## Minutes of Rogate & Rake Parish Neighbourhood Plan ("NP") Steering Committee ("SC") Meeting

10th April 2014 Rogate Village Hall

Susi Batty ("SB")
Elizabeth Brown ("EB")
Sarah O'Brien-Twohig ('SOBT")
Paddy Cox ("PC")
Pete Davey ("PD")
Ken Frievokh ("KF")
Nick Jacobs ("NJ")
Nick Keith ("NK")
Seb Price ("SP")
James Stock ("JS")
Stephen Taylor ("ST")
Andrew Triggs ("AT")
Paddy Walker ("PW"), chairman
Simon Ward ("SWard")
Steve Williamson ("SWill")

### Apologies

Ann Arnold ("AA"), Charles Hicks ("CH"), Miranda Montagu ("MM")

1.   **Introductory Remarks**

Prior to the meeting, copies of the following documents had been circulated to all SC members:

- Full data set arising from the Questionnaire process
- Graphical record and interpretation of the quantitative Questionnaire data
- Narrative record of qualitative Questionnaire data
- For record only, a Word-based electronic copy of the original Studio LK report

PW confirmed that 243 responses had been received. Given that there are less than 700 households in the Parish, this was thought to be a good result (notwithstanding some duplication) and, together with the several public meetings, surgeries/workshops and the original vision exercise undertaken last October by Studio LK, the Questionnaire process had provided an excellent addition to the evidence base that is required before writing a constructive, relevant and inspirational plan for the Parish. Further improvements to this evidence base are required.

The purpose of the Steering Committee meeting was therefore to discuss and agree the process of writing this first draft of the Neighbourhood Plan. It was agreed (Action: PW) that the Questionnaire documents would be made available as soon as practicable on the NP website.

2.   **Topic heads and the writing of a first draft NP**

The meeting confirmed the following topic leaders from within the broad SC who will lead on the various NP topics as follows:

| Topic | Lead | 2nd | 3rd | 4th |
|---|---|---|---|---|
|  |  |  |  |  |
| Editing/version control | **NK** | PW | ST |  |
| Youth/elderly matters | **AA** | EP | VF |  |
| Public realm/movement/access | **SB** | EB | SWill |  |
| Community/Sustainability, environment, energy | **PC** | MM | SP |  |
| Planning issues | **NJ** | MM | KF | SP |
| Agricultural/forestry/countryside management | **SWard** | PD | PC |  |
| Development/build standards/coding | **KF** | NJ | MM | SP |
| Heritage/conservation | **SWard** | ST | AA |  |
| Transport | **SWill** | EB | SP |  |
| Plan Communications | **ST** | PW | EB |  |
| Commercial/employment | **CH** | SWard | SWill |  |
| Plan Compliance | **CH** | PW | NK |  |
| Tourism/leisure | **SOBT** | ST | AA |  |

Using the Questionnaire data set and material collected by SC members from the several public meetings, the Topic Heads were now tasked with liaising with their teams in order to write their sections of the NP to the following timetable:

**Monday 12th May** — Progress Report to NK (editor)
**Friday 30th May** — Final day for submission of draft sections by Topic Heads to NK (editor)
**Wednesday 11th June** — Circulation by NK of edited draft of NP
**Friday 13th June** — Next SC meeting to consider circulated draft of NP

Given the generous timescales, it was agreed that these deadlines should not be missed. Submitting sections by the required date is the responsibility of the Topic Head.

3. **Guidance for Topic Heads**

The absence of constructive solutions for several of Parish issues identified in the Questionnaire process was discussed. The data had revealed these issues but rarely proposed remedies. SB suggested that the data set was largely a vote for the status quo and that most Parishioners might be fundamentally happy with their surroundings. Notwithstanding a recognition that the needs of some in the Parish are not currently being met, this observation was generally supported by the meeting and should inform Topic Heads in the writing of the NP (**Action: Topic Heads**).

PC highlighted the importance of ensuring that the final NP was an inspirational, forward-looking and medium/long-term document. This observation was also supported by the meeting and should inform Topic Heads in the writing of the NP (**Action: Topic Heads**).

Observing the incremental and gentle pace of change within the SDNPA, AT also confirmed the appropriateness of this approach and that there would inevitably be a conflict between novel ideas and content with the status quo. Given that the Parish is not required to deliver development under

current local plans, a generally conservative approach should inform the writing of the NP with an emphasis on Parish asset/matters to be preserved rather than changed (**Action: Topic Heads**). This was supported by JS's observations of key Community Assets (church, shops, pubs, the need for additional parking) and the importance of recording a list of these key assets (**Action: Sward, CH**) and, perhaps, overt policies of protecting these assets. It was also supported by KF's suggestion, agreed by the meeting, that the NP identify distractions and general developments that would NOT be welcome by the parish and that these matters should also be covered in the NP (**Action: KF and all Topic Heads**).

The meeting also agreed with PC's assertion that the NP is foremost a guide for planning and changes in land use (together with sustainability, the overarching themes of the NP) and that topic heads should remember that their sections must focus on whether the matter in hand has a bearing on these three themes (**Action: Topic Heads**).

The meeting agreed with KF's assertion that the data set provided "temperature" and a general tone for the writing of the NP and the Topic Heads should therefore be guided by the qualitative and quantitative records of the Questionnaire when compiling their sections. The meeting also agreed with SOBT's conclusion that the data should inform the sections to be written which would be shaped by the SC Topic Heads on the basis of both the data and public meetings (**Action: Topic Heads**). Additional work was still required on the Plan's evidence base (specifically; youth/elderly, identification of any potential development sites).

4. **Framework of the draft NP sections**

In order to help Topic Heads prioritise what is required by Friday, 30th May, two documents are useful.

a. **South Downs National Park Authority management plan**

The SDNPA management plan is a particularly appropriate document for the Rogate and rake Parish NP given our ability to focus on sustainability and the status quo. AT has forwarded a link to http://www.southdowns.gov.uk/about-us/management-plan and, following the meeting, has commented as follows:

> "It is not a planning document but I think the neighbourhood plan committee will find it useful in setting the scene for the neighbourhood plan and drawing on the wider broader goals related to this National Park (the Partnership Management Plan does what it says on the tin – it isn't a document produced by SDNPA in isolation- it has been prepared taking into account the views of a range of different organisations, landowners and local people). In particular, it takes an ecosystems services approach – setting out all of the benefits the National Park provides for communities within its area and far beyond (not just the visual enjoyment of the landscape but food, water supply, great recreation opportunities, dark night skies etc.)."

The document can be found as follows:

http://www.southdowns.gov.uk/__data/assets/pdf_file/0011/409799/SD_ManPlan__2013_15.pdf

Topic Heads requiring a hard copy of the document please contact AT direct (**Action: Topic Heads, A**T).


**b. Studio LK vision document**

Notwithstanding that our draft NP needs to respond head on to the community's preferences (expressed or inferred in the data set and NP evidence base) for the long-term sustainability of the local environment and the well-being of people residing, visiting or working in it, it is necessary for Topic Heads and their teams to cover this in a disciplined and comprehensive manner.

As a broad guideline to ensure completeness and also to help NK (editor), the Studio LK document format (based on the successful Kirdford NP) is a useful initial framework for Topic Heads to follow in writing up their required sections as follows (**Action: Topic Heads**):

| Section | Topic | Topic Heads teams |
|---------|-------|-------------------|
| | | |
| 1.0 | Introduction and NP purpose | Editing/version control |
| | Methodology/community capital | Editing/version control |
| | Local Planning context | Editing/version control |
| | NP Structure | Editing/version control |
| 2.0 | Issues and objectives, current | Editing/version control |
| | Context for NP | Editing/version control |
| | Issue: social demographics, old/young | Youth/elderly matters |
| | Objective 1: local opportunities | Commercial/employment |
| | Issue: economic activity/employment | Commercial/employment |
| | Objective 2: business conditions | Commercial/employment |
| | Objective 3: sites for development (but only after improvement to the evidence base on this issue) | Planning issues |
| | Objective 4: monitor school demand | Youth/elderly matters |
| | Issue: Community/recreation, ages | Youth/elderly matters |
| | Objective 5: opportunities for young | Youth/elderly matters |
| | Issue: transport and built environment | Transport |
| | Objective 6: improving transport/links | Transport |
| | Issue: conservation and environment | Agricultural/forestry/countryside management And Community/Sustainability, environment, energy |
| | Objective 7: conserve/enhance locality | Heritage/conservation |
| 3.0 | Community proposals and draft maps | Development/build standards/coding |
| | Studio LK vision report proposals x 11 (brief treatment on strategic level only) | Planning issues And Development/build standards/coding |
| 4.0 | Policies | Planning issues |
| 4.1 | Overarching sustainable development | Community/Sustainability, environment, energy And Commercial/employment |

| SD1 | Presumption - sustainable development | Community/Sustainability, environment, energy And Planning issues |
| --- | --- | --- |
| SDNP1 | Development in SDNPA | Planning issues |
| 4.2 | Environmental management policies | Community/Sustainability, environment, energy |
| EM1 | Water environment | Community/Sustainability, environment, energy |
| EM2 | Nature conservation sites | Community/Sustainability, environment, energy And Agricultural/forestry/countryside management |
| EM3 | Conserving/enhancing historic sites | Heritage/conservation |
| 4.3 | Community development policies | Development/build standards/coding and Community/Sustainability, environment, energy |
| CP1 | CIL | Planning issues And SOBT |
| CP2 | Retention of assets of local value | Heritage/conservation |
| CP3 | Live/work business units | Commercial/employment And Community/Sustainability, environment, energy |
| 4.4 | Housing policies | Planning issues And Community/Sustainability, environment, energy |
| H1 | Local occupancy conditions | Community/Sustainability, environment, energy |
| H2 | Housing for older people | Youth/elderly matters |
| H3 | Agricultural occupancy conditions | Agricultural/forestry/countryside management |
| H4 | Work/live | Development/build standards/coding And Community/Sustainability, environment, energy |
| H5 | Replacement/extension of existing | Planning issues |
| 4.5 | Design Standards policies | Development/build standards/coding |
| DS1 | Development on unallocated sites | Planning issues |
| DS2 | Encouraging quality design | Development/build standards/coding |
| DS3 | Provision of off-road parking | Transport |
| DS4 | Local fibre/internet connectivity | Commercial/employment |
| DS5 | Code for sustainable standards in NP | Community/Sustainability, environment, energy And Development/build standards/coding |
| 4.6 | Recreational policies | Tourism/leisure |
| R1 | Local green space | Public realm/movement/access |
| R2 | Existing/allocated open space | Public realm/movement/access |
| R3 | Public rights of way | Public realm/movement/access |
| R4 | Cyclists/pedestrians | Tourism/leisure |
| R5 | Tourism accommodation and facilities | Tourism/leisure |
| R6 | Equestrian facilities | Tourism/leisure |
| 4.7 | Energy policies | Community/Sustainability, environment, energy |
| E1 | Renewable energy | Community/Sustainability, environment, energy |
| 4.8 | Site specific policies | Planning issues |
| RRSS | Site specific issues for each proposal | Planning issues |
| 5.0 | Action Plan | Editing/version control |

| 6.0 | Monitoring and delivery | Editing/version control |
| 7.0 | Appendices to NP | Plan Compliance |

In those cases where two Topic Head teams are annotated, each team should prepare a submission or otherwise liaise with the other team Topic Head to ensure agreement and cover for the topic in hand.

**Other matters**

PW agreed to undertake analysis on the demographics of the Questionnaire data set and circulate this to the SC (**Action: PW**).

It was agreed to reach out again to the Parish's younger members once a draft NP document was available (after the 13th June SC meeting) in order to get additional input from that section of the Community (**Action: AA, ST**).

PW agreed to submit the data set, graphical interpretation and qualitative narrative to Marshalls for verification before the next SC Meeting (13th June, **Action: PW**).

Charts on the quantitative data and a narrative on the qualitative data arising from the Questionnaire exercise should be posted on the website on an anonymous basis (**Action: PW**). Guidance would be provided to assist in the interpretation of the questions and responses (**Action: PC)**.