

# BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

## Bramber & Beeding Village Hall

Tuesday 16<sup>th</sup> October 2018 at 7.00pm

**Present:** Cllr Roger Potter, Cllr Nick Stubbs, Cllr Mick Tilley, Cllr Sarah Green, Cllr Mike Croker, Mrs Paddy Robson, Mrs Rachael Rainbow, Mrs Brianne Reeve and Mrs Diana Croker.

**In attendance:** Mrs Alison Eardley (Planning Consultant) - by Skype

**Members of the public:** 2 (arrived 7.30 p.m.)

**Notes:** Paddy Robson

### NOTES

1. **Apologies for absence**

Apologies were received from Mrs Christine Supiot.

2. **Declarations of interest**

There were no declarations of interest.

3. **Notes of the previous meeting – 19<sup>th</sup> September 2018**

Cllr Tilley **proposed** that the notes of the meeting of 19<sup>th</sup> September 2018 should be approved as a correct record of the meeting and duly signed by the Chairman. **Seconded** by Cllr Stubbs. **Agreed.**

4. **Matters arising**

a) Clays Field Covenant – Mrs Brianne Reeve had spoken to Janet Pennington who recalls it having been spoken about and is now trying to trace any documentation. Cllr Croker reported that he had put in an F.O.I. request to WSCC and has now received a Deed of Grant but this is dated 1959 which is much earlier than the covenant would be.

b) The HNA has been uploaded to the website.

c) Information from AE has been received by the Environment and Countryside and Transport Focus Groups regarding policies.

d) Event arrangements – see agenda item 7.

e) The newsletter has been circulated throughout the parish and is on the website.

5. **Chairman's announcements**

Notes from the HDC NDP conference were circulated on 27.09.18 and there were no further comments.

The Chairman adjourned the meeting following the arrival of 2 members of the public.

6 **Open Forum**

Members of the public were invited to speak. They said that they were from the Kingsmead area and just wished to view the process.

The Chairman reconvened the meeting.

7 **Public Drop-in Event**

a) Councillor Green has agreed to co-ordinate the event.

b) The event will take place on Saturday 24<sup>th</sup> November 10.00am – 2.00pm. The venue is hoped to be in Bramber but this remains to be confirmed otherwise it will be at The Hub in Upper Beeding.

**Action**                      **Confirmation of venue**

**SG**

c) The consultant was asked for advice re the organisation of the event and AE suggested that there could be a formal introduction at the beginning and then visitors would browse the exhibitions and ask questions and give feedback. **Cllr Stubbs** suggested that it possibly would be better to have a rolling introduction on powerpoint so that people attending at different times would have access to it. He proposed this and was seconded by **Cllr Tilley**.

**Action Powerpoint to be designed**

**Agreed  
To be decided**

d) It was agreed that the introduction on the powerpoint would contain the Vision Statement and the Objectives for the plan as well as general information about the process.

E )Each focus group to produce its own exhibition to include photographs and draft policies.

**Actions: A checklist to be provided for exhibition material**

**AE**

**A rota of focus group members to man exhibitions**

**SG**

**Exhibition boards to be sourced**

**RP&PR**

f) Feedback to be by questionnaires which will be available at each exhibition. Structured questions to be produced by each focus group.

**Actions: Formulation of questions**

**Focus Groups**

**Printing of questionnaires**

**Clerk**

## **8 Focus Group updates, including policies**

### Housing & Development

Mrs Paddy Robson reported that the group had met to amend and agree the draft housing policies which have been forwarded to the Steering Group for comment.

The developers of both sites have been contacted. The proposal for Clays Field is still being completed and it is hoped the details will be available soon. The owner of the Klngsmead site has been invited to meet with the group and this has been arranged for this week. We will specify the identified housing needs for Bramber and emphasise the importance of the submission of a plan to complement these.

Work is in progress to complete the full assessments of the sites.

Cllr Tilley pointed out that the end date of the plan referred to in the policies should be corrected to 2031.

Environment & Countryside – Cllr Tilley presented a full report of the group’s activities which follows as an appendix to the notes.

There was discussion about biodiversity issues and the size of green sites.

**Action: Sussex biodiversity records to be forwarded to MT**

**RP**

The consultant had asked if Bramber had a flood plan and it was explained that an emergency plan was in place. It was agreed by the steering group that information about possible flooding should be in the plan.

**Action: A copy of the Bramber Emergency Plan to be sent to AE**

**RP**

Tourism & Heritage – Mrs Rachael Rainbow reported that the Business Survey had been completed and is online and to be put on to the website. There will also be leaflet drops to other local businesses. Replies are to be received by 31<sup>st</sup> October after which the group will work on drafting the policies.

Transport, Highways & PROWs – Cllr Croker asked if the consultant could give advice on the possibility of providing a protected crossing on the A283. He explained how difficult crossing either at the roundabout or from Castle Lane can be and is concerned that if there is additional housing the problem will be enhanced. He also noted that the consultants had made comments about the policy regarding rights of way which are used jointly by walkers, cyclists and horse riders. He agreed that this may cause problems in more urban areas but seemed to work in rural communities.

Cllr Tilley said that the recent low carbon document was very useful.

## **9 Community Facilities Policy**

It was agreed that the Bramber Infrastructure Policy will form the basis of this policy.

**10 Neighbourhood Plan Finance**

Finance update, income to date - £9,000, expenditure to date - £459.70 + VAT, balance = £8,540.30 although Planning Consultant invoices are due shortly and the public event will incur some costs.

**11 Call for Sites process**

Nothing further to report.

**12 Site Assessment**

Work is continuing to finalise assessment reports.

**13 Publicity/Community Engagement**

- a) Leaflets have been distributed throughout Bramber.
- b) See item 7.

**14 Plan Programme (copy circulated prior to the meeting)**

Programme was reviewed and members felt we were near to target.

**15 Correspondence**

None for this meeting.

**16 Items for next agenda**

- a) Final preparations for drop-in event.

**17 Date of Next Meeting**

Cllr Green will check availability of members and consultant for week beginning 12<sup>th</sup> November.

**Action:**

**SG**

The Chairman closed the meeting at 8.40pm

Signed:  
Chairman

Date

**Appendix One**

**Environment & Countryside Group Report**

- a) Policy discussion document produced and circulated to group members for comment. It was deliberately very rough with various duplications and missing expansion to encourage feedback. Subjects covered: trees, hedgerows, ponds, hedgehogs, nest boxes, bees, LGS, biodiversity, flooding, energy and pollution.
- b) Document forwarded to Alison at her suggestion and very useful telephone conversation held subsequently. Numerous suggestions for further enhancements were made and work has already started on these.
- c) In particular, the group has been asked to see if further topics should be included in the policies and aims as well as identifying key landscape features and examples of iconic views which need to be preserved.
- d) Images of typical views and recent flooding events have been uploaded to dropbox.

e) Alison to provide pro-forma for green space criteria.