

YAPTON NEIGHBOURHOOD PLAN STEERING GROUP				
ACTION PLAN AS AT 24 TH JUNE 2020.				
To: Vicky Newman (VN), Derek Ambler, Helen Chown, Elaine Cordingley, Andy Faulkner, Chris Lowrey, Doug Maw, Sarah Napper, Dave Pearcey, Julie Robinson, Tricia Wales, Dave Watkins, Amanda Worne, Olivia Wright, Andrew Gardiner (AG) (Clerk to Yapton Parish Council) Copy to; Leani Hunt(LH) O'Neill Homer				
Actions following meeting of the Steering Group (SG) on 11 th March and identified since	Page No on Modification Document	Policy Ref:	Issue	Action By
LH have amended the modification proposal and statement so that we have a clean version to work from. These are the two documents that we need to publish for the Regulation 14 consultation once they are complete. It also highlights, following our comments, that the only matters that are outstanding are:			Note: SG members – outstanding action marked blue	
1. Provision of updated maps from SG to be inserted into Proposal document (and Statement where indicated necessary);			See update in following notes: Built Up Area Boundary (VN) Yapton Parish Green Infrastructure Network	
2. Provision of Yapton Contextual Appraisal and Bilsham and Flansham appraisals by SG to enable OH to complete policies in Proposal document;			See update in following notes - completed	
3. Provision of additions to Appendix 1 and 2 in Proposals document.			See update in following notes - completed	
			LH responded to the notes on the 19 th March stating that: <i>I've incorporated the suggested amendments and additions. Essentially these can now be taken over by the Steering Group to complete as it is simply a matter of inserting the outstanding mapping and using the content from the Contextual Appraisal to add any design</i>	

			<i>principles for Policy E8. I've inserted guidance on design principles to consider including and the group can expand on Bilsham and Flansham using the guidance set out for Yapton and its Conservation Areas if desired. Our time on amending these are now exhausted, but do let me know if the SG is unsure of anything.</i>	
I would therefore suggest that the SG at its next meeting agrees the date by which it intends to start its Regulation 14 consultation and agrees how it will meet its obligations set out in the Regs regarding the consultation. Once we have been provided with the outstanding information, I don't anticipate that it will take us long to complete our outstanding actions, but we would appreciate a timetable to work to ensure we schedule it in.			<p>The SG identified the middle of May 2020 to start and consultation could run from 15th May to 26th June.</p> <p>A drop-in could be arranged at the Village Hall in Mid-June.</p> <p>It was agreed to ask Andy Faulkner if he could do an introductory piece in the Yapton News if Vicky Newman felt she was too busy to prepare.</p> <p>Copies of the consultation could be made available on the website and in hard-copy format from the Clerk.</p> <p>Posters could be placed on Notice Boards and in Shops</p>	<p>AG</p> <p>AG</p> <p>AG</p> <p>AG</p>
			In view of the imposition of the lockdown and having had no response from Arun District Council not much progress has taken place. O'Neill Homer wrote on the 24 th April that: If we concluded the outstanding work and received feedback from Arun DC we could use the Yapton News due to be published on the 17 th July to commence the Reg 14 consultation. We could not provide a drop-in, but the advice being given would be for copies of the consultation to be made available on the website and in hard-copy format from the Clerk on request.	Comments Required from SG Members

			<p>Posters could be placed on Notice Boards and in Shops.</p> <p>An advert could be placed in the Bognor and Littlehampton local papers.</p> <p>The Closing date would be the 28th August 2020.</p>	
<i>See below comments following SG observations:</i>				
<p>Built-up area boundary – It is not possible to simply remove an area from an established settlement boundary and so if further amendments are proposed the SG will need to undertake a Settlement Boundary Review using a set of criteria to draw the revised boundary. This is unlikely to lead to the outcome of removing the part of the Church Road Conservation Area that currently lies within the built-up area boundary and so I do not recommend that this is done as it may prove to be a pointless exercise. As explained before any land which has been included within the boundary line does not have a guarantee of approval of planning permission, as there will be other planning policies which will also need to be adhered to. It is therefore still advised that concerns regarding historic decisions in the Conservation Area is addressed through design policy. You'll note therefore that the only outstanding issue on this matter is for the SG to provide an amended plan.</p>	5	BB1	<p>It was agreed to retain Church Road Conservation Area</p> <p>VN to provide an amended plan. (Plan to include developments on Western side of North End Road and South of Ford Lane)</p>	LH VN
<p>Green Infrastructure Network – Where Neighbourhood Plan policy is specific it tends to be more successful. As the original policy encouraged improved connections, we recommended that the policy be amended to a model policy that has successfully passed examination a number of times. However, this requires the identification of opportunities for</p>			<p>Request ONH to produce the GNIP once Chris L has scanned manual document supplied by Julie.</p> <p>CL has supplied updated plan</p>	CL / LH

<p>connections or improvements on the existing green infrastructure network. The SG need to decide if this is essential or desirable i.e. has the policy worked well to date and secured improved connections? If yes, then the policy can be left as it was and the map can simply be updated if there are existing green infrastructure assets missing from it (see note below). If no, then the SG will need to identify opportunities for connections or improvements to the existing network and show them on the map. For now, as the SG agreed the policy I have kept it in on the assumption that it was aware of the additional work necessary in order to do this.</p>				
<p>Bilsham and Flansham Appraisals – The document notes that this has been done. Can you please send us a copy for our records and to inform policy. With regards to whether these areas are designated as Areas of Special Character or Conservation Areas, in terms of process, Areas of Special Character can be designated by a Neighbourhood Plan and this process can secure the application of Local Plan policy to development that requires planning permission. A neighbourhood plan cannot designate a Conservation Area. This process is outlined here https://historicengland.org.uk/advice/planning/conservation-areas/. It can continue to be pursued by the Parish Council separate to the neighbourhood plan process as it will need to work with ADC or HE for this to be actioned.</p>	<p>16 24</p>		<p>Bilsham – JR has already supplied a document to AG – attached to the minutes and incorporated by LH</p> <p>Flansham – OH to supply AG – attached to the minutes and incorporated by LH</p> <p>Yapton Conservation area to be included – Yapton Contextual Appraisal to be created by VN</p>	<p>AG OH AG VN</p>
<p>Apply for additional grant funding from Locality.</p>			<p>Locality opened the grant funding window for 2020/21 applications on the 22nd April 2020. Yapton received £8,450 from a request for £9,000 on the first round which means there is up to</p>	<p>AG</p>

			<p>£8,000 available from the 2nd Round. Technical support is also available from Locality.</p> <p>Clerk to make an application for financial support initially once discussions on level of assistance required from O'Neill Homer has been received</p>	
Direction / Assistance required from Arun District Council Neighbourhood Plan Officer (Donna Moles)			<p>The Clerk wrote to Donna Moles on the 19th March 2020 but has received no reply.</p> <p>"I know we are still a little way off getting the Modification Proposal and Statement signed off, but at the meeting of the Steering Group last week, certain members of the group were unsure/unclear what needed to happen once the documentation was completed. Is it possible to give me a short commentary on what the group needs to do as its next steps."</p> <p>O'Neill Homer has indicated that the following assistance is required from Arun District Council:</p> <ul style="list-style-type: none"> • Supply list of consultation bodies that ADC will provide upon request. • Support and Agree process for advertising Reg 14 consultation <p>AG to write again</p>	<p>AG</p> <p>AG</p>
Basic Conditions Statement			<p>On the 21st April 2020 LH wrote:</p> <p>"Please ignore my email below. Ultimately, it is the advice of the LPA that is most important now and we are advising clients to consider LPA advice first.</p>	

		<p>We are also in the process of reviewing our workload and how we can continue to operate over the next couple of months. Can you please let me know whether the group would object to bringing forward the preparation of the Basic Conditions Statement (BCS)?</p> <p>This is on the basis that when you do eventually undertake the Regulation 14 consultation that we expect changes to be minor and so the bulk of the work on the BCS will be completed ready for Submission. This does of course mean that you would need to submit a grant application sooner rather than later.”</p> <p>The Steering Group is requested to agree to the Basic Conditions Statement being prepared and initially funded from YPC funds prior to any grant application being made.</p>	
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