

Bramber Neighbourhood Plan Meeting

Minutes of the meeting held on 30th January 2018 at Bramber & Beeding Village Hall

1. **INTRODUCTIONS :**

Councillors Potter, Stubbs, Croker, Tilley, Green, Goddard, Goodall, Kitson, Bignell, Green

N. Mills, Brianne Reeve, P. Robson, D Croker, Rachel Rainbow, Christine Supiot,

Jo Howley arrived at 7.30pm

Apologies:- Meurig Jones, Chris Hendricks

Minutes C Stephenson

2&3 BACKGROUND AND OBJECTIVES:

Councillor Potter outlined the reasons for the breakup of SWAB the cluster of 4 Parish Councils (Steyning, Wiston, Ashurst and Bramber) working together on a combined neighbourhood plan until late 2017 and the subsequent decision for Bramber to do its own. Mailshots were sent to every house in Bramber inviting residents to participate in this process. Horsham District Council will be more heavily involved in the process this time. The plan will cover up to 2031, to be reviewed every 5 years.

4. **ELECT CHAIRMAN AND VICE CHAIRMAN:**

Councillor Tilley proposed and P. Robson seconded that Councillor Potter be the Chairman. Agreed.

Rachel Rainbow agreed to carry out the role of vice-chairman.

A project plan will be produced identifying the tasks to be completed and estimated timeframes. Councillor Potter proposed and it was agreed to begin the process by scheduling Steering Group meetings to take place every 6 weeks. Steering Group members will be allocated areas of activity to undertake, chase, research and report back to subsequent meetings using a lot of the work already undertaken. There will a need to hold focus group meetings on various issues.

The pre submission document produced by the SWAB Neighbourhood Plan will be the starting point. Councillor Potter agreed to share the list of areas of work and circulate within a week.

Councillor Potter has approached someone with the necessary background in neighbourhood planning who is willing to do the associated secretarial/ admin work this. It was agreed that this offer be accepted. The Council has some funds which will help towards this. Other costs associated with the preparation of this Plan are hoped to be covered by grants available for this purpose.

5. **TERMS OF REFERENCE :**

Draft Terms of Reference had been circulated prior to the meeting which were agreed by the group with the following comments :

- To advertise such meetings a week before the meeting
- The meetings be open to the public

- The recording of minutes by the public be agreed subject to 3 days notice being given prior to the meeting, that a notice be clearly visible at the entrance to the meeting making people aware that this may be happening and a similar note on the agenda. The Steering Group also record each meeting for their own purposes and the Terms of Reference will be changed to reflect this.

6. CODE OF CONDUCT :

Bramber Parish Council's Members Code of Conduct will apply. Current version still refers to SWAB, to circulate amended version.

Action: Councillor Potter

7. REGISTER OF INTERESTS :

Councillors are already required to register any interest they may have. Members of the public on the Steering Group are also required to complete the same – copies have been provided for this purpose.

8. SUBJECT AREA ALLOCATIONS :

Housing – P. Robson, C. Supiot, N. Stubbs, Jo Howley

Environment – D. Croker, Brianne Reeve, M. Tilley

Tourism, commerce and heritage – Rachel Rainbow, S Green

Roads, bridleways, footpaths – M. Croker, Christine Supiot

Chris Hendricks had expressed an interest to join the Environment Group and Councillor Potter agreed to talk with Meurig Jones regarding his preference.

Action: Councillor Potter

9. WEBSITE

M. Tilley to create separate page for Bramber Neighbourhood Plan and separate email address and remove reference to SWAB.

10. COMMUNICATIONS

To be discussed after next meeting. Use the Steyning Showcase to advertise it's happening and encourage people to get involved. Possible newsletter. Suggested start "Call for sites" beginning March 2018 look to engage with the public over the summer. N. Mills reminded of the need to liaise with national and local stakeholders – N. Kwan HDC to advise who.

11. NEXT STEPS TO INCLUDE FUTURE MEETING SCHEDULE

Next meeting 7pm on Tuesday 6th March 2018 same venue, then every 6 weeks initially. C Stephenson to book hall.

Meeting closed 8.30pm