

Bramber Parish Council
Bramber Brooks Management Committee Meeting
Bramber & Beeding Village Hall
Wednesday 12th September 2018 at 7.00pm

Committee Members Present: Cllr Roger Potter, Cllr Mick Tilley, Ms Brianne Reeve, Mr J McCarthy, Mr Jefferson Cann and Ms Kate Cann.

Members of the Public Present: Mr Nick Mills

Minutes: Rebecca Luckin (Clerk)

MINUTES

1. Apologies for Absence

a) Apologies were received and accepted from Cllr Sarah Green.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the previous meeting

a) Cllr Tilley **proposed** that the minutes of the meeting of 4th July 2018 should be approved as a correct record of the meeting and duly signed by the Chairman. **Seconded** by Ms Cann. **Agreed.**

4. Matters arising

- a) Memorandum of Understanding – Agenda item
- b) Check that grant received – confirmed by Clerk.
- c) Terms of Reference – Agenda item

The Chairman adjourned the meeting

5. Open Forum

- a) Mr Nick Mills confirmed that Public Liability insurance had been obtained and will provide the Clerk with a copy of the certificate.
- b) Two walking tours of Bramber Brooks had taken place, one with the Steyning 1010 Group and another with local schools, including Upper Beeding Primary School teaching staff, who would like to use the Brooks as a 'forest club'. Other schools had been invited, but had not yet responded.
- c) Bramber Brooks could be registered as a Local Nature Reserve (LNR) to provide protection to the area, which could include a dog control order. Links with The Sussex Wildlife Trust could be formed. Committee Members expressed an interest and asked the Clerk to undertake research and include the item on the next agenda, for consideration and agreement.
- d) A further walk will take place at 2.00pm on Sunday 16th September – as advertised in the HDC Food & Drink Festival brochure.
- e) A draft Bramber Brooks Facebook page has been set up, and could be available to a closed group of invitees.
- f) Members of the public had requested that a 'Friends of Bramber Brooks' be set up. Committee Members expressed an interest and asked the Clerk to undertake research and include the item on the next agenda, for consideration and agreement. The Clerk and Mr Cann will liaise to advise Committee Members how a group could be organised and managed.

The Clerk will check with the Internal Auditor that friends' subscriptions can be paid into the Parish Council bank account.

g) Benches will be installed shortly.

h) A member of the public has agreed to monitor apple trees.

Action	Provide copy of PL Insurance certificate to Clerk	NM
Action	LNR – undertake research (inc WSCC website) and complete forms	Clerk
Action	Item for the next agenda – consider and agree LNR	Clerk
Action	Liaise to prepare set up of Friends of Bramber Brooks	Clerk / JC
Action	Check with Internal Auditor re receipt of friends' subs	Clerk
Action	Item for the next agenda – consider and agree friends	Clerk

The Chairman reconvened the meeting

6. Terms of Reference

a) At the Full Council meeting of 5th September 2018, Cllr Tilley had recommended some amendments and agreed to re-draft the Terms of Reference for agreement by Committee and Full Council. Cllr Potter **proposed** that the Committee make recommendation to Full Council, that the TOR be approved. **Seconded** by Ms Cann. **Agreed**. The Clerk was asked to clarify voting rights for non-councillors.

Action	Item for Full Council agenda – consider and agree BBMC TOR	Clerk
Action	Clarify voting rights for non-councillors (see SALC advice 13.07.18)	Clerk

7. Memorandum of Understanding (MOU)

a) Cllr Potter outlined the proposed MOU between the Parish Council and Riversong Group (the owner of Bramber Brooks). The document should include reference to insurance and a time frame for expenditure of the grant.

Action	Draft MOU for next meeting	Cllrs Potter & Green
Action	Item for the next agenda – consider and agree MOU	Clerk

8. Items for the next agenda

- a) Committee Members to consider and agree forming the Friends of Bramber Brooks.
- b) Committee Members to consider and agree designation of Bramber Brooks as a Local Nature Reserve (LNR).
- c) Committee Members to consider and make recommendation to Full Council re TOR.
- d) Committee Members to consider and agree MOU.
- e) Finance update – The Clerk to provide an update of income and expenditure at every meeting.
- f) Consider and agree Facebook page publication and appoint a Committee Member to manage.

9. Date of the next meeting – 7.00pm Monday 29th October 2018

The Chairman closed the meeting at 8.00pm

Signed:
Chairman

Date: