

BRAMBER NEIGHBOURHOOD PLAN MEETING
Bramber & Beeding Village Hall
Wednesday 18th April 2018 at 7.00pm

Present: Cllr Roger Potter, Paddy Robson, Brianne Reeve, Nick Stubbs, Mike Tilley, Diana Croker, Mike Croker, Christine Supiot (arrived 7.26pm), Meurig Jones (arrived 7.36pm), Jo Howley (arrived 7.55pm) and Cllr Sarah Green (arrived 8.00pm)

In attendance: Consultant Alison Eardley

Members of the public: 0

Notes: Rebecca Luckin

NOTES

1. Apologies for Absence

Apologies for absence were received from Rachael Rainbow.

2. Declarations of Interest

There were no declarations of interest for this meeting.

3. Minutes of the previous meeting – 7th March 2018

Paddy Robson **proposed** that the minutes of the meeting of 7th March 2018 were approved as a correct record of the meeting. **Seconded** by Mick Tilley. **Agreed.** The minutes were duly signed by the Chairman.

4. Matters arising

a) HDC site assessment templates circulated to FG members.

b) AECOM HNA – phone call to take place Monday 23rd April.

c) Flyer for APM - designed and delivered.

d) Focus Group Leader introductions provided at the Annual Parish Meeting.

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Feedback and Actions from Annual Parish Meeting

a) Cllr Potter reported that Focus Group presentations were well received by the 26 members of the public who attended the meeting. Further Focus Group volunteers had come forward.

7. Workshop session with Consultant Alison Eardley

a) **Confirmation / understanding of current progress** – Alison Eardley introduced herself, outlined her experience and provided a presentation. Previous documents had been reviewed, in order that ‘gaps’ could be identified. The Travel & Transport FG would like to see the raw data of the SWAB residents survey.

Action – access raw data for SWAB residents survey

RP

Christine Supiot arrived at 7.26pm

Alison had reviewed the findings to date of each Focus Group and provided feedback to the Steering Group.

Meurig Jones arrived at 7.36pm

SWAB policies may be too generic for Bramber, going forward. A policy regarding design should be included, or a Parish Design Statement. Community facilities and youth provision will be addressed.

Jo Howley arrived at 7.55pm

Sarah Green arrived at 8.00pm

An Infrastructure Delivery Plan could be drafted in the event that CIL is obtained through housing development. A car parking policy could be developed.

An SA / SEA will be undertaken shortly, in order to assist with the site assessment process.

Action – Contact Norman Kwan to ask which SA / SEA consultant they would prefer Bramber to use.

RL / RP

Action – FG Leaders update AE with all work undertaken

FG Leaders

Action – identify the gaps with each group

AE

Action – provide AE with FG Leader email addresses

RL

b) Group skills identification – AE circulated a skills list to be considered by the Steering Group.

d) List tasks and allocate responsibilities – AE identified the key steps to Regulation 14. An Engagement Strategy will be drafted and a Consultation Statement.

e) Draft Project Plan – will follow on from AE's work.

- 8. Call for Sites** – the intention is to commence with the Call for Sites as soon as possible, with a minimum 6 week consultation period.

Meurig Jones **proposed** that a quote to place an article Your Steyning for £115+VAT be approved. **Seconded** by Paddy Robson. **Agreed**

Notices will be placed on Parish Noticeboards, agents will be contacted and perhaps a small article in a local newspaper directing residents to the NP website.

Subject to amendments the call for sites letter was agreed, the closing date will be 13th July 2018.

Action - circulate the agreed document to SG Members

MJ

MJ left the meeting at 9.10pm

NS left the meeting at 9.13pm

- 9. Residents Survey** - discussion to be deferred due to lack of time.

- 10. Steering Group Members to consider and agree additional Focus Group Members -**

Steering Group Members agreed that Kate, Bramber Brooks Management Committee, and Graham Ingram could join the Environment Focus Group. Ann and Graham Blakelock to join other Focus Groups. **Agreed.**

Action – Contact new Focus Group Members

RP

- 11. Publicity** - discussion deferred due to lack of time.

- 12. Consider Memorandum of Understanding with Steyning Parish Council** – Steering Group

Members noted that an MOU with Steyning Parish Council would be best practice.

Action – Approach Steyning PC regarding MOU

RP

13. Date of next meeting – 7.00pm Wednesday 30th May 2018

The Chairman closed the meeting at 9.20pm

Signed:

Date: 30th May 2018

Chairman