

BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Bramber & Beeding Village Hall

Wednesday 29th May 2019 at 6.30pm

Present: Cllr Roger Potter, Cllr Mick Tilley, Cllr Mike Croker, Mrs Brianne Reeve, Mrs Rachel Rainbow and Mrs Christine Supiot.

Members of the public: 0

Notes: Rebecca Luckin

NOTES

1. **Apologies for absence**

a) Apologies were received and accepted from Cllr Sarah Green, Mrs Paddy Robson and Mr Nick Stubbs.

2. **Declarations of interest**

None for this meeting.

3. **Notes of the previous meeting –17th April 2019**

a) Cllr Croker **proposed** that the notes of the meeting of 17th April 2019 be approved as a correct record of the meeting. **Seconded** by Mrs Supiot. **Agreed** – the minutes were signed by the Chairman.

4. **Matters arising**

a) Request to Locality for Technical Support from AECOM re Design Codes – the offer of Technical Support had been confirmed and AE had made contact with AECOM regarding the advice that they could provide.

AE is working to organise a local meeting with representatives of AECOM, possibly 12/13th June.

b) Updated Programme Plan to Dropbox – AE actioned.

c) HDC consultation re Neighbourhood Plans – agenda item.

d) Contact NK re letter question raised in letter from member of the public – response circulated to Steering Group Members.

The Chairman adjourned the meeting

5. **Open Forum**

The Chairman reconvened the meeting

6. **Chairman's announcements**

None for this meeting.

7. **Publicity / Community Engagement**

a) Steering Group members noted that if the timeline was going to be achieved, they should aim to reach Regulation 14 over the summer period, which would require community engagement events in July and September. Steering Group members agreed that they should start to plan an engagement strategy for the event. AE will draft an initial document, including possible activities.

Action **Draft initial community engagement strategy**

AE

8. **Focus Group updates, policies and proposals**

a) Housing & Development - Cllr Potter updated Steering Group members regarding a recent meeting with HDC and DMH Stallards.

Norman Kwan, HDC Neighbourhood Plan Officer (NK), had confirmed that the expectation was for Neighbourhood Plan groups to reach Regulation 15 by Autumn 2019.

Regarding a query from a member of the public, NK had confirmed that no precedent would be set by looking at a proposal that referred to the release of some land at Clays Field, for the Parish Council to manage, if development were to take place. Cllr Potter had responded to the member of the public who had raised the concern.

The Housing Focus Group had reiterated to DMH Stallards that they were not in favour of a 'housing estate' type of development of 40 units, for Clays Field. The developer had agreed to contact the landowner and request further options, mindful of Housing Focus Group preferences. If no compromise can be agreed, the field could be classified as a non-deliverable site at the time of the plan. If this situation was to occur, it may not necessarily be possible to designate the entire space as local green space. In addition, there may be no guarantees that members of the public would have access, if it were to be designated.

Work with AECOM, regarding Design Codes, will continue.

b) Environment & Countryside – Cllr Tilley reported that he had requested guidance from AE regarding 'iconic views', which can be subjective, but most likely to include the South Downs, Bramber Castle, the River Adur and Bramber Bridge. AE will send information that will assist with classification of views. NK had previously offered to speak with the HDC Landscape Officer regarding views from the South Downs, into Bramber.

Action **Send information to Cllr Tilley**

AE

Action **Chase NK re visit by Landscape Officer**

Clerk

c) Tourism, Commerce & Heritage – Mrs Rachel Rainbow reported that a meeting had taken place and draft policies had been sent to AE and uploaded to Dropbox. Policies will focus on protecting and conserving heritage assets, maximising St Nicholas' Church facilities for use by the community, supporting the creation of an education centre at St Mary's House and Garden (with a potential link to Bramber Brooks), improving the local communication structure, protection of local businesses, providing sufficient free parking to encourage visitors to Bramber, maintaining public transport and provision of electric vehicle charging points.

d) Transport (Highways & PROWs) – nothing to report for this meeting.

9. **Community Facilities Policy**

Nothing to report for this meeting.

10. **Neighbourhood Plan Finance**

a) Finance update – Grant income - £9,000. NP expenditure - £3,585.36 (+VAT £636.49)
Balance = £5,414.64

b) Steering Group Members to consider and agree consultant quote for SEA procedure:

Alison Eardley quote - £1,485+VAT (circulated prior to the meeting)

Cllr Croker **proposed** that the quote be accepted, since it was included in the initial costing, that had been agreed at the outset of the plan. **Seconded** by Mrs Supiot. **Agreed.**

c) Locality grant retention – Steering Group Members noted that the Clerk had been successful following a request for an extension on time for grant expenditure and, after discussion with the Chair and Alison Eardley, an application to vary the budget, allowing for changes to the plan process and timings.

Revised deadline for expenditure – 31.12.19.

11. **Call for Sites**

a) Progress update

b) AECOM Technical Assistance regarding Design Codes – AE had spoken with AECOM representatives regarding Design Codes that would be relevant to Clays Field, and any other site in Bramber Parish.

c) Agree next actions – meeting with AECOM representatives to discuss Design Codes, date to be agreed.

12. Plan Programme

a) Steering Group members to consider and agree revised plan programme (circulated prior to the meeting). Mrs Rainbow **proposed** that the revised Plan Programme be adopted. **Seconded** by Cllr Tilley. **Agreed**.

13. Correspondence

a) Steering Group Members to consider and agree a response to an HDC letter regarding the future of Neighbourhood Planning. SG Members to make recommendation to Full Council, prior to a response to HDC by 31st May 2019. Mindful that Norman Kwan had advised that the Reg 15 deadline would be Autumn 2019, Steering Group members **agreed** that they would expect to meet the deadline and wished to continue with the Neighbourhood Plan.

Action Respond to HDC

Clerk

Action Item for next Full Council agenda

Clerk

b) CPRE – link to presentation provided.

c) Letter from member of the public regarding Clays Field site.

d) Locality e-newsletter circulated.

14. Items for the next agenda

a) Community engagement strategy

b) Planning for community engagement events

c) Steering Group members to receive the draft Neighbourhood Plan

15. Date of next meeting – 26th June 2019 – subject to hall availability

The Chairman closed the meeting at 7.40pm

**Signed:
Chairman**

Date: