

Bramber Parish Council

Meeting Minutes **Wednesday 24 June 2015** at Bramber & Beeding Village Hall

PRESENT:

Councillors R. Potter, N. Stubbs, J. Goddard, M. Tilley, Mrs M. Goddard and the clerk.

IN ATTENDANCE:

Councillor D. Barling, PCSO Peter Outen, Louisa Hull (Police Public Engagement Officer), Paul Conroy (Neighbourhood Warden) and one resident.

1. APOLOGIES FOR ABSENCE

Apologies were received from District Councillors D. Coldwell and B. Staines and Councillors N. Mills, Mrs S. Bignell, Mrs D. Goodall and Ms J. Howley.

The Chairman welcomed Louisa Hull back to Bramber and she explained her new role as public engagement officer. She explained that the PCSO would endeavour to attend council meetings on a 3 monthly basis and that we would receive the weekly bulletin sent to the Neighbourhood Watch. The Chief Inspector's monthly newsletter will also continue to be sent.

Peter Outen ,the new PCSO for Steyning, Bramber and Ashurst then introduced himself to the meeting. He has been in the role for 10 years working in the Chichester and Worthing areas and retains the responsibility for 1 area in Shoreham. He said that it was important for him to set the standard and had already issued a section 59 notice to a young motor scooter rider. A further notice would mean confiscation of the vehicle. He emphasized the importance of reporting nuisance/criminal behaviour either online or by phone as a trail of evidence is needed. The Chairman welcomed Peter to the area and wished him well.

2. MINUTES

The minutes of the previous meeting held on 08 April 2015 were agreed and signed.

Update on action points:

3. 30mph signs-see Councillor Barling's report.

9. fencing/gate-see Open Forum.

11. Showcase-the council had a table at the Upper Beeding Showcase which was a well supported event.

3. OPEN FORUM

The Chairman introduced Rupert Blake, a local resident and dog walker, who wished to make a proposal on behalf of himself and a group of ten other dog walkers. The objective of the proposal is to make St Mary's field safe for dogs again as since the work on the new footpath the A283 is much more easily accessed. This proposal would install a kissing gate onto the A283, opposite the new footbridge into St Mary's field. In addition stock fencing will be erected alongside the A283 to the immediate Northwest and Southeast of the kissing gate. Whilst it cannot be hoped to achieve 100% protection within an acceptable budget it is estimated safety will be improved

by 60-80%. Bramber Council was asked to approve this project in principle in order that the dog walking group could approach the CLC for funding. Any additional funding would be found from the community. Roger Potter proposed the proposal be accepted, this was seconded by Nick Stubbs and approved.

4. REPORTS

County Council

Councillor Barling reported that he had accompanied Chris Drake, the new Highways Manager, on a visit to Clays Hill. It was re-iterated that repeater signs are not allowed in a 30mph limit so this is not an option. However, Councillor Barling asked if moving the current signs to the other side of the roundabout, onto each side of Clays Hill, could be considered. Mr Drake agreed to consider this but said that if he was advised that this would increase speed on the roundabout then it would not be possible.

This would then leave the only other option of a Speedwatch group such as the successful one in Storrington. Steyning Councillor Gill Muncey is trying to establish a group of volunteers who would do this at certain points in the town and invites Bramber to participate.

Contractors are again on site to complete the work on the A283 Downslink and Walks for All footpath.

District Council

Councillor Goddard said the meeting taking place at Horsham included an important vote to approve the Horsham District housing Strategy.

Neighbourhood Wardens

Paul Conroy gave the following report:

We continue to receive calls across the three parishes regarding the anti-social and dangerous driving of mopeds. One of the moped riders whom we have been monitoring has been given a section 59 and many residents report to have used the operation crackdown website regarding these issues.

Between midnight and 9am on Monday 4 May the front window of a van parked in De Braose Way was smashed. Entry was gained and a large quantity of tools was stolen.

There was a shed break in De Braose way between the afternoon of 29/05 and 0700 hrs on 30/05 – the lock completely removed and various tools were stolen.

A side door lock to a works vehicle was damaged and entry gained in The Street. An angle grinder, impact drivers, refining mixing paddle and other items were stolen.

We received a call regarding some more fly tipping in Maudlyn Lane, we contacted Horsham and the debris has now been removed.

At 23:30 on the 15th we came across three horses who had broken loose onto the road. We managed to isolate and contain them in a driveway, luckily we were able to find the owners who lived nearby and they were safely returned.

Village Hall

The Clerk reported on the meeting held on 22 June:

1. Work begins on the new main hall floor on 23rd July.

2. The committee agreed to share costs with the owner of providing a wooden fence to the boundary of 18 Dawn Crescent which backs on to the back of the village hall. The playgroup offered to share cost with the village hall.
3. An emergency chain-linked fence had to be erected at the boundary with the Drs surgery as works to their hedge meant that playgroup children could access that property. Cost was £555.
4. The small room has been completely re-furnished with new tables and chairs etc.
5. The broadband engineer is due to attend on Friday 26 June.
6. Sidelights for the main hall were chosen.
7. Income since the April meeting was £5023 and expenses £5721 which includes the new furnishings and emergency fence.
8. The Camera Club Show had a disappointing attendance but still raised almost £200, the Election Cafe proved hard work but raised over £80 and the Showcase was a great success with all tables being taken and raised almost £100.
9. The Christmas Fair will be held on 28th November and a sub committee was set up to organise this.

Joint Parishes Burial Board

The Clerk reported on the meeting held on 01 June:

1. The Grant of Exclusive Right of burial was clarified and will, subject to approval at the AGM, be introduced on 1st September 2015.
2. The possibility of allocating a new area designated for children was discussed. I
3. 3 new memorial applications were accepted.
4. Total money received between meetings was £2780.
5. The AGM will take place on Monday 20 July. The venue will be confirmed as St Botolph's closes at 4.00p.m. each day.
6. The Memorial Service will be held on Sunday 13 September at 3 p.m. Discussion took place as to whether this should be inside or outside the church. John Challis to be contacted.

FINANCE

The Financial Statement was presented for approval and the clerk pointed out that the direct debit for the electricity to the toilet block had reduced from £25 to £13 per

month. Proposed by Councillor Goddard, seconded by Councillor Stubbs and approved.

Cheques were presented for payment.

6. PLANNING

a) Update

New Applications

DC/15/1131 Land East of Little St Mary's, The Street

Amended proposals for construction of a new dwelling (previous approval ref APP/Z3825/A/00/1045790)

SDNP/15/01918/LIS Annington House, Annington Road

Installation of 5 additional windows on south elevation as minor amendment to existing approvals SDNP/14/01393/FUL and SDNP/14/01394/LIS

DC/15/1231 31 Coombe Drove

Fell 1 x Sycamore

Decisions

DC/15/0870 Myton, Maudlin Parkway

Proposed first floor extension

Application Granted

Refused

DC/15/0901 Chantry, Sopers Lane

Proposed fence 2.5m in height

Application Refused

b) The Council then considered the three applications.

There were no objections to the Annington House or the Coombe Drove applications. With regard to the new dwelling on the land East of Little St Mary's the council objected to the amended proposal on the grounds that there is no barrier on the south side of the balcony to prevent its occupants overlooking the St Mary's Grade 1 property opposite. Similarly, those in St Mary's will have full view of the occupants of the balcony.

Action: Clerk

7. NEIGHBOURHOOD PLAN

a) Nick Mills had sent the report:

Focus Groups: The work of five out of the six focus groups is on hold for the time being with only the Housing Focus Group continuing to work on identifying and recommending sites for inclusion within the final document. However, while we have good momentum and keen and active groups of local people, we are trying to co-ordinate them into other local groups and organisations. An example is the Transport & Accessibility Focus Group which has identified many local needs and has members with knowledge and passion. The Five Parishes Community Plan, prepared by the Steyning & District Community Partnership identified the need to get such a group together and the Neighbourhood Plan seems to have achieved this goal on their behalf.

A *Stage One Report* is currently being prepared which encompasses much of the work and evidence collated by the Focus Groups as well as the evidence from the Residents Survey. A copy of this report will be circulated to Councillors before the next Parish Council meeting.

'Call for Sites':

Following a 'Call for Sites' exercise, there are now four potential sites identified within the Bramber Parish, put forward by landowners. During June, July and August

the Housing Focus Group will be identifying and agreeing the criteria for these sites to be assessed and will be speaking to the owners. They will then report with their recommendations to the main Steering Group and in turn each Parish Council will then have the opportunity to provide their views on the sites chosen and rejected. This is a very sensitive process and confidentiality and correct procedure is essential. Councillor Goddard expressed some concern about these procedures and Councillor Mills will be asked for more information.

The SWAB Neighbourhood Plan Time Line

July-Aug 2015 – Site identification and assessment

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15th July 2015 – Public meeting to be arranged for all interested in Community Land Trusts and their use within a Neighbourhood Plan

September – Steering Group and Parish Councils agree site inclusion within the Neighbourhood Plan

End of September – Pre-submission Neighbourhood Plan– 6 week consultation

End of November – Reg 14 Report to be prepared by rCOH – summarising all replies from Statutory Consultees

December – Choose and appoint an independent examiner

December – Final NP document prepared

January 2016 – submit NP to HDC – 6 week consultation period

Mid February – Paperwork to be submitted to an examiner

Mid March – Examination report received from the examiner either rejecting the NP, or agreeing it with any necessary changes/modifications

April 2016 (or after) – Referendum to be organised by HDC for all local residents in all four parishes. There needs to be at least a 51% YES vote from those who vote. The SWAB Neighbourhood Plan will then be adopted as a planning document for the next 15-20 years.

Bramber Parish Council agreed to embark on the production of a Neighbourhood Plan in June 2013 – so the process will have taken three years!

Housing Needs Survey: We have no news on the results of this survey yet. The return date was 5th July but we do not know the return rate. Further information will be circulated to Councillors as soon as it has been received.

PARISH PLAN UPDATE

The Chairman gave the following report:

Traffic and Highways- Four lamp posts remain to be updated to 'Victorian' style. Negotiations are still on-going about speeding on Clays Hill and currently liaising with Steyning about possible use of SIDs.

Housing Development-4 houses at Castle View are now for sale.

Youth-Bramber Castle event will not now take place due to a lack of resources in English Heritage. 4 trustees have been elected to SAYS at the AGM. The focus is now on setting the agenda for the next 1- 3 years.

Business and Tourism- The official opening of the Walks for All/Downslink extension is being planned for 25th July. Phase 2 works continues and is expected to complete within the next 3-4 weeks.

Environment-The project manager of the Castle View development has agreed to re-site the bollards this month. The bollards have been painted by Graham Ingram and look much better for it. The Chairman extended thanks to Graham for taking time to do this and also to all those involved with the hanging baskets which are now in situ and already looking good.

9 .ENVIRONMENT

The clerk reported that Christine Supiot did not wish to continue to monitor tree applications. The council wished to thank her for all her help with this over several years. We are grateful that she is continuing her work with the footpaths.

10.YOUTH PROVISION

The Chairman reported that 5 trustees had been elected to the Steyning Area Youth Services. These are the 4 Chairmen and Peter Butcher, the Pastor at the Baptist Church. There are still 2 vacancies. Concern has been expressed about the amount of money in the Charity and a pro-rata rebate will be returned to the parishes in due course.

The SAYS accounts will be put on to the Bramber website.

Action: Clerk/M. Tilley

The Council has to decide if it wishes to continue the service for a further 3 years from next June and it decided to take up the offer of a visit from Horsham Matters.

Action: Clerk

11.PROPOSED DATES FOR COUNCIL MEETINGS

The Council accepted the list of dates for future meetings and noted that those for September and October had been changed so as not to clash with the District Council.

12. CORRESPONDENCE

- a)The new reporting schedule from the Neighbourhood Policing Team re-iterated what Louisa Hull had told us.
- b) Council noted the boundary review of West Sussex County Council.
- c) Council considered the statements on the ballot paper for parish members of the South Downs National Park Authority and voted accordingly.

The next meeting of the Council is Wednesday, 29th July at 7.00 p.m.