

BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Bramber & Beeding Village Hall

Wednesday 19th September 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 and Mrs Christine Supiot, Mrs Brianne Reeve and Mrs Diana Croker.

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

Members of the public: 0

Notes: Rebecca Luckin

NOTES

1. **Apologies for absence**

There were no apologies for absence.

2. **Declarations of interest**

There were no declarations of interest.

3. **Notes of the previous meeting – 22nd August 2018**

Cllr Tilley **proposed** that the notes of the meeting of 22nd August 2018 should be approved as a correct record of the meeting and duly signed by the Chairman. **Seconded** by Mrs Christine Supiot. **Agreed.**

4. **Matters arising**

a) Publication of Housing Need Assessment – Agenda item 8.

b) Redraft Vision Statement - Agenda item 7.

c) Clays Field covenant – Cllr Potter has spoken with DM Stallard who reported that there is no covenant on the land, as far as they were aware. Cllr Croker had noted on the Land Registry website that a charge had been placed on the land, and is in the process of checking with WSCC. Mrs Brianne Reeve will ask Janet Pennington if she has any information on a possible covenant.

d) Community Facilities Policy / Parish Council IDP – Lighting for twitten - costing investigated and project added to IDP. Mr Martin Leigh-Pollitt had been contacted regarding a proposal for a WC and water supply for St Nicholas Church, and had confirmed that the project should remain on the IDP.

e) Locality technical support for Site Assessments – The Clerk had submitted a request to Locality, but did not receive a response in time for the meeting.

f) Public Meeting date – Agenda item 14.

g) Newsletter – Agenda item 14.

Action **Check with Janet Pennington re possibility of a covenant for land at Clays Hill**

BR

5. **Chairman's announcements**

None for this meeting.

The Chairman adjourned the meeting

6. **Open Forum**

a) A member of the public

The Chairman reconvened the meeting.

7. Vision Statement

a) Steering Group Members to consider and agree Vision Statement, prior to publication - Cllr Mike Croker and Consultant Alison Eardley had provided amendments to the draft document. Subject to Objective 1 being separated into two objectives, Mrs Paddy Robson **proposed** that the Vision Statement be approved. **Seconded** by Mrs Rachael Rainbow. **Agreed.**

Action Amend Vision Statement, as agreed, and re-circulate

AE

8. AECOM draft Housing Need Assessment (HNA)

a) Steering Group Members to approve HNA, prior to publication on website - Cllr Stubbs **proposed** that the Housing Need Assessment be accepted. **Seconded** by Mrs Paddy Robson. **Agreed.**

Action Draft text explaining that the housing number is an unconstrained number

Clerk

Action Upload to website

Cllr Tilley

9. Focus Group updates, including policies

a) Housing & Development – Draft housing policies had been circulated to the Steering Group. Mrs Paddy Robson provided a report which is attached as an appendix to these notes.

b) Environment & Countryside – Cllr Tilley reported that the Focus Group had begun looking at policies and that one member had left the Group. The group will refer to new proposals by Chris Packham regarding the management of countryside and wildlife. Protection for the garden of St Mary's House will be considered.

Action Provide information on policy areas and text

AE

c) Tourism, Commerce & Heritage – Mrs Rachael Rainbow reported that the Business Survey has been drafted and local businesses and heritage organisations identified. The group will meet to discuss circulation and publication of the business survey. Following results of the survey, policies will be drafted.

d) Transport (Highways & PROWs) – Cllr Croker reported that a list of policies had been drafted, with reference to HDC and SDNPA Policies.

Action Liaise regarding Transport policies

AE / Cllr Croker

10. Community Facilities Policy

a) Committee members noted that the Bramber Parish Council Infrastructure Delivery Plan (IDP) has been sent to HDC (copy circulated prior to meeting).

Action Place copy in Dropbox

RL

11. Neighbourhood Plan Finance

a) 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.

12. Call for Sites process

a) Progress update – an initial assessment of sites had been undertaken. Landowners / agents had been asked to provide further information on their proposed sites for consideration.

b) Agree next actions – Public presentation event.

13. Site Assessment

a) Initial site assessments had been drafted, with copies sent to the HDC Neighbourhood Plan Officer.

14. Publicity / Community Engagement

a) Steering Group Members to agree arrangements for Public Presentation Event - A drop-in event will be

hosted on Saturday 24th November 2018, 10am – 4.00pm, to facilitate maximum community engagement. Information on potential sites will be displayed, draft policies will be made available and comments will be invited. All documents and information available on the day will be uploaded to the website.

Action Check availability of venues (Beeding Hub, Tollgate, Maharaja) Clerk/Cllr Potter/Cllr Green

b) Newsletter to be drafted and circulated.

Action Draft newsletter

Cllr Potter

Action Circulate by email to members of the public

Clerk

15. **Plan Programme** (copy circulated prior to the meeting)

a) Steering Group Members noted the Plan Programme and tasks yet to be completed.

16. **Correspondence**

None for this meeting.

17. **Items for the next agenda**

a) Policies

b) Event planning

18. **Date of next meeting – 17th October 2018**

The Chairman closed the meeting at 8.53pm

Signed:
Chairman

Date: 3rd October 2018

Appendix One

Housing Focus Group Report

Further e-mails were sent to the developers who had responded to the Call for Sites.

The owners of Kingsmead were asked to provide all information requested on the Call for Sites notice and Clays Hill to give all information about the proposed access and the precise size of the area for proposed development. We have now received the basic information required for Kingsmead and the group is meeting tomorrow to decide if this site should go forward in the plan. If accepted, the developer has indicated he will then put forward proposals for development to meet our policy requirements.

The details for Clays Hill have not yet been received but we have been informed that they are in hand.

Cllr Potter distributed the proposed housing policies to the Steering Group for comments and we have now received detailed feedback from Alison Eardley. The next action is for us to meet to review and amend these policies and to also design individual site policies for the sites.