

BRAMBER NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Beeding & Bramber Village Hall

6.30pm Thursday 12th September 2019

Present: Cllr Roger Potter (Chairman), Cllr Mike Croker, Cllr Mick Tilley, Cllr Sarah Greene, Mrs Diana Croker, Mrs Paddy Robson, Mrs Rachael Rainbow and Mrs Brianne Reeve.

In attendance: Ms Alison Eardley (by Skype)

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.

2. Declarations of interest

None for this meeting.

3. Notes of the previous meeting – 31st July 2019

a) Mrs Paddy Robson **proposed** that the notes of the previous meeting be accepted as a true record of the meeting. **Seconded** by Cllr Tilley. **Agreed.**

4. Matters arising

a) Agreement of Design Guidelines (Codes) – agenda item 9.

b) Draft newsletter – actioned and circulated.

c) Finalise draft plan – finalised and agreed by Full Council 7th August 2019.

d) Booking public event venue – Beeding & Bramber VH.

e) Order banners – will be printed 16th September.

f) Make and circulate copies of the draft plan – delayed to annual leave and mapping issues - to be actioned.

g) Draft itinerary for public event – AE

h) Note itinerary and prepare for the event - All

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Chairman's announcements

a) The Chairman noted that the Steyning Neighbourhood Plan had reached Regulation 14. Councillors will consider and agree a response at their meeting of 16th October.

7. Focus Group updates, policies and proposals

a) Housing & Development – None for this meeting.

b) Environment & Countryside – Mrs Brianne Reeve had investigated the possibility of undertaking a survey of Flora & Fauna on Clays Field.

c) Tourism, Commerce & Heritage – None for this meeting.

d) Transport (Highways & PROWs) – Cllr Croker reported that the WSCC Cycling and Walking Strategy and WSCC Cycling Infrastructure Design Guide had been noted by Focus Group members.

8. Community Facilities Policy

None for this meeting.

9. **Steering Group Members to consider and agree draft Bramber Neighbourhood Plan Design Guidelines (Codes) document** - Subject to typo corrections, Cllr Tilley **proposed** that the document be adopted. **Seconded** by Mrs Rainbow. **Agreed.**

Action	Finalise Designed Guidelines with AECOM	AE
Action	Send pdf of Design Guidelines to DMH Stallard	RP

10. **Publicity / Community Engagement Events** - 28th September and 2nd October 2019

a) Event to be 'launched' on Saturday 21st September. A flyer will be drafted and circulated to remind residents of the date and advise that documents will be uploaded to the website.

b) Statutory consultees will be notified, including site owners.

Action	Approve banner artwork and confirm order	RL / RP
Action	Install banners	RP + 2
Action	Ask Steyning PC in advance of printing order	RL
Action	Provide RP and SG with access to NP email account and Newsletter contact list	RL
Action	Draft flyer	AE
Action	Print and circulate flyer	All
Action	Upload flyer to website and circulate to 'newsletter' email addresses	MT, RP, SG
Action	Upload documents and links to website on 20.09.19	MT
Action	Launch Regulation 14 - 21.09.19	All
Action	Email list of statutory consultees and notify landowners	AE, RP
Action	Provide final copy of the plan	AE
Action	Order 10 X copies for public event and for Steyning Library, Beeding Hub etc	RP
Action	Order 5 X copies of Design Guidelines for public event	RP
Action	Draft public response form	AE
Action	Order printed copies of response form for public event	RP
Action	Upload response form to website	MT
Action	Use response form to design Survey Monkey option	RR
Action	Draft signing in sheets	RL
Action	Order signing in sheets X 20	RL
Action	Create Focus Group display boards	All
Action	Purchase refreshments	??
Action	Provide short presentation at 10.15am on 28th September	AE
Action	Ensure sufficient documents, refreshments etc for 2nd October	RP / RL

11. **Plan Programme**

a) Members to agree date for Regulation 14 consultation – Steering Group members agreed public consultation dates of 21st September to 2nd November 2019.

Action	Advise Norman Kwan	RL
---------------	---------------------------	-----------

12. **Neighbourhood Plan Finance update**

a) Grant income brought forward (from total of £9,000) - £5,414.64

NP expenditure – £3,689.60 (+VAT)

Balance = £1,725.04

13. **Correspondence**

a) HDC Local Development Scheme (LDS) regarding progress of Local Plan Review (circulated 03.09.19)

b) Steyning Neighbourhood Plan Regulation 14 Consultation period 6th September – 18th October (Bramber Councillors to consider and agree a response at the meeting of 16th October).

c) Draft Joint Parishes Potential Flooding Report (currently CONFIDENTIAL until finalised and approved). Cllr Tilley reported that he had attended a Joint Parishes meeting regarding potential development at Mayfield Market Town.

Neither Bramber Parish Council, nor individual Councillors, have expressed any opinion or predisposition regarding potential development in the wider area.

14. Items for the next agenda

a) Discuss Regulation 14 public consultation.

15. Date of next meeting – 6.30pm Wednesday 13th November 2019 – subject to hall availability (emailed JB 13.09.19)

The Chairman closed the meeting at 8.00pm

Signed:
Chairman

Date: