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SOUTHWATER PARISH COUNCIL

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CONFIDENTIAL MINUTES

The Confidential Minutes of the NEIGHBOURHOOD PLAN STEERING GROUP meeting held on Tuesday 28th November 2017 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

NP31/17	APPOINTMENT OF BARRISTER TO UNDERTAKE A LIGHT TOUCH HEALTH CHECK OF THE NEIGHBOURHOOD PLAN
	<p>To confirm the appointment of a Barrister to undertake a ‘light touch’ health check of the Pre-Submission documentation once drafted. The cost of the Barrister being £1275 - £1750. John Mace asked that it be noted that the committee had asked for a copy of any subsequent letter of engagement/brief to the Barrister.</p> <p>ACTIONS – Steering Group recommends the appointment of a Barrister to the Parish Council the cost of which being £1275-£1750 + VAT in relation to a ‘light touch’ audit pre public consultation. A copy of the Barrister’s brief/letter of engagement to be copied to the Steering Group.</p>
NP32/17	HOUSING NEEDS ASSESSMENT
	<p>The AECOM Housing Needs Assessment had been signed off by Locality (who funded the report) and issued to all Steering Group Members in time for the meeting. Until this report is signed off by the Parish Council it remains confidential.</p> <p>Andrew Metcalfe confirmed receipt of the Final Housing Needs Assessment which specified between 422-460 houses with this number including elderly care accommodation. The Group could also decide to increase these figures to say, 500 or more if it was considered appropriate.</p> <p>The Neighbourhood Plan is required to be in general conformity with the Local Plan and in conformity with the National Planning Policy Framework. The Local Plan specified that there should be 1500 houses from Neighbourhood Plans across the Horsham District and we</p>

	<p>therefore need to deliver at least the figure provided by the HNA.</p> <p>Geoff Cole asked whether the document dealt with any shortfalls e.g., the general feeling was that the community needed smaller homes. Andrew Metcalfe confirmed that the HNA clearly sets out the current housing stock and size and type of dwellings required in the future, this includes a significant amount of smaller units.</p> <p>A discussion then took place on infrastructure requirements and potential CIL Contributions that could be generated by the required residential development. Andrew Metcalfe conceded that in general terms the more housing a community took the more CIL funding should be received.</p> <p>ACTION: The Chairman thanked Andrew Metcalfe for his work in chasing AECOM and Locality and Locality for providing the funding for the report from AECOM.</p> <p>ACTION: The Housing Needs Assessment was duly APPROVED and ADOPTED by those present.</p>
NP33/17	SITE ASSESSMENTS AND DEVELOPMENT OPTIONS
	<p>Enplan provided an update on the results of the site assessment work. Andrew Metcalfe produced a number of options regarding all sites put forward in terms of them meeting the tests required. He also produced a scoring sheet for use by Members and this was thought useful in terms of identifying the number of potential houses.</p> <p>A lengthy debate took place in relation to the options, with the pro's and cons of each option provided, it was pointed out that it may be that none of the options offered may provide what the Group considered appropriate.</p> <p>The Government's proposed standard methodology for calculating housing need and the potential implications of this in terms of the Neighbourhood Plan were discussed. It was confirmed that if the plan was not submitted by 31st March when the standard methodology is proposed to come into use that, from this date, the housing figure is likely to jump to 1,082 homes being required compared to 422-460 as set out in the Housing Needs Assessment.</p> <p>After much discussion it was felt by the Group that Option 6 was the preferred one. This looked to provide circa 650 homes subject to certain new infrastructure being achieved. The Group felt that another site could be brought into the scenario dependent on whether this was required to achieve the required infrastructure.</p> <p>Members felt that the community were likely to be upset by the news</p>

that 420+ houses needed to be allocated within the parish. The concerns of the community were likely to be heightened as the chosen option looks to allocate more than the number of houses required. This was discussed at length by the Steering Group but it was confirmed that the number of new homes in option 6 was dependant on the delivery of vitally needed infrastructure in the locality.

Another matter considered was the fact that Horsham District Council is seeking to allocate more sites in the near future and Southwater may feature in future allocations.

The Planning Inspector at Examination had stated that Southwater was unconstrained in terms of future development and Southwater was therefore contained in the Local Plan as second after Horsham in terms of sustainability.

Members felt that it would be far better for the community, through the Neighbourhood Plan, to have more control if possible over matters such as vital infrastructure. The general feeling from those present was that in the past the District Council had failed to deliver infrastructure for the community of Southwater.

Moving forward there would need to be much engagement with the local community which would be of high importance and both Parish Councillors and Steering Group members would have to go out and explain the situation they had found themselves in and the implications of not producing a Neighbourhood Plan. It was imperative that the community got behind the Plan in order to have it pass at referendum where more than 50% of those voting would carry the plan.

Chris Carey informed the Group that dependent on viability and density and the size of housing the community through its Parish Council, could gain by receiving 25% of the CIL contribution a sum of approximately £2.5M or more, to put towards the future needs of the community.

ACTION: It was AGREED by the Neighbourhood Plan Group that a figure of circa 650 be included in the Neighbourhood Plan so long as vital infrastructure was delivered. Mr.Metcalf was instructed therefore that the Draft Neighbourhood Plan Policy should enable such development.

ACTION: That the appointed consultant Andrew Metcalfe and the Clerk hold initial discussions with the relevant developer(s) to make enquiries about both density and viability in terms of required infrastructure.

NP34/17	DEVELOPMENT OPTIONS
	To discuss and consider development options that could be included in

	<p>the plan. The Steering Group needed to arrive at a preferred option for inclusion in the pre-submission plan.</p>
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This was taken with Item 5 on the Agenda.