

**Bramber Parish Council  
Meeting of Full Parish Council  
Beeding & Bramber Parish Hall  
Wednesday 28<sup>th</sup> November 2018 at 7.15pm**

**Present:** Cllrs Roger Potter (Chairman), Mick Tilley, Mike Croker, Sarah Green, Dave Kitson,

**In attendance:** Cllr Coldwell (HDC).

**Members of the public:** 0

**Minutes:** Rebecca Luckin (Parish Clerk)

**MINUTES**

**1. Apologies for absence**

a) Apologies were received and accepted from Cllrs Mike Croker, Nick Stubbs, Diana Goodall, Jim Goddard and Trevor Bignell

**2. Declarations of interest**

a) Cllr Croker declared a Personal Interest in Item 8 – DC/18/2441 – as the owner of the property.

**3. Minutes of the previous meeting – 31<sup>st</sup> October 2018**

a) Cllr Tilley **proposed** that the minutes of the meeting of 31<sup>st</sup> October 2018 be approved as a correct record of the meeting. **Seconded** by Cllr Kitson. **Agreed.** The minutes were duly signed.

**4. Matters arising**

a) Community Highways Scheme – agenda item.

b) Dog bin, check cost and regularity of emptying – the Parish Council pays £134.68 per annum, to have the bin emptied on a weekly basis. The Clerk will ask HDC to remove a trug that has been placed there by a member of the public, since dog walkers are using it instead of the proper bin.

c) Progress changes to bank mandate – due to Cllr Bignell being on annual leave for some time, the Clerk had decided to progress the mandate in two stages. The request to add the Clerk, change the statement address and give full powers to all signatories has been submitted. When Cllr Bignell returns, a request to add him and to remove two redundant signatories will be submitted.

d) Winter Maintenance Plan – personal information was redacted from the document, prior to sending it to WSCC. D Flynn yet to supply details of PLI.

<b>Action</b>	<b>Contact HDC re trug used for dog waste</b>	<b>Clerk</b>
---------------	---	--------------

The Chairman adjourned the meeting

**5. Open Forum**

The Chairman reconvened the meeting

**Cllr Coldwell joined the meeting at 7.21pm**

## 6. Reports

- a) WSCC – CLC Agenda for 21.11.18 circulated and posted.
- b) HDC – Cllr Coldwell reported that HDC has set a balanced budget for the next four years, without planning to make cuts in service. Provision for Homeless Persons in the district has been an area of concern recently; temporary accommodation facilities will be provided by HDC. Cllr Croker expressed concern regarding leaf sweeping at the junction of Maudlyn Lane / Clays Hill.

**Action**                      **Contact the street cleaning team at Hop Oast.**                      **Clerk**

- c) Neighbourhood Wardens (report circulated 23.11.18) – The Clerk and Cllr Potter had attended the Wardens Steering Group Meeting on 26.11.18. Parish Councils had requested more of a say in the day to day duties undertaken by the wardens. Reports will be more detailed going forward. Due to the expansion in the Warden Scheme across the district, a Warden Supervisor will be appointed by HDC shortly. It was emphasised that Wardens will not be responsible for parking enforcement.
- d) Joint Parishes Cemetery Committee – no report for this meeting.
- e) Joint Parishes Youth Committee – Minutes for 20.08.18, Agenda for 19.11.18 and quarterly reports circulated 15.11.18. An MOU between Councils has been re-drafted due to Ashurst Parish Council leaving the joint scheme. The cost for 19/20 has been agreed and added to the draft budget.
- f) HALC – no report for this meeting.
- g) Village Hall – Meeting held on 12.11.18. Cllr Tilley advised of a 3% increase in hall hire fees going forward.

## 7. Committee Recommendations

### Finance and General Purposes

- a) Approval of payments since the previous meeting - cheque list for 28<sup>th</sup> November 2018 for the value of £2,851.36 (List of payments to be attached as an appendix to the minutes).  
Cllr Potter **proposed** that the list of payments be approved. **Seconded** by Cllr Tilley. **Agreed.**

### Cllr Croker left the meeting at 7.38pm

- b) Councillors noted the bank reconciliation for October 2018 - £35,431.33

### Items for consideration by Full Council:

- c) Councillors to consider and agree whether to continue with the financial commitment to Youth Service for 19/20. (£3,968.80 as per MOU Nov 2018).

Cllr Green **proposed** that Bramber Parish Council continue their commitment to the joint parish youth service agreement. **Seconded** by Cllr Kitson. **Agreed.**

**Action**                      **Clerk to advise Steyning PC and Horsham Matters**                      **Clerk**

### Bramber Brookes Management Committee

- d) Councillors to consider and agree BBMC Terms of Reference (circulated prior to the meeting).

Cllr Tilley **proposed** that the Terms of Reference be approved and adopted. **Seconded** by Cllr Green. **Agreed.**

**Action**                      **PDF and circulate TOR**                      **Clerk**

## 8. Planning

**DC/18/2389** – Bramber Castle - Surgery x G1 - Multiple, mixed specimens (Work to Trees in Conservation Area) (extension on time requested). Councillors agreed - **No Objection.**

**DC/18/2407** – Bramber Castle - Fell 3 x Ash, 2 x Cherry (Work to Trees in a Conservation Area)  
Councillors agreed - **No objection**

**DC/18/2441** - High Beech, Maudlyn Park, Bramber - Surgery 1 x Yew Tree. Following the advice of the Parish Council Tree Warden, Councillors agreed - **No Objection**.

**b) Decisions:**

**SDNP/18/04761/CND** - The Granary, Botolphs Road, Bramber, Removal of Condition 12 of previously approved application BM/26/89 (conversion of redundant farm outbuildings into 3 houses with ancillary parking and carport, new accesses and alterations to existing vehicular access). Relating to removal of an agricultural occupancy condition. **REFUSED**.

**DC/18/2101** - High Beech Little Drove Bramber Steyning - Surgery 2 x Ash – **PERMITTED**.

**c) Appeals lodged:**

**DC/18/1429** - Burletts Clays Hill Bramber - Installation of a lift (Listed Building Consent)

**9. Highways and Public Rights of Way**

a) Councillors to consider and agree Community Highways Scheme (junction of Clay's Hill / Maudlyn Lane). Cllr Croker to circulate a draft CHS to Councillors prior to the meeting. Cllr Potter **proposed** that the scheme be submitted to WSCC, with the support of Cllr Barling. **Seconded** by Cllr Green. **Agreed**.

b) Progress update regarding riverside path - Cllr Potter reported that the landowner had been identified and had agreed in principle to a bench being sited, provide that vehicle access was maintained. Agreement from the Crown Estate will be required; Cllr Potter has contacted their representative. Advice from HDC will be sought, prior to permission being granted.

c) Councillors to consider and agree proposal by Cllr Kitson, to include a further project on the HDC Infrastructure Delivery Plan, to install 'gateways to the village' on Clay's Hill. Cllr Kitson **proposed** that the project be added to the Bramber PC Infrastructure Delivery Plan. **Seconded** by Cllr Tilley. **Agreed**.

**Action** Ask nearby Parish Councils for an indication of cost and add item to IDP **Clerk**

**10. Youth Provision**

Discussed earlier in the meeting.

**11. Neighbourhood Plan update**

a) Cllr Potter reported that he had received valued feedback from Public Drop In Event held on 24.11.18. Cllr Green reported that the event had been a huge success with over 180 in attendance, and the Housing & Development display being of particular interest. Members of the public expressed an increased understanding of the Neighbourhood Plan process. Over 50 questionnaires had been completed.

<b>Action</b>	<b>Analyse survey results</b>	<b>SG / AE</b>
<b>Action</b>	<b>Set up an email contact list through Mail Chimp</b>	<b>Clerk/ SG</b>
<b>Action</b>	<b>Draft a letter of thanks to the Maharajah Restaurant for hosting the event</b>	<b>Clerk</b>
<b>Action</b>	<b>Post the timeline on the website</b>	<b>MT</b>

## 12. Environment

Nothing to report for this meeting.

## 13. Website improvements

a) Cllr Tilley reported on the new website that he had been creating; a link had been circulated to Councillors, who were in agreement that the new website was a great improvement.

## 14. Correspondence

a) 2.11.18 – Public Rights of Way Report

b) 2.11.18 – WSCC planned roadworks

c) 12.11.18 – WSCC Ditch the Problem leaflet (copies ordered)

d) 15.11.18 – WSCC info re planned roadworks

e) 19.11.18 – Gatwick draft masterplan consultation invite

f) 19.11.18 – SALC / WSCC public consultation on proposed Adult Services Vision & Strategy 16.11.18 – 14.12.18.

g) 19.11.18 – WSCC Highways notice of request to close The Street, Bramber – due to planned tree works, 9.30 – 3.30pm, 21 – 23<sup>rd</sup> January 2019.

h) 21.11.18 – WSCC Highways notice of roadworks in The Street, Bramber – 30<sup>th</sup> November.

i) 27.11.18 – HDC **confidential** draft of SHELAA - response deadline 4<sup>th</sup> January 2019 –

<b>Action</b>	<b>Request an extension to allow for discussion at the meeting of 9<sup>th</sup> January in confidential session.</b>	<b>Clerk</b>
---------------	---	--------------

<b>Action</b>	<b>Item for the next agenda</b>	<b>Clerk</b>
---------------	---------------------------------	--------------

## 15. Items for inclusion on the next Agenda

a) Councillors to consider and agree contribution to Annington Hill bridleway (£200)

## 16. Date of the next meeting – Full Parish Council 9<sup>th</sup> January 2019

Annual Parish Meeting – 13<sup>th</sup> March 2019

<b>Action</b>	<b>Check hall availability for 13<sup>th</sup> March 2019</b>	<b>Clerk</b>
---------------	---	--------------

The Chairman closed the meeting at 8.25pm

Signed:  
Chairman

Date: 9<sup>th</sup> January 2019

## Appendix One

### Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2192	PW Bourne	£30.00	Moving VAS sign
2193	Steyning Parish Council	£17.50	NP newsletter printing
	Steyning PC	£78.80	Neighbourhood Plan printing
2194	Ferring Nurseries	£180.00	Remove floral displays
	Ferring Nurseries	£238.36	Supply display baskets and planter
2195	D Flynn	£168.00	Watering Planters – Sept 2018
	D Flynn	£1,536.00	Construct and supply benches on Bramber Brooks
2196	R Luckin	£82.29	Expenses
SO	R Luckin	£407.21	November salary
2197	HMRC	£68.80	HMRC Q3
2198	Cllr R Potter	£44.40	Expenses
	<b>Total</b>	<b>£2,851.36</b>	