

**Minutes of the Barcombe Neighbourhood Plan Steering Group  
On Wednesday 12<sup>th</sup> October at 7pm  
Barcombe Sports Pavilion**

**Present:**

Alex MacGillivray, Chairman (AMa)  
Ben Bosence (BB)  
Andrew Pearce, Barcombe PC (AP)  
Peter Denison-Pender, Financial Controller (PDP)  
Nicholas Gant (NG)  
Alan Marler (AM)  
Alasdair Smith (AS)  
Tim Parsons (TP)  
Christine Arbenz (CA)  
Mandy Markwick, Secretary (MM)  
Maurice Heather (MH)

**Apologies:**

Leone Sears

**Did not attend:**

Andy Holman  
Annie Ralph

**Arrival at end of meeting:**

Gary Loughlin

Item	Points of Business	Action
1.	<b>Welcome</b>	
	AP welcomed everyone to the meeting and thanked everyone for attending.	
2.	<b>Introductions</b>	
	All members present introduced themselves and gave a brief overview of their experience, their connection to the village and their reasons for volunteering for the steering group.	
3.	<b>Points regarding Terms of Reference</b>	
	AP read out the document previously distributed. AP confirmed that the Terms of Reference would be agreed at the next Parish Council meeting. AP said that it was expected that all Steering Group members were to abide by the principles and practice of the Parish Council's Code of Conduct, including making declarations of interest. AP to distribute the Code of Conduct.	AP

4.	<b>Questions on Terms of Reference</b>	
5.	<b>Request for volunteers</b>	
	<p>AP confirmed that AMa had volunteered to take on the task of Chair and PDP the role of financial controller. The only role left to fill was that of Secretary. MM volunteered to undertake the post of Secretary.</p> <p>All members present voted unanimously for the individuals to carry out their functions.</p>	
6.	<b>New Chair takes control of the meeting</b>	
	<p>AMa confirmed that Part 1 of the Local Plan had been completed Part 2 was due by the end of 2017. Part 2 would include site allocation and detailed development policies.</p> <p>Through the Neighbourhood Plan (NP) it was an opportunity for the group to have an influence in terms of the design, position, size of the houses along with the local need and parking.</p> <p>AMa drew the group's attention to the bullet points on the planning system document and confirmed this would be distributed to all.</p>	AMa
7.	<b>Short outline on options facing Steering Group</b>	
	<p>AP read out the timeframes involved and the recommendations previously made by Anna Cronin (AC), to be circulated to the group. AP recommended that it could be worthwhile looking on the Lewes District Council's website at some Neighbourhood Plans, Hamsey's being a good example.</p>	AP
8.	<b>Questions</b>	
	<p>Several questions were asked and answered. As a result of the discussions AMa said it would be a good idea to have a look at the site of the development which would be discussed at the next meeting. MM to place on the agenda. AP to send copies of the site plans to everyone.</p>	MM AP
9.	<b>Date of visit by Anna Cronin (consultant)</b>	
	<p>AP mentioned that it would be useful to invite AC along to the next meeting for her to talk through the list of tasks to be completed and when they should be done. All agreed this was a good idea.</p> <p>AP to send some dates through to the group once confirmed by AC.</p>	AP
10.	<b>Date and time of next meeting</b>	
	<p>Agreed this would be set after the meeting with AC.</p>	MM