**SLAUGHAM PARISH COUNCIL**

**2 Coltstaple Cottages, Coltstaple Lane, Horsham, RH13 9BB**

**NEIGHBOURHOOD PLANNING COMMITTEE MINUTES**

**Monday 2nd February 2015, 7:30PM Pavilion, High Street, Handcross**

Sue Hance on behalf of Sally Mclean – Clerk to the Council

Email clerk@slaughampc.org.uk

Website: http://www.slaughampc.org.uk

Present: Debra Logan (Chair); Stewart Cooper; Lesley Read; Kim Godwin; David Dunn; Sue Hance; Bob St George; Ed Hadfield; Pete Clark; Patricia Simmons.

1. **Apologies:** John Welch; Mike Whiteford; Frank Catlow.

Noted that Dr James Myerson has resigned from the Committee due to pressure of work.

1. **To approve the minutes of the meeting held on the** 5th January 2015 previously distributed Approved (Lesley Read; Kim Godwin)
2. **To receive declarations of interest from members in respect of any items on the agenda**: None
3. **Co-Option – Committee are permitted to co-opt in accordance with Council’s standing orders. As we are once again down a member, to consider possible candidates to fill James Myerson’s place as a Pease Pottage member.**  In accordance with the Councils Standing Orders 5 (xi) - to receive nominations to a committee or sub-committee. The Committee is empowered to co-opt additional members where there are insufficient Members; it is actively seeking new co-optees. If the co-option is successful, a paper (signed) version of the code of conduct form will be completed.
	1. **To receive Co Option Nominations:** Lorette Holborn introduced herself to the Committee, and following discussion, was voted onto the Committee.

**4.2 Code of Conduct Declarations:** To be completed (Clerk not present at meeting)

1. **Open Forum** Committee to consider adjournment of the meeting for questions from the members of the public. Three members of the public, no specific questions.
2. **Chairman’s Update**

Update on the progress of any planning applications that have a bearing on the NHP:

* Buchan Hill, Colgate was discussed. SPC sending objection to Horsham DC.
* Golf Driving Range: Developers have offered to meet to discuss the development, Clerk is arranging meeting.
* Crawley Cemetery (on boundary of Pease Pottage) discussed. No further communication from CBC since Cllr Goyder’s approach.

**To update the committee on the activities of the Community Land Trust and meeting with Hyde/Hallam:**

 A very productive meeting was held with representatives and family members from The Hyde. They want to be involved in taking the development forward in conjunction with the NHP and the CLT, in particular with respect to the possible relocation of the recreation ground. The CLT is launching in March.

**To update committee on status of Dropbox and email that have been set up for the committee:**

DL will send out details of the dropbox which has been set up, and which will form a central location for the committee to work on documents and access reference material. There will need to be a version control which will be explained in the notes. SH will put the archived material from previous NHP on once set up. There will also be a central email address which should be added to Committee members’ emails which will then form a complete record of email history.

1. **To receive updates from Council**

To include any meetings, decision or documentation that maybe relevant to this Committee.

**Assets of Community Value (AoCV):**

Proposed change in legislation to give more protection to pubs which have been registered as AoCV. SPC working on registering those pubs identified in NHP work as of Community value with MSDC. Other AoCVs can also be registered with MSDC, a future task for the Committee.

1. **To review scoping report**
	1. Report on progress of Scoping Report: Mark Bristow has just reported back on revised Objectives and measures. The intention is to complete the revised Scoping Report before the next meeting with MB on 16 February. Final version will be sent to all committee members for checking.
	2. Discuss next set of tasks and ask for committee volunteers
		1. Housing numbers: DL; FC; SH spoke up in the meeting. Another committee member will be added by Chair.
		2. Site assessments: DD; KG; LH spoke up in meeting. Another committee member will be added by Chair.

In both cases, the focus at the moment is pulling together the existing evidence, updating and reviewing, for use in the NHP going forward. Working groups agreed to progress reports next meeting, March 2nd.

1. **Update NHP Communications Plan**

9.1Report on the communications subcommittee meeting:

LR reported on a productive meeting. The website is the starting point, and MW has produced an attractive draft which the group are looking at. This can then be accessed from the SPC site as at present. The group will focus on their target audiences and different ways to reach them (eg social media including facebook and twitter, parish magazine, newspaper articles and Village Voice, notice boards, maildrops). Other websites have been looked at for examples. BstG has produced a draft communications strategy which the group are working on.

1. **Agree Next Steps** Completion of Scoping Report; meeting with MB at MSDC.

Feedback on housing numbers and site selection work at next meeting.

 Communications group – next meeting agreed.

1. **Matters for future discussion** KG requested that timeline should be an Agenda item and updated each month.

 Open Forum : SC requested that this should be moved to Item 10 to enable members of the public to comment on matters discussed during the meeting. Agreed this would work unless Committee were taking decisions, in which case any decision would be taken without members of the public being able to make their point.

Date of Next Meeting: March 2nd, 2015

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_