

SLAUGHAM PARISH COUNCIL NEIGHBOURHOOD PLANNING VIRTUAL COMMITTEE MINUTES

Thursday 1st April 2021 at 7.30 pm

Sally Mclean – Clerk to the Council

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Website: <http://www.sloughampc.co.uk>

Members of the public are invited to attend the virtual meeting using Microsoft Teams



Present: Cllr Eric Prescott, Julia Elliott, Lesley Read, Lorette Holborn, Bob St George

Others Present:

1. **Apologies for absence:** None
2. **To approve the minutes of the meeting held on the 17th May 2018 APPROVED** Cllr Read St George
3. **To receive declarations of interest from members in respect of any items on the agenda.** None

Cllr Eric Prescott was nominated at Chair Proposed Cllr Read Seconded Cllr St George Unanimous vote

4. **Open Forum:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance in respect of items on the agenda – **COVID 19 – This meeting will be held virtually in accordance Coronavirus Act 2020 Section 78 (1d).** *Members of the public are invited to attend the virtual meeting using Microsoft Teams. If you wish to attend, please email the clerk@sloughampc.co.uk. GDPR Notice - Please note that the Council is making audio and or video recordings of this meeting. The Council's recordings are used for administrative purposes only. By participating at the meeting, by requesting access you consent to this. If you do not agree please do not join the meeting. NONE*
5. **To review Committee Terms of Reference: cc'd in advance**
6. **To receive updates:** To include any meetings, decision or documentation that maybe relevant to this Committee from Council and sub groups:

6.1. Mid Sussex District Plan Review 2020/21

6.1.1. Mid Sussex - Call for sites

The Council invited individuals, landowners, developers and site promoters to put forward sites to be considered through the forthcoming update to the Strategic Housing and Economic Land Availability Assessment (SHELAA). Sites can be submitted for a range of uses including, but are not limited to:

- Housing (i.e. affordable housing and self-build and custom housebuilding);
- Specialist housing (i.e. housing for older people; C2);
- Gypsy and Traveller sites;
- Employment; and
- Infrastructure (i.e. community uses, renewable energy).

The most recent formal call for sites closed on the 19th February 2021. .NOTED

6.1.2. Strategic Housing and Economic Land Availability Assessment - SHELAA

The SHELAA (2020) sets out the long list of sites which were nominated to the Council. These sites do not have any planning status. Including them in the SHELAA does not mean that they will be developed in the future.

[Strategic Housing and Economic Land Availability Assessment - Mid Sussex District Council](#)

[Slougham SHELAA map 2020 \(midsussex.gov.uk\)](#)

6.2. Small Site Allocation Development Plan 2020/21

Site Allocations Document which will identify sufficient housing sites to provide a five year housing land supply to 2031. It will also make sure that enough land is allocated to meet identified employment needs.

The preparation of a Site Allocations Document also provides an opportunity to safeguard land for other uses such as community buildings or green infrastructure.

The timetable for the preparation of the document is as follows:

- Regulation 18 – Issues and Options Consultation – Autumn 2019
- Regulation 19 – Pre-Submission Consultation – Summer 2020
- Submission for Examination – Winter 2020-21 - Current
- Adoption – Autumn 2021

[Site Allocations DPD Examination - Mid Sussex District Council](#)

St Martins Close WEST Allocation id included in the small site allocation DPD. Should the DPD pass examination stages and be adopted the West Site will look to proceed to outline planning

- 6.3. To update Slaugham Parish Community Land Trust - The delivery of affordable homes made available for those with a local connection, in perpetuity. Note to Slaugham Parish Council - February 2021 – NOTED

It is the intention on this Committee to involve the Community Land Trust during the outline stages of an agreement is determined.

- 6.4. Planning Applications that may have a bearing on the NHP -. To update members of any new applications received/permitted NONE

7. Members are asked to consider the following documents in accordance with the Councils policies:

- 7.1. Review of the Adopted Neighbourhood Plan policies – Members to consider reviewing the policies within the plan to ensure both current compliant. – The Clerk to revise policies with Councils planning Team.
- 7.2. Members to consider the Options Considerations scoping document prepared by the Councils advisors for development of land known as St Martin Close East Policy 9 and further work required to investigate option/s recommended/resolved at Council 25th March 2021. , The Clerk to instruct Councils Planners to provide more detailed guidance on options agreement 4/5/6

Option 4 - Option Agreement with third party;

Option 5 - Promotion Agreement with third party;

Option 6 - Parish Council pursuit of planning permission; or

8. **Members to consider adopting Communications Strategy:** Members to considered setting up a subgroup to look at publications/communication going forward – The Clerk has updated the website with a new page for the SPNHP Review. Members agree to continuously review the communications with a view to a permanent notice on the Boards referring to the website and distribution to local resident groups.
9. **Finance** - To consider budget going forward – Members to consider budgeting requirements for preliminary scoping phases of project make recommendations to Council. The Committee to agree a budget with Finance and Policy going forward towards legal/professional fees.

10. Members are asked to consider approval of the following:

- 10.1. Millwood Homes proposal to conduct ecological surveys, with a view to being reimbursed at a later stage from the Councils appointed development partner.

The Clerk was instructed to issue the following to include works stated

The Committee see no harm in allowing Millwood Homes to access the site to include Councils Land. For the purposes of safeguarding the Councils position they will clarify the following:

1. *That the scoped of the surveys are agreed with the Council before they are undertaken*
2. *That the surveys are carried out at Millwood's own cost and risk;*
3. *That they include all the parish site and for the purposes of residential development of the whole and not just selected elements, areas or purposes;*
4. *That it be agreed the Council be entitled on payment of a fair proportion or other means of taking into account the actual contractor costs of the survey work (or other agreement to so reimburse in cash or kind), to be furnished with copies of the background papers and the reports and to use them for their own planning and development proposals (including making them available to any professional adviser and third party developer of the Council's site) and that any novation arrangement as between the contractors and the Council is achievable at nominal cost only;*
5. *That this does not confer on Millwood any rights of access or to or for services beyond the exercise of the permission to enter for investigative purposes.*

6. *That the contractor must hold appropriate professional indemnity cover and indemnify the Council against claims, costs, losses and expenses arising from such investigative or survey work and must make good any damage caused*
7. *That the contractor must obtain all and all other necessary consents to the work*
8. *That this permission for access is without prejudice to the legal or any other matter relating to the Council or its position as a local authority, is personal to Millwood and the Council, and does not bind any future owner of the Council's land.*
9. *That these terms are agreed in writing before work commences.*
11. **Matters for future discussion**
12. **Date of Next Meeting/s: 15th April 2021 TBC**

Addendum Notes - NHP Committee

The National Planning Policy Framework (NPPF) indicates that the District Core Strategy requires a review to be undertaken at least every five years in order to determine whether its policies and strategy are in need of updating. The Mid Sussex District Plan 2014-2031 (MSDP) was adopted in March 2018, and seeks to guide development in the district up to 2031.

Policy DP4 Housing - The Council also intends to undertake a review of the Plan after the adoption of the Site Allocations DPD which will reconsider need and allocate further dwellings if required. This will be submitted to the Secretary of State in 2023.

This plan has assessed the effects of its allocations together with Neighbourhood Plan allocations and an allowance for windfall sites to the period 2023/24, based on 876dpa. At the time of adoption there is insufficient available information about the nature and location of development being proposed to meet the step in trajectory to 1,090dpa.

The Site Allocations DPD will aim to identify the nature, scale and location of development to meet the full plan requirement (inclusive of the uplift to 1,090dpa from 2024/25 onwards). As part of the preparation of the Site Allocations DPD, the Council will need to undertake further Habitats Regulations Assessment of identified housing sites for the rest of the plan period.

While the Council reasonably anticipates that the uplift in housing growth to 1,090dpa will be possible without causing further harm to the integrity of the Ashdown Forest SAC, the level of future growth will depend on the identification of further allocations that do not cause further harm to the integrity of the SAC. The subsequent review of the plan, to be submitted in 2023, will also be subject to HRA.

<https://www.midsussex.gov.uk/media/2367/district-plan-adoption-version.pdf>

The advice in relation to monitoring Neighbourhood Plans is as follows:

There is no similar requirement for neighbourhood plans to be reviewed on a regular basis. However, there are circumstances that may mean that you want to consider a review:

- Change in local circumstances;
- Monitoring of your plan reveals an issue with policy wording;
- Plan being made/adopted for over two years causing the housing policies to be deemed 'out of date';
- The update of the Core Strategy, national planning policy or Ministerial Statement.

The first step to any review is to monitor your plan and assess whether it is still providing the planning policy you intending it to when it was first produced.

- Document the changes and certain triggers in relation to Policy 9 St Martins have now been reached.
- Housing need delivery St Martin East within the plan period 2017-2022
- Small Site Allocation DPD – St Martin Close East Reserve Site Allocation
- Slaugham Community Land Trust – Housing in perpetuity, village aspirations

SLAUGHAM PARISH COUNCIL STANDING ORDERS ~ APPENDIX 6

NEIGHBOURHOOD PLANNING COMMITTEE

CONSTITUTION

To develop a Neighbourhood Plan, for a sustainable and vibrant thriving rural community, driven by the needs and aspirations of the people in Slaugham Parish.

Not less than 4 members of the Council, no more than 14 members in total. These will be split by electorate for each village 6 Handcross, 4 Pease Pottage 4 Warninglid and Slaugham Chairman of each Standing Committee together with the Chairman and Vice-Chairman of the Council are ex-officio. A quorum consists of 4 or more.

POWERS AND DUTIES

1. Develop a shared vision for the Neighbourhood
2. Choose potential locations where new homes, shops offices and other developments should be built, should they be part of the plan outcome
3. Influence policy on new buildings design and features
4. Identify and protect important local green spaces
5. To consider all potential sites identified for development relating to the Parish and to comment thereon to the District Council as part of the Neighbourhood Plan
6. Identify a clear communications strategy throughout the production of the plan through to referendum.
7. Facilitate sub-committees/working steering groups which will enable a community, including both residents and businesses, to achieve different things and so communities should consider what they want to achieve first, and then decide which mechanism will best enable them to do this.
8. The Group financially appraised the project and set budget – to operate within initial budget of 10k and to report to the Parish Council the status of expenditure on a regular basis.
9. Carry out planning and NHP Consultation to assist in the productions and publication once the above consultation process is complete to ensure it is a robust document and will withstand a referendum
10. At the discretion of the Chairman, and with the agreement of the Committee, £1,000 may be spent without referral to Council provided the expenditure is within the budget