

NP Review - Notes of Steering Group meeting held on Weds 19 April 2023

Present: Neil Homer; Hilary Knight; Tom Gray; Kay Wagland; Drew Scrimgeour; Paul Armstrong; Tony Hunt; Carolyn Kenney

Apologies: Victoria Holland; Alastair Deighton

		Action
	Objective of meeting: To run through the action plan prepared by O'Neill Homer and circulated to the NP Review Steering Group in advance of the meeting. For best use of time, focus on amber items.	
AR1	Built Up Area Boundary	
	The Built Up Area Boundary will remain as shown in the current reviewed plan.	
AR2	Site Allocations	
	Police Station Site - site is under-utilised but police have no immediate plans to release it. Aspiration for CLT involvement in any future development. Option to seek Neighbourhood Development Order was discussed. Although this would confer planning consent, and therefore potentially establish parameters to determine a site value; it would be costly and complex to secure, and would not hasten the release of the site or guarantee that the police would negotiate on a sole basis with the CLT.	
	Action: Ongoing liaison with the police to monitor intentions.	Tony
	Holmes Foundation bungalows on Fitzalan Road – concern that these social homes are at risk from speculative development. Trustees are governed by the terms of the Lilian Holmes Trust document which is available on-line.	
	Action: Tony to review document and advise if any action is required.	Tony
AR3	Primary Residence – replace with Restriction on Older Persons' Accommodation	
	Central Government is now proposing to bring forward a requirement that second homes would need planning permission, which would render a similar policy in the Neighbourhood Plan obsolete, therefore there is no need to pursue. This will be revisited if the proposal has not been taken forward by the summer recess.	
	Decision instead to pursue a policy to restrict older persons' accommodation.	
	Action: Hilary to update the evidence she prepared for the Blastreat /Greenhurst appeal.	Hilary
AR4	Town Centre	
	Desire to incorporate additional wording to reflect the importance of Arundel's tourist economy.	
	ADC have engaged a consultancy Blue Sail to do a review of the Visitor Economy in Arun and they have identified 3 key areas of focus – Bognor, Littlehampton and Arundel. This underlines the town's function as an important tourist destination in the mind of the District and perhaps opens up opportunities to secure funding and support.	
	Action: Hilary to consider existing policy and suggest additional wording.	Hilary

AR5	Business Hubs	
	Castle Stables – Norfolk Estate proposal to develop the Stables for business use is not in keeping with the current designation. The site is outside the Built Up Area and therefore not covered by the current policy wording on Business Hubs.	
	Action: Neil will consider Hilary’s note on this site and whether its location has any bearing on the ability of the Estate to modify its proposed use.	Neil
	Action: Carolyn to contact James Stewart to ask for his thoughts on the policy and any possible changes.	Carolyn
AR8	Transport, Access and Parking	
	Kay confirmed that the LCWIP is being finalised and should be complete by late spring/early summer.	
	It was agreed that additional thoughts on access and parking might sit in the “other matters” section of the Neighbourhood Plan and that any overarching parking strategy review would be conducted as a separate exercise.	
AR9	Green Infrastructure Network	
	Initial step is to map data from the Arun Countryside Trust (ACT) and policy will flow from this.	
	EV charging will be picked up as part of the parking and accessibility study.	
	Action: Neil will map the Green Infrastructure data and circulate to the steering group before the next meeting.	Neil
AR12	Renewable Energy	
	There is merit in pursuing this as an objective. David Shilston is exploring the potential with academic input from several universities. The Estate also has an interest in that they own the river bed.	
	Action: Alastair to liaise with David Shilston and report back on potential.	Alastair
AR13	Zero Carbon Buildings	
	O’Neill Homer have put zero carbon policies into other Neighbourhood plans.	
	Action: Neil to provide examples of zero carbon policies from, elsewhere.	Neil
AR14	Design Code	
	There is a need to instruct a character assessment of the Conservation Area; to be prepared in accordance with Historic England guidance. This provides a base for the preparation of a Design Code, which may include Special Character Areas outside the Conservation Area. It would also provide the evidence base for a possible extension of the Conservation Area and help to identify additional Buildings of Character to be added to the current list. The study should also analyse what parts of the CA and its setting may be suited to carbon reduction additions – renewable energy sources such as heat pumps and solar panels; commentary on double glazing and so on.	
	Action: Carolyn meeting Martyn White, the conservation officer at Arun, on 26 April to run through Historic England template and produce a tailored scope that can be issued to consultants.	Carolyn
	Action: Carolyn to contact Donna Moles at Arun to see whether she will make £5k NP funding available to help pay for character assessment (notwithstanding we do not intend to allocate additional housing land).	Carolyn
	Action: Once Locality funding is confirmed for 2023/24, ATC to apply for £8k grant relating to preparation of Design Codes.	Carolyn

	General	
	Ray Hole, an architect, has suggested a willingness to embark on a visioning exercise for Arundel. Tony is keeping in touch with him on this as it was agreed that any workstream would need to wait until after the local elections.	
	Next meeting: Wednesday 24th May at the Town Hall - 6.30pm	