

BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Bramber & Beeding Village Hall

Wednesday 30th May 2018 at 7.00pm

Present: Cllr Roger Potter, Paddy Robson, Brianne Reeve, Nick Stubbs, Mike Tilley, Diana Croker, Mike Croker, and Christine Supiot (arrived 7.25pm)

In attendance (via Skype): Consultant Alison Eardley

Members of the public: 1 (Focus Group member)

Notes: Rebecca Luckin

NOTES

1. Apologies for absence

Apologies for absence were received and accepted from Rachael Rainbow and Sarah Green.

2. Declarations of interest

None for this meeting.

3. Notes of the previous meeting – 18th April 2018

Paddy Robson **proposed** that the notes of the meeting of 18th April 2018 were approved as a correct record of the meeting. **Seconded** by Cllr Tilley and duly signed by the Chair. **Agreed.**

4. Matters arising

a) Access raw data from SWAB residents survey – circulated to Steering Group Members and noted.

b) HDC recommendation for SA / SEA Consultant – Norman Kwan had provided Locality guidance. An SA / SEA will be required whether sites are allocated or not. HDC will draft a scoping report to be circulated to statutory bodies, prior to the consultation period. Alison Eardley recommended that the Steering Group find out from Locality what lead in time is currently.

Action Contact Locality re SA / SEA lead in time

RL

c) Focus Group Leaders update AE with work undertaken – Paddy Robson had drafted a paper on the results of the resident's survey, which had been forwarded to AE. The Steering Group will receive the AECOM draft report shortly, which will inform the next stages of the Housing & Development Focus Group activities. Travel & Transport update provided to AE.

d) Identify skill gaps in Focus Groups – AE had provided information on what types of skills would be useful, for Focus Group Leaders to identify whether skills were available within Focus Groups. The Steering Group will request assistance from Sarah Green regarding publicity, newsletter and website updates.

e) Agreement of Call for Sites letter – Agreed and published.

f) Approach Steyning regarding an MOU – AE will provide a template of an MOU, to be considered and agreed at the next meeting of the Steering Group, prior to being sent to the Steering Group Chairman of Steyning and Upper Beeding Neighbourhood Plans.

Action Send template MOU to RL

AE

Action Draft MOU for consideration by Steering Group

RL

Action Add item to next Agenda

RL

Action Send MOU to Chairmen of Steyning and Upper Beeding NDP's

RL

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Focus Group updates

a) Housing & Development – Paddy Robson reported that the Call for Sites letter had been delivered to local estate agents and had been included in a newsletter to all households, published in Your Steyning and placed on noticeboards and the Parish Council website. A roadside banner will be sited in Bramber village centre. A Call for Sites letter will be sent directly to the owner of a potential site. At the time of the meeting, no sites had been submitted to the Steering Group. The next Focus Group meeting will take place when AECOM report has been received.

Christine Supiot arrived at 7.25pm

b) Environment & Countryside – Mick Tilley reported that the Environment & Countryside Focus Group had met to introduce themselves and to discuss the previous SWAB Residents' Survey results that were relevant to Bramber, although there were of the opinion that more quantitative questions would have been helpful. Environmental topics and criteria were discussed. The previous emerging SWAB plan will be reviewed going forward.

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| Action | Save copy of SWAB Environment FG Report to Dropbox | RP |
| Action | Provide examples of surveys and topics to the E&C FG | AE |

c) Tourism, Commerce & Heritage – Due to the absence of Focus Group Leaders the report was deferred to the next meeting. Roger Potter advised that a 'fact gathering exercise' had been undertaken and will contact a previous member of the SWAB group for information. Focus Group members have linked with the Steyning Community Partnership Visitor & Tourism Group and will meet with the Chairman, Mr M Leigh-Pollitt.

d) Transport (Highways & PROWs) – Mike Croker reported that the Focus Group had re-analysed previous survey questions and noted residents' comments and concerns. AE will provide information on next actions, including examples of achievable topics.

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| Action | Provide info on next actions and examples of achievable topics | AE |
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e) Community Facilities – A policy will be included in the draft plan, mindful that S106 / CIL contributions could be generated if development occurred. Focus Group Members will review the SWAB evidence to see if Bramber residents identified any shortfall in community facilities. To be discussed at the next meeting.

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| Action | Item for the next agenda | RL |
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7. Call for Sites process

a) Progress update – as discussed under Matters Arising.

b) Agree next actions – to be discussed following the Call for Sites closing date on 13th July 2018. HDC has provided a template of criteria for assessment. The managing agent of local, potential development, land will be asked to forward the Call for Sites letter to owners.

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| Action | Send copy of letter to managing agent (RP to provide contact details) | RL |
| Action | Discuss next actions - Item for the next agenda | RL |

8. Residents' Survey

a) Raw data relevant to Bramber had been circulated to Focus Groups for discussion.

9. Publicity

- a) If Focus Groups require further input from members of the public, a public meeting can be hosted to gain an understanding of resident's opinions on various policy options.
- b) A Neighbourhood Plan Newsletter will be drafted and circulated bi-monthly.

10. Plan Programme

a) AE had provided a draft Plan Programme, to be discussed by Focus Groups, with a view to Focus Group Leaders adding items. Publicity releases and further details will also be added.

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| Action | Circulate plan programme. | RL |
| Action | Make recommendations for addition to plan programme. | FG Leaders |
| Action | Include newsletter production on plan programme | RL |
| Action | Item for the next agenda | RL |

11. Consider MOU with Steyning Parish Council

Discussed under Matters Arising.

12. Items for the next agenda

- a) AE will provide update on hours used.
- b) RL will monitor budget and report at meetings.
- c) Site assessment criteria has been provided by HDC, but will check with SDNPA (Amy Tyler-Jones) to see if they have a recommended template.

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| Action | Upload HDC criteria template to Dropbox | RL |
| Action | Contact SDNPA for assessment criteria | RL |
| Action | Item for next agenda, agreement of site criteria and addition of any local criteria | RL |

13. Date of next meeting – 11th July 2018

The Chairman closed the meeting at 8.30pm

Signed:
Chairman

Date: 11th July 2018