

BRAMBER NEIGHBOURHOOD PLAN MEETING

Bramber & Beeding Village Hall
Wednesday 7th March 2018 at 7.00pm

Present: Cllr Roger Potter, Cllr Sarah Green, Paddy Robson, Chris Hendricks, Nick Stubbs, Mike Tilley, Rachael Rainbow, Diana Croker, Meurig Jones (arrived at 7.25pm), Jo Howley (arrived 7.30pm)

In attendance: Norman Kwan (HDC)

Members of the public: 0

Notes: Rebecca Luckin

NOTES

1. Apologies for Absence

a) Apologies were received and accepted from Christine Supiot, Mike Croker and Brianne Reeve.

2. Agree Notes from previous meeting

Subject to an amendment, Steering Group Members approved the notes from the previous meeting, which were duly signed by the Chairman. **Agreed.**

a) Action points from last notes – Rebecca Luckin had been appointed as Administrator.

b) Chris Hendricks will complete a Register of Interest and also join the Environment Focus Group.

c) RP has circulated the pre-submission plan from the SWAB plan.

The Chairman adjourned the meeting

3. Open Forum

The Chairman reconvened the meeting

4. Bramber Plan Vision Statement – discussion deferred to the next meeting.

5. Updates from subject areas

5.1 Housing – Nick Stubbs reported that documents had been reviewed including site assessment criteria provided by HDC and will be circulated to other SG Members.

A Focus Group meeting will be organised shortly.

NK advised that sites can only be allocated if they abut the built up area and demonstrated Local Plan Mapping Area information available on the HDC website, providing information on local features and constraints to planning, including flood risk areas and the SDNP boundary. He referred Steering Group members to HDC Planning Framework Policy 3 and Policy 4 regarding settlement

classification and expansion. Sites can be screened out if they do not conform to policy. He advised that Policy 27 regarding settlement coalescence, may apply to Clay's Field and referred the Steering Group to Policy 15 regarding housing allocations within Horsham District for the period 2011 – 2031. A Housing Need Assessment will calculate a proportion of housing for Bramber. Committee members noted that capacity for three sites had been identified in the SHELAA for Bramber. A Call for Sites will be undertaken. Any sites offered, which are sited within the National Park, will be referred to the SDNPA. Sites for allocation must be able to accommodate at least six dwellings (approximately .25 ha). Sites accommodating less would be subject to the usual planning process. NK provided NPPF guidance regarding designation of Green Spaces.

Regarding the Call for Sites, a notice will be placed in the local newsletter, on noticeboards, websites and through contact with local agents and contact with owners of previous sites, with a six week response period.

NK recommended that the previous SWAB plan should not form the basis of the new plan.

NK recommended that a survey of residents will be undertaken. HDC will offer a 'health check' prior to Regulation 14 and make recommendations as necessary.

Action	Circulate HDC Sites Assessment to SG Members	Nick Stubbs
Action	Undertake Housing Need Assessment	Locality / AECOM
Action	Plan call for sites / next agenda	Housing FG
Action	Plan resident survey / next agenda	Steering Group

Norman Kwan left the meeting at 8.40pm

Due to lack of time, Steering Group Members agreed to defer discussion of all but essential agenda items to the next meeting

5.2 Environment – discussion deferred to the next meeting.

5.3 Tourism, Commerce and Heritage – discussion deferred to the next meeting.

5.4 Transport, Roads, Bridleways and Footpaths – discussion deferred to the next meeting.

5.5 Addition of Community Facilities & Infrastructure subject area – discussion deferred.

6. Project Plan

Due to time constraints, Steering Group members agreed steps over next 6 weeks:

- a) Steering Group to present to members of the public at the Annual Parish Meeting on 11th April 2018 – a flyer will be posted to each household and on the Parish Council website.

Each Focus Group will draft a report to residents introducing the new Neighbourhood Plan.

Housing Focus Group to meet and to circulate documents as necessary.

Action	Provide text for flyer	RP / RL
Action	Design flyer in Publisher	SG
Action	Deliver flyer	Steering Group
Action	Focus Group introductions	Focus Group Leaders
Action	Housing Focus Group to meet	MS

7. Newsletter and Call for Sites – discussion deferred to the next meeting.

8. Annual Parish Meeting (11th April) and Bramber Plan – discussion deferred.

9. Website – discussion deferred to the next meeting.

10. Memorandum of Understanding with Steyning Parish Council– discussion deferred to the next meeting.

Date of the next meeting – Wednesday 18th April 2018

The Chairman closed the meeting at 9.00pm

Signed:
Chairman

Date: 18th April 2018