



CRANLEIGH PARISH COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE ON THURSDAY 02 FEBRUARY 2017 AT 7.00PM IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr R Bryant

Cllr R Cole*

Cllr B Freeston* (Vice Chairman of the Committee)

Cllr D Harris*

Cllr S Jeacock*

Cllr E Townsend* (Chairman of the Committee)

Non Councillors

Mr P Townsend*

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FILCM.

1. ELECTION OF CHAIRMAN

Cllr R Cole nominated Cllr E Townsend as Chairman and was seconded by Cllr B Freeston.

Cllr E Townsend nominated Cllr B Freeston as Chairman and was seconded by Cllr S Jeacock.

A vote was taken on the original motion – AGREED.

Cllr E Townsend took the Chair.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. ELECTION OF A VICE CHAIRMAN

Cllr S Jeacock nominated Cllr B Freeston as Vice Chairman and was seconded by Cllr D Harris – AGREED.

4. DECLARATION OF INTERESTS

Cllr E Townsend declared that she is a Waverley Borough Councillor.

Cllr E Townsend declared that she is a member of the Cranleigh Civic Society.

Cllr D Harris declared that he is a member of the Cranleigh Civic Society.

Cllr S Jeacock declared that he is a member of the Cranleigh Civic Society.

5. GUEST SPEAKERS: Mr Ian Motuel, Principal Policy Planner, and Ms Gayle Wootton, Principal Policy Planner, Waverley Borough Council to provide an update on the Local Plan, to discuss the progress on the Neighbourhood Plan to date and way forward.

The Chairman gave an update on the work of the Cranleigh Neighbourhood Plan to date. She said there has been a lot of hard work to gather the evidence base and prepare the draft Neighbourhood Plan. The draft has been sent to officers at Waverley Borough Council on three occasions for comment.

The volunteers on the Neighbourhood Plan Steering Group had been invited to join this Committee and to work with Councillors on the re-boot of the Neighbourhood Plan. The volunteers had decided not to join the Committee, and would be asked to provide the Committee with background information relating to policies, evidence and call for sites.

Ms Gayle Wootton, Principal Policy Planner at Waverley Borough Council (WBC) gave the apologies of Mr Motuel who is unwell. Gayle Wootton said she is new to WBC. The WBC Local Plan was submitted to the government on 23 December 2016 and will be examined for much of 2017. WBC hope to get some feedback by the end of next week on the issues that the Inspector would like to examine in more detail. There is an allocation of 1,520 houses for Cranleigh over the plan period 2013 – 2032, many of these houses have already been permitted and building commenced. She said WBC is now looking at the Local Plan Part 2 for non-strategic sites. WBC are presenting Parish Councils with the option to allocate sites through their Neighbourhood Plan or WBC will allocate sites through Part 2 of the Local Plan. She said there is a need to be more collaborative with the Neighbourhood Plan and the shared evidence base. She said strategic sites are already in the Local Plan, Hewitts has recently been given planning permission and will not be considered as a windfall site. She clarified that a strategic site is 100 houses or more. She said that national government work on the minimum number of houses and 1,520 houses was only ever considered as a minimum for Cranleigh. She said that WBC consider that they have a five year housing land supply and are only required to provide a 5% buffer. She said capacity constraints should be defined in Part 2 of the Local Plan, and the Neighbourhood Plan Sustainability Appraisal could provide evidence about capacity. She advised producing an Infrastructure Delivery Plan as part of the Neighbourhood Plan. Cllr E Townsend said the Council needs to know what infrastructure is coming as part of the Local Plan so that the Parish Council can build the Neighbourhood Plan and only include sites that are viable. She asked for details of monies collected through s106 and how the monies are accessed. Cllr E Townsend asked if the Parish Council will receive any CIL money on the 1,520 houses, Gayle Wootton replied that the Parish Council would not receive CIL money on houses already permitted.

The Committee AGREED to recommend to the Parish Council that the Neighbourhood Plan should allocate sites, and that all sites should be assessed starting with the LAA.

Gayle Wootton advised that the government is in the process of the changing the five year housing land supply rule from five years to three years in communities with a Neighbourhood Plan.

Cllr E Townsend asked if WBC are looking into commercial sites. Gayle Wootton said that WBC are looking in to an Employment Land Review and Part 2 of the Local Plan may map existing sites to keep. She added that the Neighbourhood Plan can call for additional employment sites.

Gayle Wootton said that Part 2 of the Local Plan would be submitted to the government in July 2018 so the Parish Council can work on the Neighbourhood Plan at our own speed. She said there will be an issues and options consultation on how to deal with employment land in June 2017.

Cllr E Townsend said the Parish Council should look at cross boundary issues with Ewhurst, Alfold, Dunsfold and Loxwood, Gayle Wootton said there is a duty to consult with neighbouring authorities.

The Committee AGREED to look at:

- Money for infrastructure
- How to access s106 funds
- Commercial sites
- Policies for fuel poverty
- How to do a retail boundary review

Gayle Wootton advised looking at other Neighbourhood Plans and their examination reports.

Gayle Wootton said the WBC will be issuing a call for sites as part of their Local Plan Part 2 consultation in April/May and said they would be happy to include Cranleigh and pass on any sites brought forward.

6. PUBLIC SESSION

There were no members of the public present.

7. NEIGHBOURHOOD PLAN BUDGET REPORT

The Clerk reported a balance of £6,638.24 and an outstanding invoice for £1,437.23 for Oakwood.

8. NEIGHBOURHOOD PLAN

The Committee AGREED:

- Cllr E Townsend to circulate version 5.42 of the draft Neighbourhood Plan to all Committee members.
- Cllr E Townsend and B Freeston to look at the project plan.
- Cllr E Townsend to ask for a copy of the Ewhurst Neighbourhood Plan SEA.
- Cllr E Townsend to look at the call for sites deadline.
- Cllr D Harris to look at the Infrastructure Delivery Plan.
- The Clerk to speak with Navigus Planning for an update on the project.

The Committee AGREED to make the following recommendation to Council:

- To consider whether the Cranleigh Neighbourhood Plan should allocate sites. WBC need to know for Local Plan Part 2 in the next two months. The Portfolio Holder at WBC is willing to attend a Parish Council meeting and speak.
- To consider a Retail Boundary Review.
- To review the boundary for the Area of Significant Visual Impact at Snoxhall.

9. CHAIRMAN'S REPORT

There was no report.

10. CLERK'S REPORT

- The Clerk reported that she had received a letter from the Chairman of the Steering Group including copies of invoices for website hosting and staff timesheets for work on the website. It was AGREED that Cllr E Townsend will look at the website costs.
- The Council has received two letters putting forward two sites for consideration for the Neighbourhood Plan.

11. DATE OF NEXT MEETING

Thursday 02 March 2017. The meeting closed at 9.02pm.