

**MINUTES OF THE MEETING OF  
THE GREAT HORWOOD NEIGHBOURHOOD PLANNING STEERING GROUP**

**19.30 Tuesday 15 July 2025**

**In the Village Hall**

**Present:** Caroline Cousin, Vice Chair  
David Saunders  
Stuart Bayliss  
John Gilbey (JWG)  
Nikki Steele, Chair  
Jackie Goss, Treasurer (JGo)  
Liz Metherringham, Secretary

**Apologies:** None

ITEM	DESCRIPTION	ACTION
	<b>Presentation by Jonathan Harbottle &amp; Questions</b>	
	Richard Guise - Architect	
	32 – 2 / 3 Bedrooms, 4 – 4 Bedrooms, no 5 Beds	
	13 affordable homes	
<b>1.00</b>	<b>Apologies for Absence</b> – No apologies for absence. Alan Marlow has resigned from the committee.	Info
<b>2.00</b>	<b>Declarations of Interest</b> – nothing to declare	Info
<b>3.00</b>	<b>Minutes of the Last Meeting</b>	
3.01	Confirmed all received and agreed a true account.	Info
<b>4.00</b>	<b>Matters Arising from Minutes of Last Meeting</b>	
4.01	Minutes will be made available on the Parish Council website	DS
<b>5.00</b>	<b>Update on Local Plan</b>	
5.01	CC attended Town Council Planning Forum in June. The assessment of the call for sites will not be available to end of this year. Draft Plan August 2025 for consultation for 3 months (this will not include site allocations or housing numbers). Public consultation Jul / Aug 2026. Charlotte Morris is the Planning Manager. CC has emailed her but no response. John Chilvers has agreed with Caroline to chase.	Info
<b>6.00</b>	<b>Revised Terms of Reference</b>	
6.01	The owner of a plot submitted in a call for sites. CC has advised that we will assess with all the others. Currently he has no access to this site from the Highway. CC will write to confirm that as a steering group it is not a public meeting and	CC

	to refer to the minutes available online.	
<b>7.00</b>	<b>Draft Project Plan</b>	
7.01	CC introduced the draft project plan that is available in the dropbox. This provides a step by step guide to the requirements to complete the project plan. This has highlighted that the consultation is the most pressing thing to do.	Info
<b>8.00</b>	<b>Funding Feedback from PC Meeting</b>	
8.01	CC advised PC that we have had an estimate of £30k and that the £20k allocated is unlikely to be enough. PC advised that they do not have unlimited funds and suggested that we cap the spend. CC strongly disagreed with this approach. The PC authorised the issued of the invitation to tender as the responses will provide a better indication of expenditure.	Info
8.02	£600 authorised for printing costs for questionnaire	Info
<b>9.00</b>	<b>Invitation to Tender for Studies</b>	
9.01	DS has created a draft invitation to tender for review. Tender to include: <ul style="list-style-type: none"> <li>• SEA Scoping Report &amp; Site Assessment Reports</li> <li>• Advise the NP Committee on how to assess housing on the sites and carry out the assessment (non-biased view)</li> <li>• Provision on advice and structure for regulation 14 policies (tender to state policies which are to be included within their quotation)</li> <li>• Overview health check of NP and consultation statement and basic condition statement</li> <li>• Discussed local green space and agreed that this should be included</li> </ul>	Info
9.02	Parish Council will submit tender. The Parish Clerk has researched other local villages and identified who they have utilised to develop their Parish Plan. 3 have been identified. Minimum of 5 to be approached.	DS
9.03	NS requested that we pre-agree the form of tender (to ensure consistent replies and a tender review process.	DS
9.04	DS advised that the tenderers are required to confirm if they are intending to respond to tender by the date requested.	NS
9.05	NS/LM & Parish Clerk to manage process,	NS/LM
9.06	Note that there is no Parish Council meeting in September. An extraordinary meeting can be held for this specific purpose and approve letting of a contract if necessary.	Info
<b>10.00</b>	<b>What can we do ourselves</b>	
10.01	State of the Parish Report	DS/CC
10.02	A large proportion of the draft report – introduction, vision & objects and implementation summary.	TBC
<b>11.00</b>	<b>Questionnaire of Residents Views</b>	
11.01	Consultation with Residents. SB shared a draft document for review.	SB
11.02	Questionnaire to be reviewed by committee and fed back to SB by Friday 25 <sup>th</sup> July 2025.	
11.03	The best time to distribute is in the September Focus. The	

11.04	Print date is 15 <sup>th</sup> August 2025.	SB
11.05	SB looking into most suitable online version.	SB
11.06	Some areas, for example, Washbrook, are not currently covered by Parish Focus so will need to be delivered by hand.	CC/SB
11.07	CC noted that the green gap policy requires local views, so questions may be required on this.	
11.07	LM raised that we need to ensure we have accessible versions of the document. SB to review.	SB
<b>12.00</b>	<b>Any Other Business</b>	
12.01	CC queried whether others should be invited to submit a written proposal to elaborate on the call for sites. It was agreed that this would be appropriate, but developers are under no obligation to do so. Response to include access, number and mix of houses, parking provision	CC
<b>13.00</b>	<b>Items for next meeting</b>	
13.01	To be agreed nearer the time.	
<b>14.00</b>	<b>Date of next meeting</b>	
	Monday 11 <sup>th</sup> August – 6pm (hour meeting to review questionnaire only)	
	Monday 23 <sup>rd</sup> September – 7.30pm Full Meeting	