



ARDINGLY PARISH COUNCIL

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Minutes of the meeting of the Neighbourhood Plan Committee held on 25th November 2013 at 7.30 pm in the Reading Room at Hapstead Hall, Ardingly

- Present:**
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| Mr W Meldrum (Chair) | Mr N Moorey (NM) |
| Mrs S Chapman (SC) | Mrs R Chalk (RC) |
| Mr G Ruse (GR) | Mrs S Karle (SK) |
| Mrs F Rocks (FR) | Mr P Simpson (PS) |
| Mrs B McNaulty (BMC) | Mrs. S Frohmader (SF) |
| Mr T Clement (TC) | Mr D Hadden (DH) |
- In Attendance:** Mrs S Mamoany (Clerk)
 8 members of the public

1.	<p>To accept apologies for absence</p> <p>Mr M Brixey, Mrs P Dennis, Mr D Walker, Mrs A Howell, Mr K Monk</p>	
2.	<p>Declaration of Interests</p> <p>SC declared a prejudicial interest on housing sites. SF declared a prejudicial interest in items relating to Butchers Field PS declared a prejudicial interest in items relating to Butchers Field SK declared a prejudicial interest in items relating to Standgrove</p>	
3.	<p>To confirm and sign the minutes of meetings held on the 6th November 2013</p> <p>The minutes of the meeting held on the 6th November were amended as follows: Paddy Jackson should read Jackman and ‘it was noted that the Chairman had sent a letter objecting to Butchers Field, not Standgrove.’ SK felt that in item 7 the information provided was not detailed enough, therefore amendments were made and agreed to reflect this. The minutes were then AGREED and signed by the Chairman as a true and accurate record.</p>	

4.	<p>Matters arising from previous minutes</p> <p>No matters were arising.</p>	
5.	<p>Report from MSDC Neighbourhood Plan Workshop – 18th November 2013</p> <p>SC attended the workshop on behalf of the Chair who was unable to attend. Topics covered included the District Plan, the Slaugham Public Hearing and progress reports on other Neighbourhood Plans in the area.</p>	
6.	<p>To discuss response received from Ardingly College</p> <p>Following the meeting held in October with WM, DH and the Clerk, a response was received from Ardingly College. The points below were read out by the Chairman.</p> <p>Allotments - An area of land had been offered adjoining College Farm Cottages on the corner of the Reservoir Road with College Road. The total land area of 3290m² based on a full plot size of 250 m² could provide 10 full size plots or 20 half size plots. This would be let to the Parish Council on a relatively short term basis, suggested term 5 years. Parish Council would be responsible of any planning applications and costs of servicing the land in terms of utilities and in providing appropriate means of access and car parking should this be required. It was discussed that grants were available for setting up allotments and that although the site was not ideal as it was not centrally located within the village, it was probably workable.</p> <p>Footpaths – Ardingly College is willing to work actively with the Parish Council and Neighbourhood Plan Committee to improve footpath links to the reservoir and they suggested that the following text could be incorporated into Policy 3 to reflect this - <i>‘In association with this allocation Ardingly College have confirmed that they will work with the Parish Council to improve the network of publicly accessible paths that cross land under the control of the College with a view to enhancing links to the wider public footpath network and the reservoir’</i>. This suggestion was discussed and AGREED that it would be added to the Policy text.</p> <p>Rear Portion of Standgrove Field - Ardingly College wished to point out that they had made no formal offer to transfer the freehold ownership of the rear undeveloped portion of the field to the Parish Council. However, they confirmed that they had offered to make it available for informal recreation for village residents in perpetuity and are happy for it to be designated as a Local Green Space under Policy 6 to ensure it is protected from future development. The issue with actual transfer of ownership of this land could raise issues with the Charity Commission who have to sign off any such transactions and as such the College would prefer not to have to incur further costs by taking legal advice on the matter. They intend to retain overall ownership and in doing so would retain responsibility for ongoing maintenance of the field, as the grass and hedges would need regular cutting.</p>	

	<p>Local Employment Numbers – Ardingly College confirmed that they employ approximately 400 people and the vast majority of these live within a 10 mile radius of Ardingly. They confirmed that they currently have 68 employees who live within the village and a further 17 retired former members of staff also live within the village.</p>	
7.	<p>To discuss and agree revisions to Housing Strategy Background Document</p> <p>Following the last meeting, the revised final document had been circulated to all members showing the minor amendments in mark-up to reflect the information provided by MSDC. The Chair went through the document and it was approved and unanimously AGREED to accept all the amendments.</p>	
8.	<p>To discuss and agree final Site Assessment Report</p> <p>Following the last meeting, the revised final document had been circulated to all members and with the addition of appendix numbers and a further map the document was approved – 11 AGREED and 1 voted against.</p>	
9.	<p>To review and agree submission Neighbourhood Plan</p> <p>Following the last meeting the revised document had been circulated to all members and changes shown in mark up. The document was changed from the pre-submission to submission and the text amended to reflect this where necessary. The Chair read through the document and the following points were noted.</p> <p>Policy 3, where minor amendments were made due to the removal of Appendix C, it was agreed that a second bullet point should be added regarding an appropriate landscaping scheme.</p> <p>4.12 was amended to add an additional sentence on landscaping, as agreed.</p> <p>4.13 was inserted relating to footpaths and Ardingly College confirming that they would work with the Parish Council to improve footpath links as detailed in point 6 in the minutes.</p> <p>Policy 18 Traffic Management was amended to remove the word ‘core’. The following text was changed to reflect the fact that the Traffic Appraisal document was approved for consultation and had not finally been approved by the Parish Council and the word ‘core’ removed.</p> <p>Policy 20 Ardingly Rail Depot was amended to reflect comments received by WSCC and ESCC. The sentence was removed relating to Policy 39 of the West Sussex Minerals Local Plan.</p> <p>Policy 22 South of England Showground was amended in bullet point 5 and additional wording added to the following text regarding Section 52 and Premises License.</p>	

	<p>The Chair asked for any further comments or thoughts and none were forthcoming. The document was approved – 11 AGREED and 1 voted against.</p> <p>The Chair noted that the time was 8.30 pm and the extraordinary Parish Council Meeting was due to start at this time, it was confirmed it would follow on from the end of the Neighbourhood Plan Committee meeting.</p>	
10.	<p>To review and agree submission Sustainability Appraisal</p> <p>Following the last meeting the revised document had been circulated to all members and changes shown in mark up. The document was changed from the pre-submission to submission and the text amended to reflect this where necessary. The Chair read through the document and the following points were noted.</p> <p>Wording on objective 5 on Policy 3 had been removed to reflect the position that a SANG was not possible and the scores were then made the same on both A & B options.</p> <p>SK noted that she still objected to the scores relating to Policy 3 as discussed in the previous meeting. The Chair reiterated that the Committee had previously discussed and voted on these points.</p> <p>The document was approved – 10 AGREED, 1 voted against and 1 abstained.</p>	
11.	<p>To review and agree Consultation Statement</p> <p>The final draft of the Consultation Statement was circulated to all members. The document was approved – 10 AGREED, 1 voted against and 1 abstained.</p>	
12.	<p>To review and agree Basic Condition Statement</p> <p>The Basic Condition Statement had been drafted by Neil Homer of rOCH Ltd and circulated to all members. The document was approved – 11 AGREED, 1 abstained.</p>	
13.	<p>Health Check</p> <p>The Clerk confirmed that Fortismere Associates would be able to carry out the Health Check in the timescales required. It was therefore proposed to use Karen Moore of Fortismere Associates to carry out the Health Check and 11 AGREED and 1 abstained.</p> <p>Following advice from MSDC the documents would also go straight to them once the amendments had been made so they could review the documents to check they conform with the basic requirements prior to the commencement of the consultation period which will last for 6 weeks. An examiner will then be appointed.</p>	

14.	Items for information or inclusion on future agenda No items	
15.	Date of next meeting It was agreed that Committee Members would be advised of the next meeting date, nearer the time as it will be dependent on progress made with MSDC. A timetable was circulated of the timescales that the Plan hoped to meet. The meeting closed at 8.50 pm.	