approved.....

Date