

Minutes.

Date: 05.09.2024

Attendees: Cllr Danny Armstrong, Ford Parish Council (DA)
Maureen Chaffe, Ford Community Land Trust (MC)
Cllr Sam Langmead, Ford Parish Council (SL)
Cllr Tim Hibbert, Clymping Parish Council (TH)
David Foy, Ford Community Land Trust (DF)
Gardiner Hanson, Tor & co (GH)
David Scane, SEC Newgate (DS)
Sophie Richardson, SEC Newgate (SR)

Apologies: Cllr Amanda Worne, Arun District Council, Yapton Parish Council
John Longhorn, Vistry
Cllr Dawn Smith, Ford Parish Council
Tom Warder, Dave and Julie Curteis, Ford Community Land Trust

	Action
1.	MC to circulate link to SharePoint where members of the CLG can view relevant documents in one place.
2.	GH to share tracker document showing amends to the submission version of the Design Code as well as sharing the Reserved Matters (RM) submission documents and the presentation pack for the Advisory Group meeting. These to be added to SharePoint.
3.	Vistry to advise on schedule for hedgerow trimming and suggestion to take photos of the site's development.
4.	CLG members to provide comments on the RM submission documents.
5.	Next CLG meeting arranged provisionally for the 22 nd October.



Comment	Actions
<p>Planning Update – Design Code</p> <p>GH provided an update on the Design Code, which has a determination deadline of the 25th September.</p> <p>Design Code comments have been received from all consultees except for West Sussex highways.</p> <p>MC requested to see the tracker document of Design Code changes that was issued to ADC officers.</p> <p>GH outlined the main changes to the Design Code, which focus on the play strategy and the treatment of the canal. The Design Code allows flexibility on these aspects and further detail will be provided in later RM applications.</p> <p><u>Play Strategy</u></p> <p>The play strategy now sets out the different play themes around the site such as airport, theatre, wild, and town themes. There is also more coding around the size of the play areas as well as further detail in the trail design with the network including fitness trails, play trails, and trails designed for seniors.</p> <p><u>Canal Park</u></p> <p>There is new coding on the canal park designs, including a rain garden using natural drainage, which is also attractive and safe in dry seasons.</p> <p>DA noted that Arun has experienced very rain-heavy years and also droughts so a water feature that just relies on run-off may not be reliable. MC also highlighted the importance of safety if the water is deep.</p> <p>GH acknowledged such issues had guided the choice of a rain garden type feature, with the design team keen to avoid stagnant water and a water depth that would require a fence. Details will also be further designed at the RM stage, at which point the CLG and the Canal Trust would be consulted again.</p> <p><u>Public Art</u></p> <p>Further coding for public art on the site has also been included in the submission Design Code.</p> <p>SL noted a previous discussion about printing a plane design on the fencing of the site’s western edge.</p>	<p>GH to share tracker document of Design Code changes.</p>



Pump Track

Another addition to the design guide is a 'pump track', notes GH. This would be a route to ride a BMX for example and would fit to the south of the sports pitches.

MC emphasised the importance of keeping track of all the changes to the Design Code, RM applications, and s106 agreements. A key responsibility of the parish councils and the CLT is to make sure that all the planning consent and s106 conditions are followed through on.

There is an Advisory Group meeting on Friday 13th September. Subject to any further comments, ADC may be able to approve the Design Code the following week.

GH highlighted that the project team will be attending the Advisory Group meeting. TH noted that it is helpful when developers attend the Advisory Group meetings and that there have been issues with other developers not attending.

MC said that it would be good to see this presentation pack for those members of the CLG not invited to attend the Advisory Group.

GH emphasised that it would be useful to hear comments from the parish councils at the Advisory Group meeting, if not before, so that changes can be addressed as soon as possible. MC said that Ford PC's comments on the Design Code had been verbally given at the last CLG and so they had not submitted a formal comment. SL noted that they should look over the changes made to the Design Code to see if the parish council have any other comments.

The purpose of formal comments, which can include positive comments, was discussed for showing ADC and residents that the parish council has listened to residents' comments and acted. A comment acknowledging how Vistry has taken on board the Ford parish council's comments on the realignment of the community hall would be useful, DA and MC noted.

Sharing Documents

MC suggested making a SharePoint for key documents where documents such as the Design Code can be kept rather than having to constantly re-share large documents with everyone. Minutes should also be added to the share point and then be formally acknowledged at parish council meetings. The SharePoint would also be a useful location for keeping track of comments.

MC to circulate link to SharePoint.

Planning update - Reserved Matters

GH to send copies of the RMs.



Reserved Matters are due to be submitted soon with the target being for 6th September. This is unlikely to be validated for at least a week. The RMs are generally in alignment with the Design Code so officers are quite comfortable with the proposals so far. If the Design Code is approved soon that will allow officers to properly turn their attention to assessing the RMs against policies, the outline permission and the Design Code, and to start the internal consultation process.

There will be supporting documents to accompany the RMs – likely totalling around 30 documents without the house type drawings.

MC asked how the different parish councils and the CLT should approach dividing up reviewing the RMs and the supporting documents to be more efficient. She suggests a small group is made to review the documents. The performance agreement will mean that comments will have to be relatively quickly returned to ADC.

Three RMs were being submitted by Friday 6th September ready for validation:

- Infrastructure RM
- RM 1 in the northwest corner
- RM 4 in the southeast corner

MC would like a copy of the documents pre-validation to add to the shared drive. GH should be able to send the RMs to MC subject to sign-off.

GH said that if the RM gets validated by the 13th September there would be a 21 day consultation period so the timeline for getting back comments would ideally be mid-October. ADC would still accept comments if later than that.

MC offered Clymping PC the chance to join in with dividing up the document reviewing process.

DS noted that many public comments on the RM applications tend not to distinguish it from the outline application and just object it to the principle. An explanation on what the RMs are will be sent out to those on the mailing list.

MC offered to send this information out on the CLT mailing list too.

Finally, GH noted that an initial archaeology condition has been partially discharged following a survey on the site. They had needed to temporarily stop up the PROW. MC said that a contractor had wrongly told a resident the PROW would be permanently closed – counter to previous information sent out by the project team and the parish council – and that maintaining consistency in communication is important. GH apologised that this had happened.



Bridleway

DA raised his concerns about the bridleway required in the S106 to go through the middle of the site. He noted that historically they were designed to be separate from pedestrians and is not appropriate to go through the middle of a housing development surrounded by children, pets, and bikes etc.

GH said that it is currently designed as a shared pathway and that it is hard to amend as it is required in the S106. He agreed that it currently makes little sense but was likely added to 'future-proof' designs and allow for future increased connectivity.

MC highlighted that this shows the importance of properly reviewing the technical documents of the RM and sending comments.

Hedgerows

DA thanked Vistry for keeping the hedgerows within the plans but said that they need regular maintenance. People are having difficulties using the footpath going up Ralston Park as brambles are currently coming out at head height. It is currently the traditional time to cut the hedgerows. SR said that this issue had already been raised by the Ford parish clerk and that it had been passed on to John Longhorn.

Follow up on hedgerows maintenance with the project team.

Ford Neighbourhood Plan update

MC said that the Regulation 15 had been submitted to ADC on the 13th August. They replied at the beginning of September saying that the access to the documents had timed out. There are little significant changes to the neighbourhood plan. There are more conditions about the biodiversity of trees and planting, and insuring maintenance contracts are in place. The new plan mentions the community facility within the airfield development, to make sure its enshrined. ADC has told the parish to remove the allocation of 1500 houses as it has already been approved but the PC are keen to include a strategic allocation. The parish has been told that if a neighbourhood plan has no strategic allocation, clause 14b that stops speculative development is not invoked.

Update on engagement with Ford open prison

DS updated the CLG on a meeting earlier that day at Ford open prison. It followed on from a meeting with Mark Drury, the governor, in July that started the conversation around what work opportunities and skills and training the building site could provide prisoners.



At the second meeting, the construction manager for the site, Tom Dean, talked about his struggles to get construction workers and found synergies with the prison who are looking for work placements for their prisoners, many who already have the necessary skills.

The next step will be to hold a jobs fair at the open prison, likely in November when new prisoners arrive. The prison also has excellent training facilities where skills such as bricklaying and drylining are taught.

MC noted everyone's desire for the airfield to be an exemplar site and that involving the prisoners in the construction, and in the new community going forwards, will be a fantastic legacy for the site.

Affordable Housing Providers

GH passed on from Vistry that the affordable housing director had shared the packs with Tom Warder from Action in Rural Sussex on the 4th September.

Within each RM pack there is an affordable housing plan. The S106 then requires Vistry to come forward with the relevant tenure obligation for each house specified for affordable housing use – subject to which registered provider can provide the more competitive commercial offer. Within the pack sent out there is a CLT tenure plan more skewed towards intermediate provision and then a RP pack that is more skewed towards affordable rent.

MC noted that is now up to Aster to come up with a competitive bid.

DS said that the CLT should follow up with him if for whatever reason they have not received the affordable housing bid pack yet.

Date of next meeting

DS noted that it would be good to have another meeting once the parishes and CLT have had a chance to review the RMs so that any questions or comments can be addressed.

The next meeting could be done as a Teams call if helpful, and GH said he was happy to have quick calls whenever to clear up any immediate questions; a shared document where comments could be added and addressed in real time could also be helpful.



MC said that they would need to work out when to meet as a small group to understand the size of the documents and how much time it would take to respond to them. This could be in early October after which a provisional date for the CLG is set for 22nd October, 2-4pm.

AOB

Communications strategy

MC discussed finding a way for the parish councils to relay information to residents about Ford airfield and that it should become a regular update so that people know where to look for information.

TH mentioned that Clymping PC are in the process of opening a Facebook page.

Complications associated with a parish council Facebook page subject to the freedom of information act and data protection laws were discussed. Groups such as the Ford CLT do not have these issues as they are not a public body and so regular updates could be posted on a CLT Facebook.

DS showed the news feed on the Vistry Ford website. These updates are automatically sent to the mailing list. For example, the Summer 2024 update with the PROW temporary closure information and the Design Code submission is on there. This will be updated shortly with information about the RM submission. The website is: <https://vistryhomesford.co.uk/>. The CLG were advised to sign up to the mailing list so that they can immediately see any website updates.

Southern Water

DA said that many residents were concerned about Southern Water's capabilities and the problems arising from flooding and sewage. The sewage issues are impacting the main industry of the area - tourism.

DA asked that Vistry and other developers use any lever possible to get Southern water to improve its operations.

Clymping comments on the Design Code

GH ran through Clymping Parish Council's comments on the Design Code.



Comments now available to view on the ADC website urge the S106 to include an obligation to deliver a 2m public footpath from Yapton Road, easterly direction on northside near Horsemere Green Lane.

GH said that there is a scheme of works along Horsemere Green lane and that Foreman homes is to deliver footpath improvements down the other half of the road. The S106 has already been agreed to there is no ability to add a new one. A map of the off-site obligations was shared to attendees of the last CLG and SR has now sent a copy to Clymping Parish Council too as requested by TH.

Site photography

MC mentioned that Cllr Dawn Smith wants to photographically record the development of the site through the different construction stages.

SL suggested that some sites have a camera up on a pole to record the whole site. This would be good for publicity but also might be helpful as some people fly drones in the area and it is useful to have a record of a different angle.