



STEERING COMMITTEE

Minutes 6th February 2017

A meeting was held in Ashington Community Centre, on Monday 6th February 2017 commencing at 8pm.

Present: Nigel Spiers, Di Clarke, Tiena Currell, Graeme MacPherson, Colin Hoare, Clare Barker, Mary Davis, Tony Moss
Neighbourhood Plan Clerk: Karen Dare
Apologies for absence: Brian Clarke & Mike Humphrey.

Karen Dare (Neighbourhood Plan Clerk) had previously prepared and circulated an agenda.

Karen Dare informed the Committee that Tony Moss had been invited to join as he was interested in becoming involved with the Neighbourhood Plan. All agreed and welcomed Tony to the team.

Karen Dare updated the committee on activities since the last meeting:

- a. Meeting with HDC and HDC workshop – had been attended by the Clerk & Tiena Currell. Notes had been circulated to the Steering Committee. Whilst it was appreciated that HDC are offering a more hands-on approach it was felt that, given their limited resources, actual help would be limited. HDC had recommended the appointment of a Planning Consultant and it was agreed that this would ensure that the project progresses to completion swiftly.
- b. Housing Needs Survey – HDC have recommended that Parishes have an up to date Survey done and follow the AECOM format. This is not something that can be done by the Steering Committee or Clerk. It was agreed that this is discussed with Planning Consultants.
- c. Updated project plan – a draft had been prepared by the Clerk. There has been some slippage due to various reasons (review of work following Henfield decision, time consuming survey preparation etc). It was still anticipated that the first draft of the Plan would be ready by the end of December 2017.
- d. Call for sites – the Clerk had circulated a draft document detailing a proposed strategy for Part 1 site selection. The criteria are based entirely on the HDPF policies. Given that 26 sites have been submitted and some are within the BUAB, some abutting and others are isolated it was agreed that, in line with the HDPF, any new housing developments within Ashington (a medium village in the settlement hierarchy) could easily be accommodated within or abutting the BUAB. Therefore all sites ISOLATED from the BUAB and proposing housing development will be rejected and not progressed to Part2. Any sites isolated from the BUAB but proposing business development in order to support an

existing, viable rural business on that site would not be rejected at this stage but would be required to demonstrate in Part2 how their proposal is essential to their location. The Clerk will prepare formal documents/letters and will write to all site owners/developers to communicate the Steering Group decisions and will provide a period of time for 'appeal' against rejection.

Part 2 questionnaires cannot be completed by landowners/agents until the Housing and Community Needs of Ashington are known.

- e. Detailed Questionnaire – the Clerk and Tiena Currell had circulated the first sample from the Printer to the Steering Group. All comments from the Steering Group, Focus Groups, Community Groups, Parish Councillors had, as best as possible, been incorporated into the final version of the Survey (v15). Proof reading would be done by 7/2 and then printing can take place.

The following next steps were agreed:

- a. Detailed Survey – Delivery is expected to take place week commencing 20th Feb, return date 20th March. Tiena will analyse the results. A Press Release has been written by the Clerk and a publicity plan prepared by Clare & Tiena. Tony Moss suggested a 'thermometer' poster outside the Co-op so that residents can see how many Surveys have been returned and prizes claimed.
- b. Young people – a final draft survey has been sent to the Youth Worker, Neville Clark & the Youth Club Chairman. The Clerk is just waiting for their approval before distribution. An online version will be made available. Distribution will be via clubs, social media, schools etc
- c. Planning Consultant – the Clerk & Tiena have a Skype call with one consultant on 8th February, another had been contacted but had not yet responded.
- d. Formal documents –the NHPlan Clerk has begun the process of identifying and writing up the formal documents that are needed for the NHPlan.
- e. Planning Workshops will be held whereby landowners/agents/developers would present their development proposals to Ashington residents.

AOB:

- 1. Neighbourhood Plan dates: The Clerk had begun preparation of evidence documents to support the NHPlan. She had drafted a document of houses built in Ashington 2001-2016 and had circulated to the Steering Group and Parish Council for their comments (to identify any she had missed). Whilst Ashington had significant, strategic, developments (@600 homes) in 1998-2000 the period 2001-2016 was agreed by the Steering Committee to be representative of normal organic growth of the village. It was agreed that the 'start date' for the Neighbourhood Plan should be 1st January 2017 and that all permitted applications 2001-2016 (whether actually built or not) would not be included in the Neighbourhood Plan numbers. Any permissions 2017 onwards would be counted within the Neighbourhood Plan (including the appeal, if successful, for 77 homes at Chanctonbury Nurseries scheduled for March 2017)

The next meeting will take place next month.

Signed:

Date: