

**Notes of Neighbourhood Plan Task Force meeting to discuss how to receive comments on the sites put forward through the call for Sites II  
Meeting held on Monday 7<sup>th</sup> January 2104**

**Attendees**

Ken Allfree, John Cull, John Downe, Sylvia Downe, Keith Faricy, Neil Greatorex, Anne Halligey, Marion Jones, Sylvia Limerick, Andrew Perkins, Lesley Perkins, Trevor Swainson, Stephen Sykes, Shaun Taylor, Melvyn Willie, John Young

Apologies were received from Kathy Brown, Paul Brown and Anne Gunter

**Documents used in the meeting:**

- Email outlining purpose of the meeting
- Notes of Task Force Meeting held on 2<sup>nd</sup> December 2013
- Neighbourhood Plan Map identifying location of each site identified through the Call for Sites II
- Call for Sites Spreadsheet highlighting minimum and maximum housing numbers proposed at each location
- First draft to help identify specific questions to be addressed by site proposers at Parish Open Q&A session. Same document also provided task force with initial site assessment comments received from MSDC
- First draft to help identify Notable Characteristics for each Site
- First draft to help identify a Checklist Form to be used by local residents to provide comments at the exhibitions. (To be linked to the Neighbourhood Plan Sustainability Objectives)

It was confirmed that the view of the Task Force in December was that the 50-60 houses identified was for the 15-20 year lifetime of the plan although some front loading was probably necessary to satisfy some of the local sustainability issues identified.

Letters had been sent out to landowners who had been identified in October 2013 as well as those who had responded to the previous Call for Sites. Responses had been received from all who had substantive plots to propose. These responses have been used to update the Call for Sites spreadsheet and the location map.

The Task Force now needs to consider the process for receiving feedback on each of these sites from local residents. These comments will help the Task Force identify Site/s for New Homes policy wording to be used in the updated draft of the Neighbourhood Plan that will then need to have a further 6 week public consultation.

Following the last meeting the timetable has been reviewed. Based on the current position and the necessary steps in the legal process it is unlikely that the plan will be ready for referendum towards the end of 2014.

It was agreed to have an open meeting where landowners/developers could answer specific questions provided by the Task Force followed by a brief period of open Q&A for each site.

It was agreed that landowners/developers should respond to specific written topics and questions rather than be given the floor to present their case. This should allow a more level "playing field" between landowners/developers.

Each landowner/developer would have 10 minutes to address the topics followed by a 5 minute Open Q&A.

**Key Questions for all landowner/developers**

- What is the overall concept of your proposed development?
- What numbers and types of dwellings are you proposing for the site?
- What is the timescale/phasing of your proposed development?

- Highways issues are very important to local residents so what will be the access arrangements to your proposed site?
- What will the proposed development give back to the local community?

The Open Q&A meeting will be held on the evening of Monday 3<sup>rd</sup> February. After this meeting if landowners/developers feel they wish to make further points this can be done in writing. members of the public should use the Checklist Comment Form.

Following the session there will be 3 exhibitions (in West Hoathly, Sharpthorne and Highbrook) where residents can look at location maps, key characteristics of each site and feedback their comments via a standard Checklist Form.

These exhibitions will be held the same week as the Open Q&A, probably on Wednesday 5<sup>th</sup>, Thursday 6<sup>th</sup> and Saturday 8<sup>th</sup> February. Landowners/Developers will not have any formal role at these exhibition events.

It was felt that in feedback to landowners/developers they should be given as much detail on the overall process as possible.

Members of the Task Force felt that it would be valuable if they could visit each site. It was also felt to be important that MSDC officers visit each site as part of their site assessments and do not rely purely on desktop surveys.

It was noted that many of the sites can be viewed from the roadside but that landowner permission would be needed to go on site. Helen Schofield will see if landowners will agree to Task Force members and MSDC officers accessing their land during the next week.

The Task Force need to review the Site Specific Questions list, Notable Characteristics and Checklist Form so that the important information is presented in as simple, factual way as possible. Suggestions should be sent to Helen Schofield.

**Note:** the Site Specific Questions document includes the initial assessments prepared by MSDC. These will not be part of the documentation sent to landowners/developers but will be used to inform the site specific questions they will be asked.

On any documents used, where MSDC have initially indicated suitability or otherwise this was felt to be emotive at this stage and would be removed so that it did not influence local residents

#### **Promotion of the February events.**

It was agreed that there should be a full page promoting the event in the next issue of the Chronicle. The HoathlyHub will also be used and there should be posters put up around the parish. Any promotional materials produced will use the location map to help engage local people in the issue.

#### **Timetable.**

Promotional material – Chronicle page needs to be with the editors by **14<sup>th</sup> January**, Posters need to be ready by **21<sup>st</sup> January**.

Site Specific Questions List suggestions should be sent to Helen by **14<sup>th</sup> January** so they can be forwarded on to the relevant landowner.

Notable Characteristics suggestions should be sent to Helen by **28<sup>th</sup> January**

Checklist Form suggestions should be sent to Helen by **21<sup>st</sup> January**

A sub-group of Sylvia Downe, Neil Greator, Stephen Sykes and John Young agreed to review the Checklist Form. This will need to be ready by **28<sup>th</sup> January**.

For the exhibition the following material should be available:

- Checklist Comment Forms,
- Location Maps,
- List of Notable Characteristics,
- Satellite Google maps for each proposed location
- MSDC Site Assessment details

There should also be an overall display of the sites and new homes requirements

John Young offered to help with the copying and printing of materials.

Following this week of information gathering the Task Force will need to use the information to assess each site against the Neighbourhood Plan Sustainability Objectives and agree some proposed wording for one or more Site for New Homes policies to be included in a second version of the draft Neighbourhood Plan which will then need to be publically consulted upon.

**Note:** as proposed in the email about this meeting a further Task Force meeting is set for March 4<sup>th</sup> (venue to be confirmed). Prior to this meeting all feedback comments collected will be collated and distributed to Task Force members.