

BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Bramber & Beeding Village Hall

Wednesday 26th June 2019 at 6.30pm

Present: Cllr Roger Potter, Cllr Sarah Green, Cllr Mick Tilley, Mrs Paddy Robson and Mrs Brianne Reeve.

Members of the public: 0

Notes: Rebecca Luckin (Parish Clerk)

NOTES

1. **Apologies for absence**

a) Apologies were received and accepted from Mrs Christine Supiot, Mrs Rachael Rainbow and Cllr Croker.

2. **Declarations of interest**

None for this meeting.

3. **Notes of the previous meeting – 29th May 2019**

a) Cllr Tilley **proposed** that the notes of the meeting of 29th May 2019 be approved as a true record of the meeting. **Seconded** by Mrs Brianne Reeve. **Agreed**

4. **Matters arising**

a) Draft initial Community Engagement Strategy – AE to action.

b) Information on 'iconic views' – AE to action.

c) HDC Landscape Office to visit parish – actioned. A report will be provided by the Landscape Officer shortly. He/she will also meet with Steering Group members.

d) Respond to HDC re future of Neighbourhood Planning and include on Full Council agenda – actioned.

The Chairman adjourned the meeting

5. **Open Forum**

The Chairman reconvened the meeting

6. **Chairman's announcements**

a) The Chairman reported that he had updated Amy Tyler-Jones, SDNPA, who has recently returned from maternity leave, regarding a site that came forward for consideration.

b) SA/SEA – Alison Earley's colleagues have commenced an Ecological Data Search, as agreed. An SA/SEA Scoping Report has been sent to Natural England, the Environment Agency, English Heritage, HDC and SDNPA, on the basis that the Steering Group may allocate sites. Response deadline 29th July 2019.

c) AECOM is progressing with Design Codes. Any comments will be forwarded to AE.

7. **Publicity / Community Engagement**

a) Steering Group Members to plan community engagement events.

Steering Group members agreed that dates should be set for public events during mid-August and September; events will be held on a weekday evening and a Saturday morning. A decision regarding allocation of Clays Field will need to be made prior to the event. Consultees will include statutory consultees (see HDC list) and local residents who will be invited to consultation via banners, notices and the website. A copy of the plan will be available in local venues, and on the website, and will be sent to neighbouring parishes.

ACTION **Item for the next agenda**

Clerk

8. Focus Group updates, policies and proposals

a) Housing & Development

i) Steering Group Members to consider and agree regarding a Leader for the Housing & Development Focus Group. Deferred to the next Focus Group meeting.

Cllr Potter reported that AE had led the last Focus Group meeting at which Clays Field and the revised DMH Stallards proposals were noted. Members had discussed what should be included in the plan and the possibility of asking HDC to undertake the Housing Assessment. HDC Neighbourhood Plan Officer, Norman Kwan, had confirmed that the Steering Group (SG) could vary their decision whether to allocate sites or not. If the SG were to allocate Clays Field as a site, they would have full control of any development and safeguarding the field, however it would guarantee that some development would occur on the field and could cause a backlash from the community who would not understand why the site had been allocated. If the allocation was left to HDC they could increase the housing number and disregard any design statements. SG members noted that HDC is under pressure to uplift housing numbers in the district. The Landscape Officer's report, and an opinion from the SDNPA, will be obtained prior to any decision being made regarding whether to hand the allocation of sites to HDC.

A further Housing Focus Group meeting will be held to consider the dilemma of whether the Steering Group should allocate Clays Field as a site, or whether to pass the decision to HDC. DMH Stallards had stated that they would donate green space to a 'locally led development', which may not include a development led by HDC. WSCC Highways were of the opinion that access to the site would not present any problem that could not be overcome. Mindful of the Examiner's opinion, the Steering Group will need to be clear on their reasons for allocating a minimum number of dwellings on the site.

ii) Steering Group Members to note documents provided by DMH Stallards regarding Clays Field. Noted as above.

iii) Steering Group Members to consider and agree proposed AECOM Report Structure regarding Design Codes (circulated by Cllr Potter 20.06.19). Steering Group Members approve the AECOM Report Structure. **Agreed.**

Mrs Paddy Robson left the meeting at 7.30pm

b) Environment & Countryside - Cllr Tilley and Mrs Brianne Reeve had met with representatives of ACECOM.

c) Tourism, Commerce & Heritage – Cllr Green and Mrs Rainbow will liaise

d) Transport (Highways & PROWs) – No report for this meeting.

e) AE advised that a Draft Plan had been uploaded to Dropbox for Steering Group member to comment to AE as soon as possible. Focus Groups will meet to agree comments and inform AE who will keep a master copy of the document.

ACTION	Contact Focus Groups to advise what is required	RP
ACTION	Focus Groups to agree comments and inform AE	FG's
ACTION	AE to hold master copy and co-ordinate comments	AE

9. Community Facilities Policy

a) AE will calculate any potential Community Infrastructure Levy (CIL), in order that the benefit of any development can be understood.

ACTION	Calculate potential CIL	AE
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10. Neighbourhood Plan Finance update

a) Grant income brought forward (from total of £9,000) - £5,414.64
Neighbourhood Plan expenditure – £44.90 (+VAT)

Balance = £5,369.74

11. Call for Sites

- a) Progress update – no further sites for consideration.
- b) AECOM is currently providing Technical Assistance regarding Design Codes.
- c) Agree next actions – non for this meeting.
- d) Site Assessments will need to be updated as part of the evidence base.

12. Plan Programme

- a) Steering Group Members noted the updated Plan Programme.

13. Correspondence

None for this meeting.

14. Items for the next agenda

- a) Set dates and organise community engagement events.
- b) If the Housing Focus Group agree to pass site allocation to HDC, it would need to be agreed by the full Steering Group.

15. Date of next meeting – Monday 15th July 2019

The Chairman closed the meeting at 7.50pm

Signed:
Chairman

Date: