



MINUTES: NEIGHBOURHOOD PLAN - STEERING GROUP

Date: Tuesday, 05 May 2016; **Time:** 7pm

AGENDA:

1. Apologies
2. Minutes: Appoint a minute taker. Approve minutes from previous meeting (5 April 2016).
3. Review of Actions
 - 3.1 Parish Housing Development Site(s).
 - 3.1.1 Outcome of meeting with Chichester District Council Officers regarding sites.
 - 3.1.2 Approve publication of site survey material and the *Neighbourhood Plan Household Survey and Housing Needs Assessment* (March 2016) on the Parish Council website Neighbourhood Plan section.
 - 3.1.3 Approve site selection and recommendation to Parish Council (draft attached).
 - 3.2 Appointment of a consultant.
 - 3.3 Review of Budget - Locality Funding
 - 3.4 Draft Neighbourhood Plan.
 - 3.4.1 Appointment of consultant to assist with review of evidence base, draft plan and policy-writing.
 - 3.4.2 Current state of draft Plan.
 - 3.4.3 Draft policies – based on evidence gathered, surveys and consultations.
 - 3.4.4 Further work / evidence gathering needed.
 - 3.5 Ifold Village Design Statement (VDS)
 - 3.5.1 Production of VDS for Ifold progress.
 - 3.5.2 VDS policies
4. New Matters
5. Date of Next Meeting

Present: Plaistow & Ifold Parish Council: Sara Burrell (SRB) – Chairman; Councillors: Vivien Forwood (VF) and David Ribbens (DR); Denise Knightley (DK) - Chichester District Councillor – Plaistow Ward; Plaistow Village Trust: Suzanne Hounslow (SH); Ifold Estates Limited: Christine Gibson-Pierce (CGP); Residents: Bill Townsend (BT)

7.15PM The meeting opened.

1. Apologies: Sallie Baker (Deputy Chairman, Parish Council); Clarissa Bushell, Sophie Capsey (Parish Councillor); Phil Colmer (Parish Councillor); Beverley Weddell (Parish Clerk); Richard Wyatt (Plaistow Village Trust); Malcolm Frost (Ifold Estates Ltd.) and Angela Jeffery. Suzanne Hounslow advised she would be late.

2. Minutes: CGP took minutes. Minutes from the previous meeting, 5 Apr 2016, were approved with no suggested comments or amendments.

3. Review Of Actions

3.1 Parish Housing Development Site(s):

3.1.1 Outcome of meeting with Chichester District Council Officers regarding sites.

It was reported that Steering Group members had met with Chichester District Council - Mike Allgrove (Planning Policy Manager) and Valerie Dobson (Neighbourhood Planning Officer) on the 21st April 2016 at Council House in Chichester. They had been sent a copy of the *Neighbourhood Plan Household Survey and Housing Needs Assessment* (March 2016) in advance of that meeting. Mike Allgrove advised they are delayed in their *Site Allocation Development Plan Document* (DPD). They apparently must go back to cabinet for approval over some point and then will go out again for further consultation. It's thought it would delay the DPD to approximately September 2016. This affords Plaistow & Ifold Parish time to make progress with our Neighbourhood Plan where it can be considered as having some weight if not yet made. However, Chichester District Council still require a pre-submission stage document from the Parish in order for the site selected by Chichester District Council in their DPD to be replaced with the site or sites the Parish endorses.

7.15PM SRB joined the meeting.



All the sites identified in the second sieve were discussed with Chichester District Council. Advice was sought over the new site of *Land proposed at Foxbridge Golf Course*, given its current use class (D2 Leisure) and the remoteness of the location to the other settlements in the Parish. The two sites that the Steering Group had indicated they would like to propose to be taken forward (Land adjacent to Todhurst, Plaistow -and- Little Springfield Farm - Brownfield, Ifold) were presented to Chichester District Council. Mike Allgrove encouraged the Steering Group to present a proposal to the Parish Council to vote on the two sites recommended and for that proposal to be ratified.

A July deadline has been agreed with Chichester District Council for an informal review of the Draft Neighbourhood Plan.

3.1.2 Approve site selection and recommendation to Parish Council

A draft proposal based on the recent survey report and comments from the public consultations had been distributed to the Steering Group members prior to the meeting. The group present went through the draft proposal in detail, in order that it be ready to be presented to Parish Councillors in advance of the meeting of the full Parish Council on 17 May 2016. It was agreed that a copy would also be sent to each landowner whose site has been identified and assessed.

A question was asked if the evidence base used for Little Springfield Farm (Brownfield) included the comments raised on the 2014 planning application. It was pointed out there were no objections raised for that planning application and that it had received approximately 34+ letters of support. There was a concern expressed that the comments raised related only to that particular planning application. But it was agreed that it did present a premise that many parishioners were accepting of housing development at that site.

It was pointed out the first task Colin Smith Planning will do, will be a review of the Parish evidence base and to identify if any gaps did exist. But if any gaps, it does not stop the Steering Group from gathering further evidence via workshops and/or information sessions to gauge community opinion to the site going forward. It was noted many of the letters of support for the planning application at Little Springfield Farm did make specific mention that housing development at that site was good use of brownfield. It was also pointed out that the NPPF promotes use of brownfield and this is very well evidenced, therefore the recommendation of the Brownfield looked to comply with National and Local Policy. It was pointed out that there is also a brownfield policy within the Plaistow Village Trust documents.

The group agreed that if two sites went through simultaneously then the 30% affordable would be more appropriate to place on the Site: *Land Adjacent to Todhurst*, because of its location in Plaistow which has the most services and facilities in the Parish and therefore is more sustainable than Ifold.

The group agreed that if the Site: *Land Adjacent to Todhurst*, goes forward there would need to be a review of car parking and access requirements through the Nell Ball housing estate to improve alleged problems and that this should be specified in the proposal as a condition of development.

An amendment was recommended for the proposal that it specifically noted the site preference of residents is only part of the decision making for the site selection but that sustainability criteria must also be referenced.

The members present reviewed further and amended the Draft proposal. ONS Census data comparisons 2001 and 2011; and key findings from the *Neighbourhood Plan Household Survey and Housing Needs Assessment* (March 2016) were to be included. Sustainability criteria was inserted to the proposal, to further explain how the Steering Group determined the sites and that it was not just the element of residents' site preference that decided site selection.

7.43PM Suzanne Hounslow joined the meeting.

A discussion took place on what services were available in Shillinglee and Durfold Wood and the proposal was amended accordingly.

A discussion took place regarding the January-February 2016 survey process and if it were necessary to include that level of detail in the proposal. It was thought that as that information is available in the evidence base, the proposal should be kept to a précis level.



It was asked if there were adequate clarification in the proposal as to why Little Springfield Farm (Brownfield) appeared as a proposed site when it wasn't in the 1st and 2nd sieves. It was agreed that it was sufficiently explained in the proposal that some sites were immediately discounted during the site mapping exercise of 2014, as they were unavailable. That was the case with the Brownfield because it had entered a planning process independent of the Neighbourhood Plan process. That if Parish Councillors wanted further clarification, members of the Steering Group should be present to answer questions and they could also direct Councillors to the appropriate sections in the evidence base.

A discussion took place on the required amendments to maps for the two sites being proposed. The map for site: Land Adjacent to Todhurst, should be redrawn (using Parish Online), to show the entire site is to be allocated in addition to the land alongside owned by Hyde Housing Association (which has a Chichester District Council covenant that specifies the land may only be used to meet housing need). There should also be clear demarcation to indicate the part of the site that will be kept as public green space (naturalized) – the purpose is to maintain the rural aspect of the area, provide a buffer for the listed properties nearby and for the habitat/ecology. The group discussed again points to take into account in the draft plan such as the area which will need further investigation matters like the electricity sub-station. The site is naturalized with some mature trees along the boundary that would be important to protect. The Group noted that draft Plan should accommodate and address the issues of the parking/access in Nell Ball.

The map for the site: Little Springfield Farm (Brownfield) will be amended to include the area of the former entire B2 (general industrial) and B8 (storage & distribution) use class and the addition of a small, grassed area adjacent to the stream (the purpose of which is to allow better development layout).

The proposal was amended to state that the proposal was for two sites with a minimum of 6 units on each to meet the parish housing allocation of a minimum of 10 units (which may be one site of a minimum of 10 units or two sites of a minimum of 6).

A discussion on amendments need took place regarding referencing parts of the site preferences survey outcome in the proposal and also to the *Strategic Housing Land Availability Assessment* (SHLAA) that has been completed for each site. The group clarified further in the proposal as to why sites were discounted and not taken forward. Mention was made where a site did not meet the sustainability criteria. The group noted in the proposal that the only reason the site: Little Springfield Farm (Brownfield) was being proposed was because it is a brownfield. The Steering Group was not recommending the Ifold Settlement Boundary be changed in proposing this site be taken forward.

A discussion took place regarding the Further Considerations for each of the sites being proposed. Specific mention was made regarding the Nell Ball parking issues.

It was agreed to include the definition of Affordable Housing from the Local Plan in the appendix. Specifically because it was a broad definition and encompassed groups such as first time homebuyers, part rent/buy as well as housing association. A discussion took place on the percentage of affordable housing being proposed for the Todhurst site because of the 4 people on the waiting list. This calculated to be 60% because of the policy of 30% affordable. The proposal was amended accordingly.

ACTION: CGP to amend and update the Draft proposal to Parish Council and reissue to the Steering Group for comment and/or further change.

ACTION: The Steering Group to write to each landowner with a copy of the proposal to Parish Council one week before the full Parish Council meeting.

ACTION: BW, Parish Clerk, to distribute the proposal to every Parish Councillor with the meeting agenda one week ahead of the full Parish Council meeting.

3.1.3 Approve publication of site survey material and Parish survey on Parish Council website. Once amendments have been made to the draft proposal to the Parish Council and a new version sent to members of the Steering Group for final comment, the final version will be sent to the Parish Clerk with the site maps to upload to the Parish Council website.



3.2 Appointment of a consultant.

- Colin Smith Planning is being appointed by the Parish Council as consultant to assist the Steering Group with review of the evidence base, to draft the Neighbourhood Plan and policy-writing.
- A meeting has been scheduled 10th May 2016 to agree Terms of agreement between the Parish and Colin Smith Planning. Specifically tasks, expected deliverables and timescales.

3.3 Review of Budget - Locality Funding: No updates regarding budget. The technical support application for a Site Options & Assessment for the proposed sites, was still being determined by *Locality* (DCLG).

3.4 Draft Neighbourhood Plan

The group reviewed a list of draft proposed objectives and policies, which was based on the evidence gathered, surveys and consultations to form the direction. The agreed list of objectives and policies list would be given to Colin Smith Planning.

Local History: It was discussed that the history of the Parish and individual settlements was important to incorporate in the draft Plan but in a more succinct way, because it explains why some of the policies are being proposed. It was suggested to upload some of the history information to the Neighbourhood Plan website for additional information.

Settlement Boundary: It was agreed to state the Neighbourhood Plan will retain the Ifold Settlement Boundary and that no change to the existing Settlement Boundary is proposed to be introduced, nor is a settlement boundary being proposed to be introduced for any other settlements. A discussion took place on sustainable development and the settlement hierarchy, with Plaistow first because in terms of sustainability it has the higher hierarchy due to having more facilities and services. A discussion took place regarding what countryside policies mean (which is applicable for Plaistow, Durfold Wood and Shillinglee). There is a presumption in favour of no development where countryside policies apply and any development has to meet a very tight criteria for development for example, that it is specifically need for agricultural purposes.

Windfall Policy: It was thought if the Ifold Village Design Statement had a specification of housing density for development within the Ifold Settlement Boundary with the evidence in place to justify such a criteria, perhaps a windfall policy was not needed. It was left undecided and to discuss with Colin Smith Planning. The objectives / policies draft was reviewed further: Building for Life standards were discussed but it was noted there is a CDC policy in place. It was agreed a light pollution policy was needed but thought not dark skies. The CDC *Existing dwellings in the Countryside* policy was considered not specific enough and that the Parish had a need for a localised policy to reduce the impact of small dwellings being demolished and replaced with much larger and imposing dwellings which are impacting the countryside and wildlife. It was suggested to refer to the Waverly Borough Council / Mole Valley footprint / green belt policy for guidance.

It was suggested a policy for a portion of CIL payments the Parish Council gets from windfall development within Ifold estate should go to Ifold Estates Ltd. to assist road maintenance.

Open Green Space: Discussion took place regarding some sites that have been assessed for potential public open space for Ifold settlement.

The group reviewed the remainder of the draft list of objectives and policies.

ACTION: CGP to email draft plan outline / objectives / policies to Colin Smith Planning. [Completed]

3.5 Ifold - Village Design Statement (VDS): No additional work has been progressed on the Ifold VDS. It was agreed to wait until the draft outline of the Plan could be reviewed with Colin Smith Planning. It is still part of the Steering Group's scope to produce the VDS but the group agreed to ask Colin Smith Planning to review it. It was noted to make use of the 30 day agreement with Colin Smith Planning and for 2-3 days to be allocated for review and comment on the Ifold VDS.

4. New Matters

A discussion took place on Green Infrastructure (Local Green Spaces) was mentioned. The Steering Group were tasked with identifying the spaces and assessing them.

5. Date of Next Meeting: to be advised.
10.15PM The meeting closed.