

## ***Bramber Parish Council***

*Meeting Minutes*  
**Thursday 17 April 2014**  
at Bramber & Beeding Village Hall

### **PRESENT:**

Messrs R.Potter (Chair), F.Gillett, N.Mills, J.Goddard, Mrs M.Goddard, Mrs S.Bignell and the clerk.

### **IN ATTENDANCE:**

Councillor David Barling, Councillor David Coldwell, Paul Conroy (Warden), Mr Roger Glanville, Mr Mick Tilley(website), Mr Ted Jones and several residents.

Prior to the meeting the Chairman announced that Roger Glanville had retired from the Council and thanked him for his 22 years of service, many of those as Chairman. He asked Mr Ted Jones to make the presentation.

In making the presentation Ted Jones thanked Roger for his enormous support to the Bramber community for so many years and in particular cited his work in getting the changes to the water discharge, the effects of which are still benefitting the village. He will be greatly missed at meetings.

Roger thanked everyone for his picture and said whilst he would still be keeping a watchful eye he would be grateful for someone to take over the responsibility for the toilets!

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Nick Stubbs and PCSO Tom Slaughter.

### **2. MINUTES**

The minutes of the previous meeting held on 06 March 2014 were read and signed.

Update on Action points:

3.1 A letter was sent to the Environment Agency supporting the proposal to follow Option 2 in the Internal Drainage Board report.

3.2 The walk to check the streams and ditches is still to take place.

7.1 The lights are now working in The Ridings.

8.2 The Clerk had contacted HDC about expiry dates for S106 monies and was told that it was thought they were valid for ten years.

14.1 A letter of thanks had been received from the Steyning Festival for the donation.

### **3. OPEN FORUM**

Roger Glanville said that an electric scooter was now being considered to carry the bowser. This is able to tow up to 400kgs and is suitable for going on the road.

Quotations will be obtained before an application is made to S106. David Coldwell suggested a possible link with Upper Beeding.

The seats in The Street are in the process of being re-painted.

## **4. REPORTS**

### **County Council**

David Barling reported that things are moving regarding the improvements to The Street. The contract is with Balfour Beatty and work is expected to be more expensive than the original quotes. However, contacts have been made with local businesses to agree a month which will cause the least disruption and it is likely to be October. At present a way is being worked out to keep some access open.

Roger Potter added that The Street will be closed on 24 July for the repair of a dislodged manhole cover.

The A 283 underpass is moving forward and agreement has been made with the landowner. The Environment Agency has confirmed that they will continue to maintain the pumping station as the owner but will not be responsible for the streams in Bramber. There had been a meeting with the Agency about the disbanding of the Internal Drainage Board.

### **District Council**

Jim Goddard reported on the Development Control South meeting held on 15 April. Amongst items considered were three separate applications for solar farms at:

- 1) Priors Byne Farm, Bines Road, partridge Green
- 2) Land north of Sopers Copse, Honeybridge Lane, Ashurst
- 3) Huddlestone Farm, Horsham Road, Steyning

All on agricultural land and respectively :-

- 1) 17.7ha (44 acres), capacity approx.6.8MW
- 2) 28.28ha (70 acres), capacity 10MW
- 3) 32ha (79 acres), capacity 15MW

After much discussion on each application, each was refused on mainly significant adverse visual amenity impacts and significant adverse landscape character impacts. It is expected that an application for the development of a 500KW anaerobic digestion plant with ancillary equipment, to be located at Wappingthorn Farm Horsham Road, Steyning, will shortly come before the planning committee.

The following report was given by David Coldwell:

The past month has been relatively quiet because there has not been a full council meeting and so there is not too much to report; that is not to say that the councillors have not been busy – they have!

Internal management re-organisation is as previously reported proceeding and a number of appointments are imminent; one area where Parish Councils may notice a change is in the planning departments where the old north/south teams are being merged to enhance overall efficiency. It is expected that overall, the structural changes will lead to greater efficiency and a substantial reduction of costs.

Trade Waste. For the past 5 months I have been involved in a working group examining the Council Trade Waste Services to see what could be done to improve the income and reduce the expenditure of the service by promoting the collection, and the recycling, services. I have to say that it was a fascinating project and the results, which will be published later this month, should make interesting reading! Many Parish Councils do use the service to some degree including UBPC and can assist in promoting the service by means of publicity in Parish newsletters or through their websites.

I mentioned last report that the preferred strategy in respect of housing over that period to 2021 is to be published May or June. I now understand that it will be presented at a Council meeting 30<sup>th</sup> April and, subject to the council adopting the plan,

it will be published for formal representations in May/June before going on the inspectorate in the Autumn.

At the next council meeting the Council will be asked to approve changes to the standards regime following one year's experience with it. The principle change will refer to the right of appeal against a decision; it will be removed and any councillor or complainant who is not satisfied may then go to the Ombudsman instead of returning to the council standards committee. The monitoring officer will also have greater powers to judge if complaints should actually go the committee – presently many complaints are found to be invalid for a variety of reasons-out of time etc-and do occupy too much in the way of officer and councillor time.

## **Neighbourhood Wardens**

Paul Conroy gave this report to the meeting:

### Anti-Social Behaviour

We had on one occasion to intervene, whilst on patrol, with a group of four young males who were acting in a drunken and disorderly fashion at the foot of the entrance to Bramber Castle. We were working in partnership with P.C.S.O.Slaughter. We had previously identified three vehicles parked in the Castle Car park as belonging to three of the aforementioned males who were known to us. They stated that they had left their cars there and gone into The Castle public house at Bramber. It seemed apparent to us that they were in the process of rejoining their vehicles when we encountered them. We gave them words of advice and suggested that they now walk home. We stayed on site for a further 30 minutes and relayed vehicle and incident details to the local police response team.

We also had occasion to check details of cold callers operating in Bramber on two occasions.

Following a call from a resident in Upper Beeding regarding a stray dog we were fortunate enough to come across the animal, once again in the grounds of Bramber Castle and return it to its owner. We gave advice regarding chipping and the animal making good the back fence of the garden from where it escaped from.

We removed a couple of rubble bags that had been fly tipped in the lay-by in the Annington Rd.

### Rogue Traders

Sussex Police has joined forces with a number of partner agencies across the county in support of the national Operation Rogue Trader week (April 7-11).

Officers from a number of districts have linked up with local authorities, Trading Standards and the Vehicle Operator and Services Agency (VOSA) in roadside checks and have also been out with PCSOs and police cadets spreading the word around the county's towns and villages.

The operation is aimed at disrupting criminals who masquerade as legitimate traders in order to target vulnerable, largely elderly, residents in all communities. The event is co-ordinated by Operation Liberal, the national

intelligence unit for distraction burglary and associated travelling criminality and supported by the Association of Chief Police Officers (ACPO)

### Scam Alert

Police are warning the public not to give their bank card personal identification number (PIN) to anyone after bogus bank officials have stolen thousands of pounds by tricking victims into handing over their PIN. Scammers have been stealing victims' wallets and purses from multiple locations in the North Yorkshire area including sneaking into staff rooms, health centres and care homes.

Armed with all the information from the stolen cards, the fraudsters call the victim at their place of work pretending to be from their bank, claiming that they have been a victim of theft.

They go on to inform the victim that they believe someone is attempting to use their bank card and that in order to cancel the card, they require a number of security details. They start with general questions, but amongst them is a request for the victim's PIN.

Once they have obtained the PIN, an accomplice then uses it to steal money from the victim's bank account, either using cash machines or by calling into various branches to withdraw the money.

### Community

We supported a young persons trip to Brinsbury College (Organised by Emma Edwards) where they were able to gain hands on knowledge of The Lambing process.

### **P.C.S.O.**

The following report was sent in by PCSO Tom Slaughter:

#### **Burglaries**

There was an attempted break to a property situated on Botolphs Road, Bramber. A female resident discovered two males looking around her property and surrounding gardens, when asked by the resident why they were there, they said that they were lost and needed directions. Both males were aged between fifteen and sixteen and were acting very suspiciously. Nothing has been reported stolen and I continue to patrol and monitor the situation.

A jewellery box was stolen from a property situated on Castle Lane, Bramber. The box contained several pieces of jewellery and items of great sentimental worth. I continue to monitor the area with patrols.

A property situated along Bramber High Street had their garage and garden shed broken into. Items stolen during the incident include expensive gardening equipment, wine cases and photography accessories.

Extensive crime prevention advice has been given to the homeowners and there is the potential for forensics to be taken from the scene for future enquiries.

### **Rogue Trader Day of Action.**

I participated in a day of action targeting rogue traders in the south of Horsham. Accompanied by members from the Council and Trading Standards, we visited members of the public that had contacted the police regarding bogus tradesmen in order to offer advice and reassurance. Patrols were carried out in designated areas to deter future crime and raise awareness of rogue traders.

Sussex police & Trading Standards provide free no cold caller stickers to display on your property, please speak to me if you or anyone you know would like one.

### **Local priorities.**

I am currently setting up a Facebook page in order to link in with residents regarding local concerns. Every month I will select three priorities from the website and work towards improving the situation. More information to come.

Street Surgery:

PCSO Tom Slaughter will be holding a PCSO surgery on 22/04/14 between 10:30-11:00 outside the Co-operative on the Steyning High Street. Local residents are welcome to go along and speak with Tom about any policing matters they wish to discuss.

Contact details.

101 - Police non emergency contact number.

999 - Police emergency response number.

For all other slow time enquiries please contact me on 101 584219 or on 07917073587.

## **5. FINANCE**

a) The list of annual receipts and payments was presented and the clerk confirmed that the carry over figure of £18,850.22 corresponded with the bank statement. She asked that the Council remember that £3,260 received as a grant is still to be used for Maudlyn Close drainage and also that £1821 has to be paid into SAYS. However, a VAT claim has been made for £1,362.70 giving a figure of £15,131.92.

A proposal to accept the annual figures was made by Jim Goddard and seconded by Nick Mills and agreed unanimously.

b) The cheques for payment list for the new year was presented and proposed by Nick Mills, seconded by Marilyn Goddard and agreed.

c) The clerk distributed copies of a Risk Management Policy drafted by Nick Stubbs for members to consider for adoption at the AGM in May.

d) The council then reviewed its insurance cover and considered two quotations. It was unanimously decided to keep with Came & Co as it considered the cover provided by its Aviva plan was more comprehensive particularly in regard to the use of volunteers. The clerk also distributed a checklist which will be completed by councillors when working with volunteers.

## **6. PLANNING**

a) Update:

**New**

**DC/14/0576**

**Street**

Remove 1 x Magnolia tree (Works to Trees in a Conservation Area)

**SDNP/14/01527/TCA**

**Street**

Fell 3 x Sycamores and Surgery to 2 x Sycamores (Works to Trees in a Conservation Area)

**SDNP/14/01393/FUL**

Demolition of existing pool, pool house and garage and construction of new single-storey sunken garage, store, gardeners W.C. and driveway, and removal of trees (Full Planning)

**SDNP/14/01394/LIS**

As above but (Listed Housing Consent)

**DC/14/0612**

**Coombe Drove**

Minor Material Amendment to previously approved DC/13/0701 (Construction of two detached dwellings with associated landscaping works) to convert integral garage into utility and study, and alteration of window material from timber to powder coated aluminium, to Plot 1 only

**Yew Tree Cottage, The**

**The West House, The**

**Annington House**

**Annington House**

**Land S of Stortford,**

**Granted:**

**DC/14/0472**

Fell 1 x Sycamore tree

**DC/14/0244**

Fell 11 x Lime trees at front of property (Works to Trees in a Conservation Area)

**5, The Ridings**

**Castle View, The Street**

**Refused**

**DC/14/0153**

Removal of condition 6 (obscure glazing) of planning consent DC/10/0901 to allow a clear glazed side window

**Hadleigh, Sopers Lane**

b) Council then considered the plans for Annington House (as above) and the decision was no objections to the proposals.

**Action: Clerk**

c) Neighbourhood Plan

Nick Mills reported that already many issues had arisen and he emphasized the importance of impartiality among people involved in the steering group or focus groups.

All members had been sent copies of the three consultants' proposals as well as Nick's summary of them. The consultants were: Action in Rural Sussex (AirS) based in Lewes, Adams Integra Ltd from Chichester and Nexus Planning Ltd in London. After discussion and consideration of fees, number of days, experience etc. councillors considered that the local knowledge shown by AirS as well as the fact that they are already working with neighbouring councils with similar requirements recommended them. A proposal was made by Nick Mills and seconded by Marilyn Goddard that AirS should be the preferred consultant of Bramber Parish Council. This was carried unanimously. An e-mail informing Steyning would be sent to the clerk. **Action: Clerk**

## **7. S106 FUNDING (CIL)**

The Clerk reported that there was £10,820 available at the present time for community use. It was also expected to have additional funding once Castle View homes were completed. Councillors wished to retain sufficient funds to purchase the carrier for the bowser so it was proposed by Nick Mills that an application be made for £7,500 to be given to Walks for All. This was seconded by Jim Goddard and agreed unanimously.

**Action: Clerk**

## **8. S106 PARISH PLAN UPDATE**

Nothing further to report.

## **9. PROCEDURAL CHANGES**

### a) Planning

New wording was agreed, which reflects the Council's procedures for dealing with planning applications, and these will be put into Standing Orders.

### b) Recording and Filming of Meetings

It was suggested by David Barling that the clerk contact Sue Booth at Steyning for new wording which meets the new requirements.

**Action: Clerk**

## **10. ENVIRONMENT**

a) David Barling reported that the pigs from Red Gate Farm had now been moved down the road and the hill was now being used for crop growing.

b) Routine maintenance of public rights of way has taken place and works consisted of 1 new waymarker, 1 repaired stile and 5 metres of vegetation clearance.

c) The Chairman said that the sprayer used for controlling the weeds had broken and proposed that the council fund a new one. This was unanimously agreed.

d) The Chairman said that the idea of creating a Remembrance Garden had been suggested if suitable land could be found. However, whilst councillors agreed the idea was good it was felt that the maintenance costs would be too high.

## **11. YOUTH PROVISION**

A new contract has been agreed for use of the Cushman Centre.

The youth work provision continues to grow.

## **12. CORRESPONDENCE**

a) Invitation to NHS Coastal West Sussex CCG workshop on 13 May.

b) Request from Royal Voluntary Service for volunteers.

c) Letter from EDF confirming Direct Debit will rise to £25 to cover underpayment. The clerk will send regular readings.

## **13. DATE OF NEXT MEETING**

The AGM and Annual Parish Meeting will be held on **Thursday, 29 May 2014** at 7.00 p.m. ( to be confirmed)

A Planning Meeting will be held on **Tuesday, 06 May 2014** (to be confirmed)

