

**Bramber Parish Council**  
**MEETING OF THE FULL PARISH COUNCIL**  
**Beeding & Bramber Parish Hall**  
**7.00pm Wednesday 24<sup>th</sup> July 2019**

**Present:** Cllrs Roger Potter (Chair) Sarah Green (Vice-Chair), Ann Blakelock, Steve Blakelock, Mike Croker (HDC), Diana Goodall, Dave Kitson, Trevor Bignell and Mick Tilley.

**In attendance:** Cllr Roger Noel (HDC) and Cllr David Barling (WSCC)

**Members of the public:** 5 including Neighbourhood Wardens

**Minutes:** Rebecca Luckin (Clerk)

**MINUTES**

**1. Apologies for absence**

None for this meeting.

**2. Declarations of interest**

None for this meeting.

**3. Minutes of the previous meeting – 12<sup>th</sup> June 2019**

Cllr Croker **proposed** that the minutes of the meeting of 12<sup>th</sup> June 2019 be approved as correct record of the meeting. **Seconded** by Cllr A Blakelock. **Agreed.**

**4. Matters arising**

- a) Dates of JPCC meetings - 29 July and 28 October, Cllrs Bignell and Green to attend.
- b) Standing Orders – circulated.
- c) Wardens' Procedures Manual – circulated
- d) Annual Governance & Accounting Report – posted to External Auditor 18.06.19
- e) Drainage improvements – contractor completed 24<sup>th</sup> June.
- f) Final grant to owner of Bramber Brooks – actioned.
- g) Obtain footpath signage – Cllr Goodall had purchased signs, for Cllr Potter to fix in place.
- h) Investigate training options – emailed Cllr A Blakelock and Green. Agenda item.
- i) Walks for All Benches – Cllr Goodall to meet with contractor to agree locations of benches, prior to quote being obtained and S106 funds requested from HDC.

**5. Chairman's Announcements**

- a) The Chairman reported on the Bramber Village Tidy Up Day – 10 volunteers had collected 37 bin liners of rubbish and debris from The Street, through the HDC Love Your Street initiative.
- b) Cllr A Blakelock reported that she would be leading a group of litter pickers along the riverside path on Saturday 14<sup>th</sup> September at 10.30am. All volunteers welcome.

**The Chairman adjourned the meeting**

**6. Open Forum**

- a) Cllr Bob Harber (Upper Beeding Parish Council) introduced himself to Councillors, provided papers

to Cllrs Bignell and Green, regarding the Joint Parishes Cemetery Committee and invited them to a join a forthcoming cemetery visit to understand the issues and challenges of managing St Botolph's Cemetery.

### **The Chairman reconvened the meeting**

#### **7. Reports**

a) WSCC (next CLC meeting 20<sup>th</sup> November, Steyning Centre) - Cllr Barling thanked the Chairman for a recent Bramber volunteers celebration garden party. He reported on a resident's concern regarding overgrown vegetation on a local footpath, noted that WSCC had no budget to address the problem and asked Bramber Parish Council to undertake the works. Councillors agreed to instruct a local contractor to trim the path.

<b>ACTION</b>	<b>Instruct D Flynn to trim path</b>	<b>Clerk</b>
<b>ACTION</b>	<b>Inform nearby resident</b>	<b>Clerk</b>

Cllr Barling updated Councillors on a serious fire that had occurred recently in King's Stone Avenue. Steyning Fire Fighters had attended the incident however, their operation was hampered by inconsiderately parked vehicles. Following the fire, the area had been leafleted, asking vehicle owners to park considerately.

Cllr Barling reported on an incident involving a young person with a knife, that had occurred recently at Steyning Grammar School. The school was placed in lock-down and Police Officers responded quickly to arrest the young person.

Following a recent complaint regarding poor driving in Castle Lane, Cllr Barling advised that the road had restricted access for lorries, however, it was difficult for Police to monitor.

<b>ACTION</b>	<b>Update resident</b>	<b>Clerk</b>
---------------	------------------------	--------------

Excess vegetation around lights at Clays Hill will be trimmed (*actioned 26<sup>th</sup> July*).

**Cllr Kitson joined the meeting at 7.10pm**

**Cllr Barling left the meeting at 7.12pm**

b) HDC – Cllr Croker circulated HDC Year of Culture booklets and reported on a presentation from the HDC Housing Officer, regarding rough sleeping in the district that can be reported on [www.Streetlink.org.uk](http://www.Streetlink.org.uk)

Cllr Croker reported on the Horsham District Planning Framework, which is currently being reviewed with the aim of a Local Plan being adopted in 2021. This will identify land for housing for the forthcoming 18 years, based on central government's 'standard methodology' for calculating future housing need. Additionally, HDC has a 'duty to co-operate' and, if necessary, take a housing allocation for nearby Planning Authorities which are already 'built out', which may result in HDC needing to find a total of 14,600 dwellings over the next 18 years, additional to the 9500 already in the pipeline. A five-year land supply for housing will need to be identified. Mayfield is the nearest proposed strategic site, but even that will not provide for the full number of houses needed. There will be pressure on all communities to accept some new housing.

Cllr Noel expressed concern that Bramber would struggle to offer sites, which may concern HDC. Cllr Potter reported that the Steering Group had met with the HDC NDP Officer who is aware of the constraints to development in Bramber. Sites have been assessed objectively, according to the advice provided by HDC.

c) Neighbourhood Wardens – An interim letter accepting liability from 1<sup>st</sup> April, if the contract is not approved by Steyning Parish Council, was signed and returned to HDC.  
Neighbourhood Warden, Michael Pearce, read the Warden’s report for June 2019, attached to these minutes as an appendix. Wardens confirmed that they would be prepared to assist with the Community Speedwatch Scheme and would resolve an incident of fly-tipping at Bramber Castle.

#### **The Wardens left the meeting at 7.34pm**

- d) Joint Parishes Cemetery Committee – Next meetings - Monday 29 July and Monday 28 October in Bramber and Beeding Village Hall
- e) Joint Parishes Youth Committee – nothing to report.
- f) HALC – Meeting 26<sup>th</sup> June (agenda and minutes circulated) – next meeting 12 September 2019 at 7.30pm at Beeson House, Southwater – Cllr A Blakelock to attend.
- g) Village Hall Committee – Cllr Bignell reported that wi-fi will be improved and a water leak will also be fixed.
- h) CLC meeting 3<sup>rd</sup> July 2019. Cllrs Tilley and Croker reported on the waste recycling presentation and WSCC future commitments.
- h) Adult and Social care in West Sussex – Cllr Bignell had attended a meeting and reported on future changes.

#### **8. Finance and General Purposes items:**

- a) Following recommendations by F&GP Committee, Councillors approved the list of payments since the previous meeting cheque list for 24.07.19 for the value of £2,286.52 attached as an appendix to these minutes.
- b) Councillors noted the bank reconciliation for 28<sup>th</sup> June 2019 (£19,880.57)
- c) Councillor Training – Cllr Potter **proposed** that Cllrs Green and A Blakelock should be able to attend SALC Briefing & Awareness Training £70 (+VAT) per person. **Seconded** by Cllr Croker.

**Agreed.**

<b>ACTION</b>	<b>Advise Clerk of training dates</b>	<b>Cllrs A Blakelock &amp; Green</b>
<b>ACTION</b>	<b>Make reservation and payment</b>	<b>Clerk</b>

- d) Following agreement by Steyning Parish Council, Councillors to consider and agree MOU and Contract regarding Neighbourhood Wardens. Although requested from Steyning Parish Council, at the time of the meeting the MOU was not available, however, Cllr Goodall **proposed** that the contract be agreed and signed. **Seconded** by Cllr Kitson. **Agreed.**

<b>ACTION</b>	<b>Liaise with Steyning Clerk to sign contract</b>	<b>Clerk</b>
<b>ACTION</b>	<b>Request version of MOU as agreed by Steyning PC</b>	<b>Clerk</b>
<b>ACTION</b>	<b>Item for the next agenda</b>	<b>Clerk</b>

#### **9. Winter Maintenance Plan**

- a) Cllr Potter **proposed** that councillors approve the Winter Maintenance Plan 2019 / 20, subject to amendments. **Seconded** by Cllr Tilley. **Agreed.**

<b>ACTION</b>	<b>Make amendments</b>	<b>Clerk</b>
<b>ACTION</b>	<b>Send to WSCC</b>	<b>Clerk</b>

#### **10. Planning**

- a) **Applications** – none for this meeting.

**b) Decisions: - DC/19/0972 - Croft House Maudlin Lane Bramber - Erection of a single storey rear extension – PERMITTED.**

**c) Proposed new market town at Mayfield**

Shermanbury Parish Council had invited Bramber to understand the impact on the river level and the potential for flooding in the area. Councillors agreed to lend their support to concerns expressed by Shermanbury Parish Council.

**Cllr Noel and a member of the public left the meeting at 8.20pm**

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

a) Cllr Green has liaised with English Heritage regarding overgrown vegetation in Castle Lane, which had been addressed, with further works due to take place in autumn. Cllr Green will meet with her English Heritage contact and report back.

b) A member of the public had raised concern regarding inconsiderate driving in Castle Lane.

**Cllr Croker had visited the site and noted that foliage around the 'Give Way' sign, at the junction with Roman Road, is overgrown – he will report to WSCC.**

<b>ACTION</b>	<b>Meet with English Heritage representative</b>	<b>Cllr Green</b>
<b>ACTION</b>	<b>Report overgrown foliage to WSCC</b>	<b>Cllr Croker</b>

**12. Youth Provision**

a) Meeting 8<sup>th</sup> July 2019 (agenda and minutes circulated)

b) Councillors agreed that the disposal of the Youth Service vehicle and to earmark any income received from the sale, for future youth activities. **Agreed.**

c) Councillors to note recommended KPI's for Youth Service providers:

*i) The number of people attending (increasing rather than decreasing)*

*ii) The diversity of attendance (especially around age, gender and ethnicity)*

*iii) The activities that are provided (measurable in terms of feedback from Youth Club attendees).*

**13. Neighbourhood Plan update**

a) Councillors noted that the Bramber Neighbourhood Plan Steering Group had recommend that mindful of evidence provided by the reports and opinions of the HDC Landscape and Heritage Officers, and further evidence gained during assessments, the Steering Group should not include Clays Field as a development site. In their opinion, 100% of Clays Field should be proposed as a green space. Cllr S Blakelock **proposed** that the above recommendation be accepted. **Seconded** by Cllr Bignell. **Agreed.**

b) Councillors to consider and agree approval of the Bramber Parish Council Draft Neighbourhood Plan, in preparation for Regulation 14 public consultation period. (Draft circulated prior to the meeting) Councillors agreed that some points still required clarification and agreed to refer the draft plan back to the Steering Group for their agreement on 31<sup>st</sup> July 2019.

<b>ACTION</b>	<b>Add item to SG agenda for meeting 31<sup>st</sup> July 2019</b>	<b>Clerk</b>
<b>ACTION</b>	<b>Arrange Full Council EOM and add item to the agenda</b>	<b>Clerk</b>

Additions and amendments to the site assessment document were discussed and agreed.

Cllr Potter will send the site assessment and the minutes of the SG meeting of 15<sup>th</sup> July 2019 to DMH Stallards, the representative of the owner of Clays Field.

<b>ACTION</b>	<b>Liaise with DMH Stallards</b>	<b>Cllr Potter</b>
---------------	----------------------------------	--------------------

#### **14. Environment**

- a) Councillors noted that some strimming of vegetation had taken place in the churchyard.
- b) Cllr Croker had attended a meeting at Bramber Brooks regarding a planning application to allow for ponds in the area. The Environment Agency will progress the application.

#### **15. Correspondence**

- a) 24.06.19 – Update regarding progress at Bramber Brooks
- b) 25.06.19 – CLC Agenda for 3<sup>rd</sup> July circulated.
- c) 25.06.19 – Dr Rainbow update on Social Prescribing.
- d) 25.06.19 – Update from PCSO Erica Baxter
- e) 25.06.19 – Joint Action Group reminder to report parish issues.
- f) 01.07.19 – WSCC Town & Parish e-newsletter, including info on West Sussex Climate Pledge.
- g) 05.07.19 – HDC Press Release re major action on environment concerns
- h) 05.07.19 – SDNPA Planning Agenda for meeting 11<sup>th</sup> July
- i) 12.07.19 – WSCC consultation re effectiveness of CLC's
- j) 12.07.19 – SDNPA – confirmation of adoption of South Downs Local Plan. Cllr Croker had attended a planning training meeting. 250 houses per annum will be built in SDNPA.
- k) 16.07.19 - HDC Planning training notes
- l) 16.07.19 – WSCC confirmation of grant for Downslink improvements
- m) 16.07.19 – HDC Anti-social behaviour information.
- n) 16.07.19 – SALC e-briefing
- o) 18.07.19 – Gatwick Airport Final Master Plan information

#### **16. Items for inclusion on the next Agenda**

None for this meeting.

**17. Date of the next meeting – 6.30pm 7<sup>th</sup> August STEYNING CENTRE and 7.30pm Wednesday 4<sup>th</sup> September 2019**

**The Chairman closed the meeting at 9.05pm**

**Signed:**  
**Chairman**

**Date: 7<sup>th</sup> August 2019**

## Appendix one

### Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2257	Sussex Wildlife Trust	120.00	NDP Biodiversity Report
2258	BlockBusters	81.60	Drain flushing
2259	Cllr Roger Potter	38.00	Chairman's expenses
2260	Rebecca Luckin	357.46	Clerk net salary (June)
2261	D Flynn	288.00	Watering of planters
2262	WSCC	814.30	Street lighting
2263	Beeding & Bramber VH	73.50	Hall hire June 2019
2264	Business Stream	100.48	Water supply public toilets
2265	Cllr Roger Potter	40.00	Chairman's expenses
	Rebecca Luckin	357.46	Clerk net salary (July)
	Rebecca Luckin	15.72	Expenses (postage)

## Appendix two

### BRAMBER WARDENS' REPORT

June 2019

Criminal damage
<ul style="list-style-type: none"><li>Noticed damage to wall at Bramber Castle whilst on patrol. Have increased patrols around the grounds to deter this behaviour.</li><li>Educated group of young people at Bramber Castle re using a disposable barbecue as to avoid burning the grass. Bin liner provided to take away litter.</li></ul>
Anti-social behaviour
<ul style="list-style-type: none"><li>Intervened with group of young people drinking in Castle Lane and being rowdy, confiscated alcohol from one person underage and the group moved off into Steyning.</li><li>Witnessed a person known to us driving on the public highway in Upper Beeding, on an unlicensed dirt bike without a helmet. We are certain this is one of the riders and one of a group of three individuals, who also ride through Bramber at speed. We have given the police full information relating to the incident and details of all three individuals involved. We have also been in contact with the HDC ASB Team, who have sent a warning letter to the individual that we witnessed on this occasion. We continue to be vigilant on patrols and would like to remind residents that we will welcome any reports relating to this issue.</li></ul>
Parking/Vehicles
<ul style="list-style-type: none"><li>One vehicle reported to Op Crackdown for driving at high speed from the tollgate up to the Bramber Roundabout.</li></ul>

- No parking issues reported however, we now have new additional parking advice slips to put on windscreens of vehicles we believe to be causing significant obstructions to emergency service vehicles.
- There has been a spate of vehicle crimes in Steyning around the Roman Road and Penlands area, we also made a vehicle owner (parked in Bramber Castle car park) aware that their vehicle had been left unsecured with items of value in full view. We have also put a tweet out to raise public awareness.

#### **Cold callers**

- No issues reported

#### **Neighbourhood disputes**

- No disputes reported

#### **Fly-tipping**

- None reported

#### **Dog fouling / issues with dogs**

- Continue with routine patrols, no dog fouling issues reported

#### **Elderly/Vulnerable**

- Nothing new to report, we continue with trips and clubs for residents across the three parishes and welfare visits from previous referrals from adult social care, other joint agencies or residents. We would like to remind residents that if they do have any concerns for elderly/vulnerable residents, be it neighbours or otherwise, we are happy to carry out welfare checks.