

**Minutes of the Barcombe Neighbourhood Plan Steering Group
On Tuesday 1 November at 7pm
Barcombe Sports Pavilion**

Present:

Alex MacGillivray, Chairman (AMa)
Ben Bosence (BB)
Nicholas Gant (NG)
Tim Parsons (TP)
Christine Arbenz (CA)
Mandy Markwick, Secretary (MM)
Maurice Heather (MH)
Leonore Sears (LS)
Annie Ralph (AR)
Gary Loughlin (GL)
Anna Cronin, Planning Consultant (AC)

Apologies:

Peter Denison-Pender, Financial Controller (PDP)
Alan Marler (AM)
Clare Sissons (CS)
Cllr Isabelle Linington

Did not attend:

Alasdair Smith (AS)
Cllr Rosalyn St Pierre

Item	Points of Business	Action
1.	Welcome	
	AMa welcomed everyone to the meeting and thanked everyone for attending. AMa introduced AC to the group.	
2.	Apologies	
	Apologies were received from Alan Marler, Peter Denison-Pender, Clare Sissons and Cllr Isabelle Linington.	
3.	Approval of Minutes of last meeting	
	The Minutes were approved.	
4.	Matters arising	
	AMa said that this agenda item was an opportunity to ask any questions or raise any queries.	

	<p>The main points were summarised:-</p> <ul style="list-style-type: none"> • The relevant papers had been distributed and no queries were raised. • The Terms of Reference were adopted by the Parish Council on Friday 28 October together with the list of Steering Group members. • There were slight modifications to the ToR, namely the Purpose (to monitor and review as necessary), Membership (12 replaced by 15) and Roles of Officers (The roles of Communications and Engagement Co-ordinator, Project Manager are not required at the present time) – updated papers to be distributed. • Declarations of Interest – AMa said that the SG would follow Clause 12 of the Code of Practice which states that the person with an interest can attend the meeting, make representation, however, when it comes to making a decision the person must withdraw from the room in order to protect the group, Parish Council and members. • The Parish Council would like all members to complete form detailing their interests. • The Code of Conduct allows the public to attend the meetings and they should be allowed to speak (at the end of the meeting) under the discretion of the Chairman. • Publicity – The notice board in the village car park to be used, it will contain notices to include SG members, Andrew’s paper – Where we are now, A vision for Barcombe – where we are going. There will also be an article by the Parish Council in the ‘Barcombe News’ which will direct people to the noticeboard and the Parish Council website. AMa to discuss with Andrew Pearce. 	AMa
5.	<p>Briefing by Anna Cronin, Planning Consultant</p>	
	<p>AC gave the SG a brief overview of her career and experience and will assist the group in turning ideas into a policy. The main points of the briefing are summarised:-</p> <ul style="list-style-type: none"> • If AC doesn’t know the answer she will find out and report back. • As circumstances change it is important to declare any interest as living in a small community. • The members need to discuss what it is they want Barcombe to achieve, as an example AC read out a draft vision. NG suggested undertaking a Character Assessment of what is already in Barcombe – this could be used as evidence in the NP. • Think about evidence – There is evidence on the LDC website that can be used. • Identify a development boundary – how the village sits within its context. • Does the SG wish to encourage any development outside Barcombe Cross, i.e. in other parts of the parish where at present LDC planning policy does not encourage it? Or does the SG want to stick with concentrating development in Barcombe Cross? • The SG can be specific in what is included in the NP but not too 	

	<p>restrictive, practicalities and costs to be considered.</p> <ul style="list-style-type: none"> • Not all work undertaken will be included in the NP but it will be useful, for example when the PC makes comments on planning applications. • 40% must be affordable housing in line with LDC policy. AC to send further information for distribution. • Think about what the development will look like, the census data gives the proportion of detached, semi - detached terraced houses in the village. • Take a close look at the sites, record information relating to – views, hedges, features that are valuable, slopes, access, is it overlooked?, is it established? – AC to provide a checklist. • Think about infrastructure – school, footpaths, traffic calming, street lights, local green spaces to be protected, road signs (30mph). • Lewes District Council will be putting the 2016 SHELAA up on the website shortly but there are no changes for Barcombe. The NP can be written so that, should another site become available the policies will also apply to that. • A Timeline is required to include all key points and triggers. The timeline will depend on how quickly it can be done and needs to be done. • Steering Group must consult with the community – how can this be done? • AC does not anticipate that Part 2 of the Local Plan will be published until autumn 2017. • AC to send – Policy for Housing Sites, Policy for Windfall Sites, Development Boundary Checklist for site visits, List of next stages. 	AC
6.	Proposed site visit to Bridgelands/Hillside	
	No action at present time.	
7.	Matters raised by members	
	NG asked if every member could have a copy of the results of the survey and Emily Trower’s presentation.	AMa
8.	Date of next meeting	
	MM to organise for week commencing 7 November 2016. Items for the next meeting:- <ul style="list-style-type: none"> • To consider a draft vision • How the group will achieve the vision. 	MM