

BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Bramber & Beeding Village Hall

6.30pm Wednesday 13th November 2019

Present: Cllr Sarah Greene (Chairman), Cllr Mike Croker, Cllr Mick Tilley, Mrs Diana Croker, Mrs Rachael Rainbow, Mrs Christine Supiot and Mrs Brianne Reeve.

In attendance: Ms Alison Eardley (by Skype)

Members of the public: 4

Notes: Rebecca Luckin (Parish Clerk)

NOTES

1. Apologies for absence

a) Apologies were received and accepted from Cllr Roger Potter (illness) and Mrs Paddy Robson (annual leave).

2. Declarations of interest

None for this meeting.

3. Notes of the previous meeting – 12th September 2019

a) Subject to an amendment, Mrs Rachael Rainbow **proposed** that the notes be accepted as a true record of the meeting. **Seconded** by Cllr Tilley. **Agreed.**

4. Matters arising

- a) Finalise Design Code Guidelines with AECOM – Actioned by AE
- b) Send pdf of Design Code Guidelines to DMH Stallard – Actioned by RP
- c) Community engagement event preparation – Actioned by all.
- d) Advise Norman Kwan of Regulation 14 dates – Actioned by RL.

The Chairman adjourned the meeting

5. Open Forum

Cllr Sarah Green reminded all present that the purpose of the meeting was to review comments and to consider amendments to the plan if necessary.

a) Mr Peter Rainer expressed disappointment that the Clays Field site has not been allocated for housing and that green space designation had been recommended. He advised that DMH Stallard would oppose the green space proposal.

The Chairman reconvened the meeting

6. Chairman's announcements

7. Focus Group updates, policies and proposals

Nothing to report for this meeting.

8. Community Facilities Policy

Nothing to report for this meeting.

9. Publicity / Community Engagement / Regulation 14 public consultation response

- a) Steering Group Members thanked Cllr Green for collating the responses and circulating them to Steering Group members prior to the meeting.
- b) Steering Group members to discussed and agreed actions following Regulation 14 feedback.

ACTION	Circulate revised and updated notes to AE and SG members	Clerk
ACTION	Complete action points by end of November	All
ACTION	Draft Consultation Statement	RP
ACTION	Liaise by email regarding revision of the draft plan	All
ACTION	Item for the next agenda – agree redrafted plan	Clerk

10. Plan Programme

- a) AE confirmed that from this stage in the process, HDC would be responsible for setting timelines and deadlines. Members noted that the election purdah period may have an impact on deadlines.

11. Neighbourhood Plan Finance update

- a) Grant income brought forward (from total of £9,000) - £5,414.64
NP expenditure – £5,413.99 (+VAT)
Balance = 65p
(Further planned expenditure – hall hire approx. £100, banners approx. £250, printing etc £100, consultancy costs, approx. 5 days @ £350/£500 per day = £2,950)
- b) End of grant report – completed.
- c) Locality advises that Bramber has now received the full amount of grant funding and will not qualify for further funding. Clerk to investigate further.

ACTION	Contact Locality regarding % of grant allocated to Bramber PC from SWAB NDP	Clerk
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12. Correspondence

- a) Henfield Neighbourhood Plan at Regulation 16.

13. Items for the next agenda

- a) Members to consider and agree redrafted plan.

14. Date of next meeting – Thursday 5th December 7.00pm confirmed (larger of small halls at B&B VH)

The Chairman closed the meeting at 9.00pm

Signed:
Chairman

Date: