

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 26<sup>th</sup> April 2021 via the Zoom platform

Present	Councillors	Peter Coe (Chairman)
		Clare Royal
		Stephen Abbott
		Ruth Arnold
		John Tero
		Alex Juniper
		Ruth Sims
	Retirement Club	Valerie Simpson

1	<p><b>Apologies for Absence</b> There were no apologies for absence.</p>	
2	<p><b>Declarations of Interest</b> There were not delectations of interest.</p>	
3	<p><b>Public Question Time</b> There were no resident questions.</p>	
4	<p><b>To confirm the minutes of the last meeting held on 15<sup>th</sup> February 2021</b> The minutes were agreed as the correct record and signed by the Chairman with the following amendment: At paragraph 8 of item 6 of the minutes it was stated that the three-year delivery requirement of “at least” 25 dwellings per annum for the period 2018 – 2031 (ie 325 Dwellings). It has since been established that there was a misunderstanding in the allocation and it is an additional requirement of at least 25 dwellings over the life of the plan (2018 – 2031).</p>	
5	<p><b>Matters arising from the report meeting on 15<sup>th</sup> February 2021</b> There were no matters arising.</p>	
6	<p><b>Committee Remit</b> - Review the proposed remit Since the inception of this committee there have been and continue to be changes to requirements and the requirements/policies set by Arun District Council. Presently the title of the committee indicates that it is focussed on implementation of the Neighbourhood plan and the three CRTBOs. There is also a working group within the committee that looked at a review of the plan. Moving forward the focus is shifting towards an overhaul and possibly rewrite of the Neighbourhood Development plan, which will require wider engagement and</p>	

	<p>therefore it is considered that a change of title would represent the true function of the committee. The current remit has a number of unique criteria and ay require adjustment to ensure that they remain relevant to the structure and function of this committee. The remit is due to be reviewed at the next meeting with the opportunity arising to address these issues and amend the remit to reflect actual process.</p> <p>Therefore, it is proposed <i>“That the title, membership and remit of the Neighbourhood Planning Implementation Committee be reviewed prior to the next meeting to reflect the subtle change in emphasis and activities”</i>.</p> <p>This will be an item on the next Neighbourhood Plan Implementation (including 3 x CRTBO’s) Committee Meeting agenda and Councillor Peter Coe will circulate the proposal to Councillors prior to that meeting for consideration.</p>	
7	<p><b>Arun Local Plan review</b> – Strategic Gap to be designated as Local Green Space – Councillor Roger Elkins</p> <p>In the absence of Councillor Roger Elkins, Councillor Peter Coe advised at the recent ADC Planning Policy Meeting, Councillor Roger Elkins supported and argued that ADC should align the designation of the strategic gaps with Worthing Borough Council and that local green spaces should be included in the local plan. Councillor Roger Elkins will continue to take this forward.</p>	
8	<p><b>Neighbourhood Plan Implementation (including 3 x CRTBO’s)</b> –Overall Update</p> <p>Clearly, the potential for changes in policy by ADC will have an impact on any review of the current neighbourhood plan and there is little sense in developing firm plans that may be covered or indeed weakened by any revisions by ADC and therefore it is considered that current planned work strands should be reset, There are proposals in subsequent items to cover the direction and actions that are needed.</p> <p>a) Progress with Communications – Councillor Clare Royal Councillor Clare Royal advised that there has not been the opportunity to discuss this item with Councillor Carole Robertson, therefore no progress has been made.</p> <p>b) Progress Areas of Special Character/Conservation Area Group - Councillor John Tero</p> <p>a) Conservation Area Appraisal A draft copy of our Appraisal has been sent to Martyn White, the Arun Conservation Officer, for his comments and to make sure we were on the right track. He has replied and we need to do some additions and re-writing. Both the History and Conservation Groups have looked at his comments and will look at modifying their sections. He also has sent an Appraisal for Walberton Village to act as an example.</p> <p>Councillor John Tero will circulate the appraisal once completed.</p> <p>b) Green Spaces and Gaps The submission for this is considered complete and has not changed since the</p>	<p>CR/CR</p> <p>JT</p>

	<p>last meeting.</p> <p>c) Areas of Special Character Neither the Poplars or Little Paddocks is currently included as an area of Special Character by Arun although they appeared in the original Neighbourhood Plan of 2014. A draft submission has been completed for The Poplars. It was suggested that as part of the communications, Little Paddocks Freeholders Limited could be contacted to enquire if they wish to consider and apply for status as an Area of Special Character.</p> <p>8.1. It is evident that a lot of work has been put into strengthening the case and expanding the current conservation area and therefore, it is proposed <i>“That work on the revision of the Conservation area continues in preparation for the planned review by ADC”</i>.</p> <p>8.2. On the basis of the efforts of Councillor Elkins to gain consensus from ADC to align the designation of the strategic gaps with Worthing Borough Council, it is proposed <i>“That work on developing the case for Strategic Gap to be designated as Local Green Space is continued in support of the case for ADC to include this in their revised Local Plan policies being pursued by Councillor Elkins”</i>.</p>	
9	<p><b>ADC Queries to be led by ADC District Councillors</b></p> <p>As stated earlier, and at the last meeting, ADC’s decision to review the Local Plan have significant impacts on the Neighbourhood Plan. Questions raised at briefings and via email have generally been met with technical answers which lack clarity on the outcomes for Ferring. It is therefore proposed that the following issues be raised to ADC by our District Councillors:</p> <p>a) <i>That ADC clarify (in plain language):</i></p> <p>i. <i>The consequences of the current NP not being updated.</i></p> <p>ii. <i>The impacts of the NP being updated but not including the identification of deliverable sites to achieve the ADC allocations.</i></p> <p>iii. <i>The impacts of the 24 dwellings identified in the CRTBOs not being delivered in the life of the current plan</i></p> <p>b) <i>Request that ADC formally acknowledge that:</i></p> <p>i. <i>The inclusion of Windfalls was accepted in principle when the FPNP was made and therefore all windfalls pre-2018 should contribute to the original housing delivery target set against the 26 dwellings identified as not deliverable on the Land at Ferringham Lane.</i></p> <p>ii. <i>With the exception of the Ferringham Lane site, which is unlikely to come forward for development, there are no sites within the existing BUAB that can be identified for small/medium development. Therefore, Ferring is unable to meet any additional housing allocation other than through</i></p>	

	<p><i>windfalls.</i></p> <p><i>iii. In the event of the CRTBOs not being realised, the numbers of dwellings identified in the FPNP are unlikely to be delivered other than through windfalls.</i></p> <p><i>c) Request that ADC explain the following:</i></p> <p><i>i. The rationale for the Strategic Gaps between Ferring and Worthing being treated differently to the other gaps in the district in the HELAA, in that the designation of Countryside (as defined in Policy C SP1) appears to have been ignored/omitted from the HELAA assessments.</i></p> <p><i>ii. ADC’s position with regards to the potential relocation of Worthing Rugby club to the Land east of Sea Lane.</i></p> <p>Councillor Peter Coe agreed to draft a letter to request the District Councillors to raise the issues for approval at the next Full Council meeting.</p> <p>The above will be recommended for Full Council approval.</p>	
10	<p><b>Neighbourhood Plan Full Review</b> – outline plan</p> <p>Irrespective of the questions above, we should not sit back and do nothing with the neighbourhood plan and, whilst the direction will be largely based on the outcomes of the ADC review, there is a need to initiate the process. It is therefore proposed that Parish Council commit to the following outline plan:</p> <p><i>a) Complete a full review and rewrite of the NDP by the end of FY 2023/24 in parallel with, or a slightly behind, the revised Arun Plan.</i></p> <p><i>b) Commence the community consultation process in summer of 2021 to allow policies to be developed and ideas refined.</i></p> <p><i>c) Aim to submit a request for a grant for FY 2023/24.</i></p> <p><i>d) Aim to submit the final plan for inspection and, potentially referendum in FY 2024/25.</i></p> <p>The above plan will be recommended for Full Council approval.</p>	
11	<p><b>Community Infrastructure Levy Group</b></p> <p>As mentioned at the last Full Council Meeting and emailed to all councillors on 1st April, we have now received our first CIL payment. Whilst we have to spend this within 5 years of receipt, the clock is now ticking and we need to start considering suitable projects to enhance the village infrastructure.</p> <p>It is important that any proposed projects are assessed for suitability, costed and the potential downstream impacts are understood. It is therefore essential that any proposals are objectively reviewed and prioritised. Clearly the NP is a key element in the identification and prioritisation of projects and therefore it is recommended that responsibility for management of the CIL project plan sits with</p>	

	<p>this committee.</p> <p>There are specific management and reporting requirements for the receipt and use of CIL funds and therefore it is considered that financial approval of CIL funded projects, as with other projects, should sit with the F&amp;GP committee.</p> <p>Whilst not directly linked to the CIL, it is a requirement of the Neighbourhood plan to monitor performance on development and delivery of objectives, many of which will tie in with the project list. It is therefore proposed that:</p> <p>11.1. <i>The NPI committee monitors and reports on new builds within the village to maintain sight of growth and development.</i></p> <p>11.2. <i>The NPI committee approve the creation of a Community Infrastructure Levy working group to:</i></p> <ul style="list-style-type: none"> <li><i>a. Develop the methodology (process and review) for approval and prioritisation of proposals for CIL funded projects.</i></li> <li><i>b. Maintain the CIL project list.</i></li> <li><i>c. Monitor progress on approved projects.</i></li> </ul> <p>Councillor Peter Coe will email Councillors to ask for volunteers.</p> <p>The above proposal will be recommended for Full Council approval</p>	
12	<p><b>All about Ferring Magazine</b> – NPI article Any future article can tie in with Communications.</p>	
13	<p><b>Urgent matters arising, since the preparation of this Agenda &amp; Items to be referred to next Agenda</b> There was nothing to mention.</p>	
14	<p><b>Next Meeting</b> – Monday 16<sup>th</sup> August 2021</p> <p>Meeting closed at 7.45pm</p>	