

# BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

## Bramber & Beeding Village Hall 6.30pm Wednesday 31<sup>st</sup> July 2019

**Present:** Cllr Roger Potter, Cllr Mike Croker, Cllr Mick Tilley, Cllr Sarah Greene, Mrs Paddy Robson, Mrs Christine Supiot, Mrs Rachael Rainbow and Mrs Brianne Reeve. Ms Alison Eardley (by Skype)

**Members of the public:** 1

**Notes:** Rebecca Luckin (Parish Clerk)

### NOTES

**1. Apologies for absence**

None received.

**2. Declarations of interest**

None for this meeting.

**3. Notes of the previous meeting – 15<sup>th</sup> July 2019**

a) Subject to agreed amendments, Cllr Croker **proposed** that the notes of the meeting of 15<sup>th</sup> July 2019 be approved as a correct record of the meeting. **Seconded** by Cllr Tilley. **Agreed.**

**4. Matters arising**

a) Locality / AECOM Design Codes – AECOM had provided an initial draft, with errors that required correction and comments to be noted. AE will request a further generic iteration applicable to any potential development.

<b>ACTION</b>	<b>Any further comments to AE</b>	<b>All</b>
<b>ACTION</b>	<b>Request final draft from AECOM</b>	<b>AE</b>
<b>ACTION</b>	<b>Add item to an agenda to agree Design Codes</b>	<b>Clerk</b>

b) Hard copies of HDC Landscape Officer's report – HDC will not provide hard copies of their Landscape Officer's report, however, when Bramber PC submit the site assessment for Clays Field, they will refer to their report when forming their response. Copies will be provided by HDC at Regulation 14.

c) Continue drafting and circulating plan and provide copy to HDC Neighbourhood Planning Officer for comment – actioned. Agenda item 9. AE advised that HDC had offered a full health check, that could take two months, however it was agreed with HDC that a light touch check would be sufficient at this time.

d) Community events dates and planning – agenda item 10.

e) Draft newsletter – to be drafted when event dates are set.

f) Liaise with HDC regarding potential Regulation 14 consultation date – actioned.

**The Chairman adjourned the meeting**

**5. Open Forum**

a) Mr Peter Rainier, DMH Stallard, expressed disappointment that the Steering Group had agreed not to allocate housing on the Clays Field site. Cllr Potter and Mr Rainier exchanged points of view regarding, Planners carrying out site assessments rather than non-experienced residents via a Neighbourhood Plan, the objectiveness of the assessment carried out by the Focus Group, the intention to designate Clays Field as a Green Space (which would be fiercely fought by the owner) and the nature and frequency of the feedback from the Focus Group during the assessment process. Mr Rainier confirmed that he would be responding officially as part of the Regulation 14 process.

**The Chairman reconvened the meeting**

## 6. Chairman's announcements

### 7. Focus Group updates, policies and proposals

a) Housing & Development – Cllr Potter had circulated an email from the owner of Kingsmead regarding an application for development at the site.

Updates to draft plan provided to AE. The plan will include a Housing Report (outlining the methodology of the assessment process and conclusions), a Sustainability Report (including reference to consultees and criteria), Site Assessments and DMH Stallards documents.

b) Environment & Countryside – Updates to draft plan had been provided to AE. Cllr A Blakelock will add further comments regarding views within the parish. Sussex Biodiversity Records Centre will provide focused data on the two sites.

<b>ACTION</b>	Provide further comments to be included as an appendix	<b>Cllr A Blakelock</b>
<b>ACTION</b>	Chase Sussex Biodiversity for a version of the document which can be published on the website.	<b>AE</b>

c) Tourism, Commerce & Heritage - Updates to draft plan provided to AE.

d) Transport (Highways & PROWs) - Updates to draft plan provided to AE.

### 8. Community Facilities Policy

a) Included in the draft plan.

### 9. Steering Group Members to consider and agree approval of the Bramber Parish Council Draft Neighbourhood Plan, in preparation for Regulation 14 public consultation period.

Cllr Tilley **proposed** that in principle, subject to agreed amendments, the draft Neighbourhood Plan should be recommended to Full Council for approval. **Seconded** by Mrs Supiot. **Unanimously agreed**. A further revised version will be circulated to Councillors in time for the Extraordinary Meeting of 7<sup>th</sup> August 2019.

### 10. Publicity / Community Engagement (AE sent outline email of activities that could be hosted)

a) Newsletter to be drafted.

b) Document will need to be made available prior to the event.

c) Steering Group members agreed that events should be organised for the morning of Saturday 28<sup>th</sup> September and evening of Wednesday 2<sup>nd</sup> October 2019. The Clerk will research venues including the Castle Inn, Village Hal and Beeding Hub.

<b>ACTION</b>	<b>Draft newsletter</b>	<b>Cllr Potter</b>
<b>ACTION</b>	<b>Finalise draft plan</b>	<b>All</b>
<b>ACTION</b>	<b>Book meeting venue</b>	<b>Clerk</b>
<b>ACTION</b>	<b>Order banners</b>	<b>Clerk</b>
<b>ACTION</b>	<b>Make, and circulate, copies of the document and pdf prior to the event (including neighbouring parish and HDC list of consultees)</b>	<b>Clerk</b>
<b>ACTION</b>	<b>Provide draft itinerary for the event</b>	<b>AE</b>
<b>ACTION</b>	<b>SG Members to note itinerary and prepare for the event</b>	<b>All</b>

### 11. Call for Sites progress update – Item to be removed from the agenda

### 12. Plan Programme

a) Steering Group members noted that Regulation 14 should be completed by the end of October, followed by collation of feedback and noting of amendments. A Basic Conditions Statement should be added by the end of November. At Regulation 15 HDC will lead the consultation (6 weeks). An examiner will be chosen

and a referendum period set.

**13. Neighbourhood Plan Finance update**

a) Grant income brought forward (from total of £9,000) - £5,414.64  
NP expenditure – £44.90 (+VAT)  
Balance = £5,369.74

**14. Correspondence**

a) Email from site owner circulated to Steering Group members.

**15. Items for the next agenda**

**16. Date of next meeting** – Monday 9<sup>th</sup> or Tuesday 10<sup>th</sup> September 2019.

**The Chairman closed the meeting at 8.00pm**

**Signed:**  
**Chairman**

**Date:**