

## Worth Parish Council

### **Minutes of the Copthorne Neighbourhood Plan Steering Group Monday, 22nd July 2019 at 10.00am**

**Present:** Cllr Phillips (Chairman) Cllr Dorey  
Mrs T Cruickshank (Administrator) Mr Woodward

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

#### **24 Apologies**

Apologies from Cllr Casella & Mr Livesey

Absent: None

#### **25 Declaration of Pecuniary and Other Interests**

None

#### **26 Minutes**

It was agreed by all present that the minutes of the Copthorne Neighbourhood Plan Sub Committee meeting held on 1st July 2019 were a true and correct record.

#### **27 Correspondence**

There was no correspondence to note

#### **28 Copthorne Neighbourhood Plan Survey**

The Neighbourhood Plan Administrator advised that the surveys were ready to be distributed. The NTC committee had taken 500 to deliver. Another 500 have kindly been taken by the Burstow Scouts for delivery.

This leaves approximately 1100 still to be delivered. A list of the remaining roads for delivery was distributed by the Neighbourhood Plan Administrator. The Neighbourhood Plan Administration agreed to send an email reminder asking for help distributing the rest of the survey.

It was agreed which outlying roads would have the survey sent via the post.

Data processing was discussed, and it was agreed that each Survey would be numbered with a unique number label as and when received. It was suggested that each survey form be scanned to future proof the Data. Setting up a 'workshop' for a small team to process the data together was also suggested. The idea being that the data entry is kept consistent throughout.

Mr Woodward is making good progress with the database and Cllr Dorey offered his assistance.

#### **29 Progress update-** to consider work being undertaken and whether any evidence documents need to be produced. Work in progress includes.

- a. **Skeleton N.Plan:** Committee members were reminded to review the draft plan (this is available online at Box.com), highlight missing topic areas and provide comments to the consultant before the next meeting.  
Mr Metcalfe has started to update the plan, changing the structure and making it more concise.

**b. Local Heritage Assets:**

Mr Metcalfe is waiting to hear from Aecom regarding explanations and methodology for the Heritage Character Assessment (HCA), this could be used as evidence and can be shown as an appendix to the HCA rather than the committee draughting its own document.

Members were again asked to consider why they thought the identified features should be protected, or not.

It was suggested that the 5 Landscape Character Assessment areas (LCA)'s could be used to create policies. Possibly identifying the Land West of Copthorne as LCA 6 - land of planned development.

Mr Woodward queried why there was no mention of boundary changes in the Copthorne timeline shown in the Copthorne CHA document.

**c. Open Space Assessments:**

The committee were asked to identify Open and green spaces including grass verges and mark on a map for inclusion in the plan.

**d. Community Facilities:**

As this topic is covered in the housing survey, most of this work will occur post survey results.

### **30 Communications**

The clerk will arrange a post on the Copthorne Locals Face Book page and the CVA page to publicise the Copthorne Survey.

It was agreed to put the CHA report from AECOM onto the council website and to keep this updated with any further news and updates regarding the progress of the plan as and when they happen.

### **31 Date of next meeting**

The next meeting of the Copthorne Neighbourhood Plan Steering Group will be held on 12<sup>th</sup> August at 10am

*The Meeting closed at 11 .45*

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

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