

# BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

## Bramber & Beeding Village Hall

Wednesday 11<sup>th</sup> July 2018 at 7.00pm

**Present:** Cllr Roger Potter, Cllr Nick Stubbs, Cllr Mick Tilley, Cllr Jim Goddard, Cllr Mike Croker, Cllr Sarah Green, Mrs Paddy Robson, Mrs Diana Croker, Mrs Rachel Rainbow and Mrs Christine Supiot.

**Members of the public:** Two

**Notes:** Rebecca Luckin

### NOTES

1. **Apologies for absence**

Apologies were received and accepted from Ms Brianne Reeve and Ms Alison Eardley.

2. **Declarations of interest**

There were no declarations of interest.

3. **Notes of the previous meeting – 30<sup>th</sup> May 2018**

Cllr Croker proposed that the notes of the meeting of 30<sup>th</sup> May 2018 be approved as a correct record of the meeting and duly signed by the Chairman. **Seconded** by Paddy Robson. **Agreed.**

**Action** PDF agreed minutes for upload to the website

RL

4. **Matters arising**

a) Housing Needs Assessment received – Agenda item 6.

b) Locality technical support for SA / SEA lead in time – Locality had confirmed that it would take 25 days to process and approve an Expression of Interest in receiving further technical support. SA / SEA times vary according to the complexity and number of sites being assessed.

c) Draft Memorandum of Understanding – Agenda item 13.

d) Call for Sites letter to local land management company – Actioned.

e) Plan programme – Circulated to Members and Agenda item 12.

f) Upload HDC and SDNPA site criteria template to Dropbox – HDC criteria uploaded to Dropbox. SDNPA had provided an example of a site assessment by Fittleworth Neighbourhood Plan.

The Chairman adjourned the meeting

5. **Open Forum**

The Chairman reconvened the meeting

6. **AECOM draft Housing Need Assessment**

a) Steering Group members to consider and agree comments.

All comments will be collated by RL, circulated to Steering Group Members for final approval, prior to being sent to AECOM.

**Action** Collate, circulate and submit HNA comments to AECOM

RL

7. **Focus Group updates**

a) Housing & Development

One site had been submitted with another anticipated.

The Housing Focus Group will assess sites against the criteria provided by HDC.

One member of the Focus Group had resigned.

#### b) Environment & Countryside

Cllr Mick Tilley advised that he had drafted a list of objectives and a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and circulated documents to Focus Group members for their comments. The Focus Group may wish to undertake a further survey.

#### c) Tourism, Commerce & Heritage

Cllr Sarah Green and Rachel Rainbow will draft a Business Survey. SWAB information will be reviewed.

The HDC Tourism and Economy Forum have been asked to provide further information.

The Chair of the Steyning Community Partnership will be contacted.

**Action Obtain example of Business Survey**

**RL**

**Action Contact Mr Martin Leigh-Pollitt**

**SG / RR**

#### d) Transport (Highways & PROWs)

The Focus Group will refer to SDNPA policies when drafting policies appropriate for Bramber Parish.

Draft copies have been placed in Dropbox for other Steering Group members to comment.

RL will check with AE whether CIL can be used to provide additional bus services.

**Action Check with AE regarding uses of CIL**

**RL**

### **8. Community Facilities Policy**

a) Steering Group members to consider drafting a Community Facilities Policy, mindful that S106 / CIL contributions could be generated if development occurs.

An Infrastructure Deliver Plan should be held by HDC and could form the basis of a Community Facilities Policy.

**Action Check with HDC to see if an IDP has been completed**

**RL**

### **9. Neighbourhood Plan Finance**

a) £9,000 grant funding had been received, although there had been no expenditure to date.

An invoice, and a record of hours, is due from the Planning Consultant.

**Action Chase AE for invoice and record of hours**

**RL**

**Action Provide Finance Report for next meeting**

**RL**

### **10. Call for Sites process**

a) Progress update – one site submission had been received with another anticipated.

RP will invite the owner of a local caravan park to respond to the Call for Sites, in the event that he is intending to increase the number of caravans.

**Action Contact caravan park owner**

**RP**

b) Agree next actions

Sites will be assessed against criteria provided by HDC.

### **11. Site Assessment**

a) Steering Group members to consider site assessment criteria as recommended by HDC and SDNPA, with addition of any local criteria – Steering Group members will use the site assessment criteria provided by HDC to assess all sites, including those in the SDNPA, since no criteria were provided by the Park Authority.

**Action Assess sites as received**

**All**

### **12. Publicity**

a) After site assessments have been reported to the Steering Group, a newsletter will be drafted.

Residents will be reminded that minutes are available on the website and that a public presentation will take place in September 2018, at which comments will be invited.

**Action**      **Draft newsletter**

**RP**

**Action**      **Set date for public presentation**

**RP / RL**

**13. Plan Programme** (copy circulated prior the meeting)

a) The Plan Programme is currently on track. Steering Group members will advise RL regarding any items that they wish to be added.

**14. Consider MOU with Steyning and Upper Beeding Parish Councils**

a) Steering Group members to consider and agree MOU with Steyning and Upper Beeding Parish Councils. (Draft circulated prior to the meeting)

Steering Group Members agreed that the map to be included with the MOU should identify shared boundaries only.

**Action**      **Produce maps for each shared boundary**

**RL**

**Action**      **Amend MOU's as discussed and send draft to RP, prior to sending to Upper Beeding and Steyning Parish Neighbourhood Plan Steering Groups.**

**RL**

**15. Correspondence**

a) 18.06.18 – email from HDC to landowners re SHELAA Call for Sites

b) 18.06.18 – Email from SDNPA re Local Heritage List, with regard to planning applications, recommendations to be submitted by 30<sup>th</sup> July. Cllr Green will meet with English Heritage and ask if there is a policy on Neighbourhood Plans.

c) 20.06.18 – WSCC Strategic Transport Investment Programme Stakeholder Engagement - respond by 20<sup>th</sup> July – Cllr Mike Croker will respond on behalf of the Steering Group.

d) 25.06.18 Email from WSCC re Joint Minerals and Waste Plan Inspector's Report.

**16. Items for the next agenda**

a) Newsletter

**17. Date of next meeting – 22<sup>nd</sup> August 2018**

The Chairman closed the meeting at 8.30pm

Signed:  
Chairman

Date: 22<sup>nd</sup> August 2018