

NDP Coordination Group (NDPCG)

Action notes of meeting held on 23rd August 2023

Attending: Colin Hayes (CH), Joe Lake (JL), Nicki Mills (NM), Pamela Godfrey (PG), Joanne Brown (JB), Ann Christie (AC)

For information: Alison Eardley (AE)

1. Introduction

- a. A letter was circulated from Arun District Council (ADC) to Michael Gove MP, dated 18th August 2023 and available from ADC's website under "news". This letter changes the dynamic of the NDP as it calls for a moratorium on large scale developments until such time as sewage issues have been resolved; it also highlights the constraints arising from flooding risks. Task Group members should be made aware of this letter (**Task Group Chairs**).
- b. The agreed action notes of a meeting held with Kevin Owen, Principal Planner (ADC) had been circulated. This opens up the way for challenging ADC housing allocations and ADC HELAA categorisation, of great significance to determining the housing allocation for the Local Plan period up to 2031 and beyond. Task Group members should be made aware of these notes (**Task Group Chairs**).
- c. A technical summary had been circulated of the adverse environmental impacts of development and susceptibility to flooding in Middleton-on-Sea. This report will be progressed as more information is gathered (**CH/AC**).

2. Review of Task List prepared by Alison Eardley (August 2023)

Reference numbers are as per Alison's Task List, and those shown are relevant to tasks up to December 2023. Progress will be reviewed at each future meeting of the Coordination Group.

Ref.	Action	Action by:
3	Creating a directory of photographs to facilitate requests as NDP documentation progresses	Carl Smith JL
4	Updating Parish Council website with relevant documents in date order: on-going	JL
5	On-going social media: monthly updates of activities	JB
6	Mapping: A3 maps of the Parish can be requested from JL to facilitate marking up of survey data; these will subsequently be digitised for reporting purposes	ALL/JL AE
7	To give Dropbox access to Task Group members, provide e-mail addresses to Alison ajeardley@btinternet.co.uk	TG Chairs
8	Housing allocation from 2018 under detailed review	CH/JL

9	Prepare monthly update of engagement activities	JB
10	A critical review of SuDS will be undertaken	JB/CH
11	A critical review of coastal erosion and flooding will be undertaken based on Elmer Sands	PG
12	Prepare descriptive summary of the area	JL
13	Prepare profile based on census data	JL
14	Summarise challenges and opportunities	JB
15-16	Finalise Vision and Objectives	CH
17	Prepare brief note on overarching principles	JB
18	Preparing an overarching spatial strategy depends on: <ul style="list-style-type: none"> Getting ADC to agree to a lower non-strategic housing allocation for the period up to 2031, based on the preparation of an evidence based review and report; The preparation of site specific evidence based reports to inform ADC's categorisation of HELAA (initially based on 2021); 	CH/JL/AE
20	<ul style="list-style-type: none"> Reviewing ADC's register of brown field sites; Researching ownership of three potential brown field sites in Middleton; Arranging a meeting with WSCC as soon as possible to discuss development alternatives. 	CH/JL/AE JL JL JL
21	Housing needs assessment report must be brought in line with anticipated reduction in ADC'S 2018 allocation. Obtain copies of: <ul style="list-style-type: none"> ADC's housing need assessment for the District; Any DC waiting list for housing in the Parish. 	JL/AE JL JL
22	Review Air B+B policy in Dropbox	CH
23	Review second homes policy in Dropbox	CH
24	Review character and design policy with Nick Holland, including AECOM's Design Guidance and Codes, once received. This should include energy efficiency.	CH
26	Review WSCC's landscape assessments.	CH
26	Review possibility of solar farms with WSCC.	CH/JL
27	Review heritage assets via Historic England and map.	JL
28	Speak to Nick Holland about heritage assets.	CH
29	Who is David Armitage?	AE
30	Review of sewerage and drainage is on-going and will continue to feed into discussions with ADC. Feedback from WSCC/ADC meeting on drainage would be helpful. Flood risk review also on-going and latest forecasts on climate change impacts awaited. We will need a policy on flood risk in the context of allowing development and its design.	CH/AC AC CH/AE

31	The review of several water quality issues is on-going and will continue to feed in to discussions with ADC concerning housing allocations and HELAA. We need to factor in coastal erosion and its relevance to development.	CH/AE
32	Issues concerning businesses and home-working will be reviewed and reported.	JB
33-37	Issues concerning biodiversity and wildlife corridors will be reviewed and reported. A plan of action will be provided.	PG
38	The review and reporting of issues concerning green spaces, including mapping, is on-going. A plan of action will be provided.	PG
39	The review of significant local views is on-going. A map will be prepared showing locations.	PG/AE
40	The feasibility of securing a community farm or allotments on WSCC land is on-going. To be discussed at planned meeting with WSCC.	CH/JL
41	A review of dark skies will be undertaken and a brief report prepared, with a policy in mind.	JB
42	Improving options for walking and cycling will be reviewed involving Jenny Wright. Initially, a plan of action will be prepared.	NM/JB
43	Other issues to be reviewed will include roads, public transport, parking and electrical charging points. Initially, a plan of action will be prepared.	NM/PG
44	Options for a green hub will be discussed at the planned meeting with WSCC.	CH/JL
45	Indoor and outdoor meeting spaces will be reviewed. A plan of action will be prepared.	NM/JB
46	Spaces and activities for children and teenagers will be reviewed. A plan of action will be prepared.	NM/JB
47	Protecting valued community facilities will be reviewed. A plan of action will be prepared.	NM/JB
48-49	Identify potential community projects and aspirations from the results of the questionnaire.	NM/JB

3. Next NDPCG meeting: 11th September 2023, commencing 11-00 am.