**Worth Parish Council**

**Minutes of the Copthorne Neighbourhood Plan Steering Group**

**Tuesday, 12th May 2020 at 10.00am via Zoom Video Conferencing**

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| **Present:** | Cllr Dorey (Chairman)  Cllr Phillips  Mrs J Nagy (clerk) | Mr Livesey  Cllr Casella |  |
| Mrs Cruickshank (Administrator) |  |  |

**Also Present:** Mr Andrew Metcalfe, Squires Planning

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| **1** | **Apologies**  There were no apologies |
| **2** | **Declaration of Pecuniary and Other Interests**  There were no declarations of interest at this point of the meeting. |
| **3** | **Notes**  The Notes of the Steering Group meeting held on 24th February 2020 were a true and correct record. |
| **4** | **Correspondence**  The steering group noted an email received regarding the ownership of the Westway designated Green Space area. |
| **5** | **Consultation Results**  The group discussed the results of the recent consultation.  It was agreed further investigation into Local Green Space area 2 was required, it seems that this land is owned by more than one party. The Clerk will check ownership of this land on the Land Registry site. |
| **6** | **Finalising the Evidence Base**  It was decided only minor amendments were needed to both the Local Heritage and Local Green Space documents.  The consultation had highlighted other Local Green Space areas which had not previously been considered. Mr Livesey will assess these areas and report his findings to the group.  More work is needed assessing important Community Facilities in the plan area, Cllr Dorey will look at the results from the Copthorne Neighbourhood Plan Housing Survey and update the associated report. |
| **7** | **Copthorne Neighbourhood Plan Policies**  The following policies were discussed.   1. Design & Character   Results from the recent Policy Options Consultation would suggest a policy that supports traditional local design responding to a developments surroundings.   1. Parking   The group discussed including a policy which protects grass verges, including identifying areas for the creation of off-road parking where needed. Protecting grass verges in future developments making sure these areas were unable to be parked on and destroyed was also discussed.   1. Consideration of other possible policy areas   The group discussed the need for a Policy whereby all new developments should easily access by foot or cycle the key local facilities. |
| **8** | **Timeline**  Moving the plan forward   1. Finalising documents   Mr Metcalfe will prepare and circulate a draft plan to be reviewed at the next meeting.  A Consultation Statement is needed for Regulation 14 and Cllr Phillips will start to prepare this.  The group will have all the relevant documents including the draft plan ready to be finalised at the next steering group meeting. They hope to seek approval from Full Council to proceed to Regulation 14 by the end of June.   1. Regulation 14 Consultation during lockdown   The process for bringing forward a Neighbourhood Plan requires the making body to publicise details of where and when the plan can be inspected.  There is a requirement for a physical deposit which is impossible currently. The provision of physical documents for inspection is a legal requirement. The group will reassess this at the next meeting in the hope that further easing of the Covid-19 lockdown measures will have taken place. |
| **9** | **Communications**  The Administrator will put a post an update on the Copthorne Neighbourhood Plan Facebook page. |
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| **10** | **Date of the next meeting**  The next meeting is to be at 10.00am on Tuesday 2nd June 2020 via Zoom Video Conferencing. |

*The meeting closed at 11.39 am*

Chairman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_