

All minutes are draft and subject to approval at the next meeting

## FERRING PARISH COUNCIL

### Neighbourhood Plan Implementation (including 3 x CRTBO's) Meeting (Advisory Powers only)

#### Minutes of the Neighbourhood Plan Implementation (including 3 x CRTBO's) Committee Meeting held at 7.00pm on 17<sup>th</sup> February 2020 at the Parish Office

Present	Councillors	Carole Robertson
		Peter Coe
		Ruth Sims
		Stephen Abbott
		Roger Elkins
		Lesley Young
		Elizabeth Perry
		Sally Crathern
		John Tero
	Retirement Club	Lilian Holdsworth

1	<b>Apologies for Absence</b> Apologies were received from Councillors Clare Royal & Terry Jackson.	
2	<b>Declarations of Interest</b> Councillor Ruth Sims & Carole Robertson in their capacity as a Director of the Glebelands declared an interest. Lilian Holdsworth, Retirement Club in her capacity as a Director of the Glebelands declared an interest. Councillor Roger Elkins in his capacity as a WSCC Cabinet Member declared an interest.	
3	<b>Public Question Time</b> There were no resident questions.	
4	<b>To confirm the minutes of the last meeting held on 25<sup>th</sup> November 2019</b> The minutes were agreed as the correct record and signed by the Council Vice Chairman.	
5	<b>Matters arising from the report of the last meeting on 25<sup>th</sup> November 2019</b> There was nothing to mention.	

6	<p><b>Neighbourhood Plan Implementation (including 3 x CRTBO's)</b></p> <p><b>Overall Update – February 2020</b></p> <p>The initial Neighbourhood Plan review was completed in December 2019. It was identified during this process that this should be regarded as an internal review and a more formal revision should be completed late 2020.</p> <p>Council resolved to approve the findings of the internal review and the formation of working groups to progress the actions.</p> <p>A review of the changes to ADC policies and publication of the South Downs Local Plan confirmed that amending the FPNP for this evening's meeting was not feasible. The re-issued ADC local plan has an impact on the FPNP as all the previous ADC Policies have changed and the South Downs Plan has been published, again significantly different from the original draft. As there can only be one grant funded update to the FPNP in a 5-year period, it is vital that everything that needs to be updated/modified is identified and appropriate consultation carried out.</p> <p>The next stage is to agree and produce outline plans for the working groups to better understand the requirements.</p>	
7	<p><b>Working Groups – Councillor Peter Coe</b></p> <p>The draft plans for the individual working groups have been circulated and below is a summary of the key actions for 2020:</p> <p><b><u>Neighbourhood Plan Review Group</u></b></p> <p>Work is in progress remapping ADC policies and National Planning Guidance to the original FPNP, taking into account the HELAA site allocations. A cross check of the policies to ensure continued conformity will then be completed. The review of the overall plan will include the additional green spaces identified in the initial review.</p> <p>Councillor Peter Coe will continue to manage this work stream</p> <p><b><u>CRTBO Group</u></b></p> <p>It was acknowledged that there is a time limit with CRTBO 1. There is now less than 5 years before which ground must be broken on the development of the land, if the CRTBO is to be used as the means by which the result is achieved.</p> <p>Work has been carried out to date on this CRTBO to try and identify suitable allotment land, however, this has been unsuccessful.</p> <p><b>Next step:</b> Review of the CRTBO 1 progress to date and engage with stakeholders to develop the initial plan for implementation.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) The Clerk will produce a summary timeline of the progress to date.</li> <li>2) Re-establish contact with the land owner adjacent to the allotments.</li> </ol>	Clerk

	<p>3) Councillor Peter Coe will ask Councillor Clare Royal to oversee the CRTBO 1 Group.</p> <p>4) Initial Plan to be presented at the Neighbourhood Plan Implementation (including 3 x CRTBO's) Meeting 17 August 2020.</p> <p>It was acknowledged that within the recent edition of 'all about Ferring', the village hall trustees in their article have confirmed that the village hall has withdrawn from the Neighbourhood Plan therefore this puts CRTBO 2 &amp; 3 at risk. Therefore, work on progressing CRTBOs 2 and 3 is temporarily suspended.</p> <p><b><u>Areas of Special Character/Conservation Area Group, Proposal 2 &amp; 3</u></b> Working with the History and Conservation Groups, review the criteria in the "<i>Arun District Council Conservation Area Character Appraisal</i>" to strengthen the protection of the current conservation area and any requirement for extending the area.</p> <p><b>Next Steps:</b> Confirm whether the areas identified in the FPNP are best protected as areas of character. It was agreed that Little Paddocks and The Poplars should be included within an extended conservation area. It was agreed that Patterson's Walk and the Beach are not considered eligible to be considered areas of character.</p> <p>Councillor John Tero has agreed to act as liaison with the History and Conservation Groups</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) To support the History &amp; Conservation Groups in developing the appraisal in accordance to current Conservation area and to highlight any additional areas.</li> <li>2) Revised Plan to be presented at the Neighbourhood Plan Implementation (including 3 x CRTBO's) Meeting 17 August 2020.</li> <li>3) Final Draft to be submitted to the Neighbourhood Plan Implementation (including 3 x CRTBO's) Meeting 17 November 2020.</li> </ol> <p><b><u>Assets of Community Value Group, Proposal 4</u></b> Review the current list of assets against the criteria; identify any additional assets.</p> <p><b>Next steps:</b> To consider proposed village assets. It was agreed that the Library should be included. Councillor Lesley Young, supported by Councillor Carole Robertson have both agreed to oversee this work stream.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Develop evidence and reasons for the nominations and submit to</li> </ol>	<p>C.Royal</p> <p>JT</p> <p>JT</p> <p>LY/CR</p>
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	<p>ADC for inclusion on the list of assets (list only valid 5 years)</p> <p>2) Provisional list of Nominations to be reviewed at the next Neighbourhood Plan Implementation (including 3 x CRTBO's) Meeting 1 June 2020.</p> <p>3) Confirmed list of nominations with associated reasons for nomination to be presented at the Neighbourhood Plan Implementation (including 3 x CRTBO's) Meeting 17 August 2020.</p> <p><b>Communication</b> Essential to deliver updates on the progress of the FPNP periodically.</p> <p>Councillor Sally Crathern had previously agreed to oversee this work stream.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Establish the most effective means of communication to ensure that the village are kept informed of the progress</li> <li>2) An initial communication to be drafted to inform the village that actions are in hand to progress the Neighbourhood Plan as detailed above.</li> </ol> <p><b>Reporting</b> – The outcomes of all of the above will be reported to the NPI committee (as per the individual plans), communicated to the wider village, with opportunity for comment and given final approval by Full Council prior to the final draft of the revised neighbourhood plan.</p> <p><b>Target Date</b> – The target for the above work streams is to be in a position to achieve full council approval of the amended neighbourhood plan at the December meeting and then submit to ADC for examination. Grant funding is available to assist in the process, the basic grant being £9000 in 2019/20. The process and funding levels for 2020/21 have yet to be announced.</p>	<p>LY/CR</p> <p>SC/PCoe</p>
8	<p><b>Urgent matters arising, since the preparation of this Agenda &amp; Items to be referred to next Agenda</b></p> <p>The Working Groups to become their own agenda item at the next meeting.</p>	
9	<p><b>Next Meeting</b> – Monday 1<sup>st</sup> June 2020</p> <p>Meeting closed at 7.40pm</p>	