**SLAUGHAM PARISH COUNCIL**

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

**NEIGHBOURHOOD PLANNING COMMITTEE AGENDA**

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

Sally Mclean – Clerk to the Council

Email clerk@slaughampc.org.uk

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

**Present**: Sue Hance, Debra Logan (Chair), Stewart Cooper, Frank Catlow, Lesley Read, Kim Godwin, Mike Whiteford, Pete Clark, Bob St George, Ed Hadfield

**Apologies:** David Dunn, Patricia Simmons, John Welch

1. **To approve the minutes of the meeting held on the** 2nd February 2015 previously distributed APPROVED
2. **To receive declarations of interest from members in respect of any items on the agenda. Code of conduct declarations:** NONE
3. **Open Forum** Committee to consider adjournment of the meeting for questions from the members of the public NONE
4. **Chairman’s Update**
	1. Update on the progress of any planning applications that have a bearing on the NHP

None to date.

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

Confirmation that meetings have been held to discuss potential affordable units allocated to the CLT, numbers are to be determined. The official launch of the CLT will be on the 12th March at 7.30pm in the Parish Hall

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

DL working on the dropbox requirement and costs which she will advise at the next meeting.

1. **To receive updates from Council** To include any meetings, decision or documentation that maybe relevant to this Committee.

The Clerk has arranged for the 3 A1 Laminated maps to be produced for use during these meetings at a cost £30. These are being produced by MSDC and will list the necessary constraints to help the site assessment process. APPROVED

1. **To discuss next steps regarding the Scoping Report**

**6.1 To receive an update on the housing numbers work – subcommittee report**

Report issued 2nd March

***Slaugham NHP***

***Housing numbers: Evidence at March 2015***

***PARISH STATISTICS****:*

*1.1 Number of households:* ***1,130[[1]](#footnote-1)*** *[2001: 955[[2]](#footnote-2)]. Over the 10 years to 2011 this is an increase of 18.3%.*

*Rough distribution between the four villages: Handcross: 650; Pease Pottage: 400; Warninglid: 100; Slaugham: 50.[[3]](#footnote-3)*

*Housing completions in the 20 years 1991 – 2011* ***257*** *dwellings built,* ***12*** *demolished.[[4]](#footnote-4)*

*1.2 Type of housing: 20111 20012*

*Detached 370 315 +17.5%*

*Semi-detached 384 330 +16.3%*

*Terraced houses 205 155 + 32.3%*

*Flats (purpose built) 166 130 + 27.7%*

*Flats (other) 46 55 - 16.4%*

*Caravan / other temp 6 10 - 40%*

*(Data rounded to nearest 5 (2001) and refers to all housing in Parish, not occupied, so will differ from total).*

*1.3 Home ownership:*

*Owner occupied: 750 655 + 14.5%*

*Social rented 157 115 + 36.5%*

*Private rented 165 100 + 65%*

*Other rented 61 75 - 18.6%*

*1.4 How affordable is housing in the Parish?*

*Number of houses in the lowest Council Tax bands (A, B &C):* ***Parish 43.4%1****.* ***England: 66.2%1****. Council tax bands are set nationally and so can be used to illustrate cost of all local property (not just those sold recently).*

*Housing affordability ratio****: Parish: 20.41; England 15.41.*** *Ratio based on house prices to earnings. This figure based on the lowest quartile (lowest 25%) of those prices to lowest quartile of household incomes, being more representative of groups trying to get on housing ladder. The affordability index of 20 means that lowest quartile house prices are 20 times as high as lowest quartile incomes.*

*Number of people with a local connection on the MSDC Common Housing Register:*

*March 2015 XXX[[5]](#footnote-5) (July 2013 1315).*

***HOW TO DETERMINE HOUSING NUMBERS:***

* 1. *Housing need in the parish over the next 20 years*

*Evidence from Survey etc*

* 1. *Need to conform with MSDC Local Plan*

*“Neighbourhood Plans must be in general conformity with the strategic policies of the Local Plan.”[[6]](#footnote-6) “Neighbourhood Plans and orders should not promote less development than set out in the Local Plan or undermine its strategic policies”6*

*MSDC updated housing figures for District Plan (to 2031): 11,050 new homes in the District, of which* ***1,800*** *to be provided through “natural growth from our villages and towns through the neighbourhood planning process”[[7]](#footnote-7)*

*What proportion of the 1,800 would Slaugham parish be expected to take?*

*\*\*Wait for outcome of meeting with MSDC 27th February on revised figures in MSDC District Plan*

* 1. *Availability of suitable sites*
	2. *Permissions already granted.*

 **6.2 To receive an update on the site assessment work – subcommittee report**

 **Summary of notes from the sub committee**

 **The group worked through the checklist:**

**1**.  Based on the 16.02.15 meeting with MSDC there is no need to do another call for sites.  There is no legal requirement as MSDC has done this.

2.  We did collate and review all sites from SHLAA and came up with a list classified into 3 groups, Developments within a number of years, Commitments (within the planning process) and Sites that have been excluded from the assessment.  Lorette with commendable thoroughness came up with 2 sites which did not feature elsewhere.  We are following up on those.

3.  The government's Planning Guidelines provide a basis how sites will be assessed on an objective basis and we have noted those.

4.  We looked at other NHPs, especially Cuckfield who have done an extremely thorough and professional job.  This in itself raised concerns with all of us.  Having read Cuckfield's NHP and the inspector's review, we were so impressed so with the thoroughness and professionalism of it all we wonder how we can produce anything of that quality in the time and with the available skills.

5.  We have documented our work to date.

6.  The last item presents the greatest challenge and emphasises the need for professional help.  I don't know whether the Comms group can come up with anything.

Members agreed that a closed sub group meeting to discuss the process for assessing sites would be of benefit to all. This was scheduled for the 25th March.

1. **To discuss next steps for the Neighbourhood plan**

7.1 What additional working groups and subcommittees should be formed? None at present

1. **Update NHP Communications Plan**

8.1 Report on the communications subcommittee meeting

**Summary of Notes from the meeting held Thursday 22 January 2015**

Aim - to define a communication strategy that will promote and publicise activities undertaken for our new Neighbourhood Plan to all the residents of Slaugham Parish.

Regular bulletins have been published in the Parish magazine and Parish Council newsletters, along with updates printed in the village notices section of the Mid Sussex Times. However, it has become apparent that not everyone reads these publications; we therefore need to define our target audience and devise ways of reaching everyone.

We will continue to use our regular means of communication, but will now consider the following:

Website / Facebook page /Twitter / Laminated Posters at relevant places in the villages. Leaflet drop to every home in the Parish

RESOLVED to deliver a new website, the group looked at other sites and following a discussion on our particular requirements Mike Whiteford agreed to produce a draft website using a free on line tool Word Press

Options that we can include: e-mail updates / blog – conversation threads for residents. Once agreed by the sub-committee this will be approved by the NDP committee. Bob St George agreed to write a communication strategy document.

**Summary of Notes from the meeting held Thursday 24 February 2015**

The draft web site produced was very good and agreed. A tab to be added entitled “News”. This will allow publication of short updates from meetings and any other relevant news we might want to make public.

The final version of the Sustainability Appraisal Scoping Report has now been sent to Mark Bristow at MSDC, he will now send this on to the relevant statutory bodies for their comments. If all is ok after a period of 5 weeks we will be able to publish this as one of our key milestones achieved. It was suggested that we use this as a suitable launch point for the web site.

We will also create a Facebook page that can link from the web site in order to push this message out to a wider audience. Pete Clark as suggested that we could utilise information available from Facebook to send messages to certain demographics, ie targeted group of people – locals and specific age groups. More investigation is required as to whether this will be possible and if there is a cost involved. Pete will report back to the next meeting if possible.

**Publicity**

Everything we publicise/publish will come from decisions made and agreed by the main NDP committee.

The web site should have an owner and deputy to ensure consistency, all output to be approved by the main NDP committee (e-mail agreement will suffice if necessary).

We discussed the ‘what’, ‘how’ and ‘when’ at some length and decided that we should aim to publish Kim’s article for the Parish magazine and at the same time we push this to the “news” column on our web site and send to the Middy (perhaps not publishing on web site until the day the Middy is issued?)

We also discussed sending the same info via e-mail to local group leaders to enable them to disseminate to their membership if they so wished.

Parish Magazine / Web site / Middy / E-mail to local group leaders for sending out to their membership lists

Using local group leaders gives us the opportunity to send our message out to a wider audience, but without having access to their member lists, there may be data protection issues if we ask for these.

This format would be for any item that may be deemed suitable for publication and ratified by the main committee.

Sally sends out e-mails with information that may be relevant for the “News” column on the web site, so we need to determine what might be suitable and what is not for publication – to be discussed further.

For more high profile issued and/or events where we need attendance, in addition to the above options, we will also prepare a leaflet for dropping through letterboxes, taking the same format and making an A4 poster to be laminated and put up at various points around the Parish. Each village rep to advise the number of posters likely to be needed. Ie appropriate lampposts, pubs, shops, doctor’s surgery etc.

The Parish Council newsletter will also contain updates on a quarterly basis. Other publications are available, but the content and timeline of our messages would not necessarily fit with cut off dates for presentation of copy so not suitable for most information updates.

**Banners**

Some of the committee have not seen the new banners, we will ask for one to be brought to an NDP meeting so as to enable village representatives to judge the size and identify suitable locations within each village for their use.

Ascertain whether permission from Highways is required to put these banners out by the roadside?

1. **Agree Next Steps**

9.1 Update timeline at each meeting, discuss timeline and general election timing

 SH and DL to update the timeline and distribute to members

 9.2 Discuss assignments for the working draft of the new NHP

 DL to review and advise.

10 **Matters for future discussion**

Date of Next Meeting: 6th April 2015

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

1. OCSI Community Profile for Slaugham Parish 2013 (census 2011 figures). [↑](#footnote-ref-1)
2. OCSI Community Profile for Slaugham Parish 2012 (census 2001 figures). [↑](#footnote-ref-2)
3. Calculation by Slaugham Parish Council from Electoral Roll. [↑](#footnote-ref-3)
4. SPC State of the Parish of Slaugham Report October 2012 [↑](#footnote-ref-4)
5. Figures from Mid Sussex District Council [↑](#footnote-ref-5)
6. Para.184 National Planning Policy Framework, DCLG March 2012 [↑](#footnote-ref-6)
7. Letter to Parishes from Norman Webster, Cabinet Member for Planning MSDC 23 February 2015. [↑](#footnote-ref-7)