

## ***Bramber Parish Council***

### *Meeting Minutes* **Thursday 07 August 2014** at Bramber & Beeding Village Hall

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Councillor David Barling (West Sussex), M. Tilley (website) and three residents.

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

Apologies were received Councillor D. Coldwell, N. Mills and D. Moore.

#### **2. MINUTES**

The minutes of the previous meeting held on 26 June 2014 were read, agreed and signed.

#### Matters Arising:

9.a The Chairman had spoken to residents of Castle Lane about the complaint of dog litter bags in the area. Residents had not found a problem and were adamant that they did not wish to have a dog bin situated there. It was resolved not to take any action but the Council will continue to monitor the situation. The Clerk will write to the complainant.

**Action: Clerk**

#### **3. OPEN FORUM**

There were no issues raised.

#### **4. REPORTS**

##### **County Council**

Councillor David Barling said that he would speak about the forthcoming works in Bramber under item 10.

##### **District Council**

Councillor Jim Goddard reported that work was continuing on the long term planning strategy at Horsham DC particularly in regard to the Broadridge Heath Quadrant. He had spoken to the planning officer and then the Head of Compliance about the fact that the Castle View properties were being altered to be sold as 5 bedroom properties rather than the 4 that were shown on the plans. However, if the exterior of the properties remains unaltered there is nothing that can be done.

An officer will, however, visit the site to view the window on the West side which was not shown on the plans and which overlooks the neighbouring garden.

##### **Village Hall**

Sandra Bignell presented reports from an Extraordinary meeting of the management Council on 9 June and from its meeting on 14 July.

The importance of fundraising, marketing and recruitment of new trustees was stressed.

Working groups have been established and volunteers are being requested to share tasks during the summer to do maintenance work. This includes cleaning and painting of the main hall, maintenance of the sheds, gardening and storage.

The main hall floor has to be replaced and the management council would like the parish Councils to pay for this as they can reclaim the VAT. There is to be a joint meeting.

A 200 Club has been set up and the first draw will take place in October 2014. 52 members are required to break even with the suggested prize structure.

A risk assessment has been carried out and there is an upper limit of 200 standing in main hall and 100 seated.

The telephone line is residential and the playgroup cannot be connected to broadband as the line is too slow. A new playgroup canopy is to be erected in the summer holidays.

A new building society account was opened 1 May with £8000 and the bond is worth £28,600.

A Beeding Last Night of the Proms event is to be held on 13 September.

### **Neighbourhood Wardens**

The following report was received in July:

#### Anti-social behaviour

Incidents of Anti-social behaviour have fallen significantly (Especially in the Recreation areas) Steyning, Bramber and Upper Beeding have been targeted by sales companies representing various charities and I would ask residents to ask for Identification if confronted on their doorsteps. The sales representatives are skilled and in some cases are very charming but are not in the business of receiving personal donations. I would ask that residents think carefully and make sure they understand any commitment they enter into. If you feel in any way intimidated or pressurised please do not hesitate to contact us or call the Police. Please remember you are at liberty to ask them for contact details of the companies they work for. These companies will have a mechanism in place whereby you can complain regarding any hard nosed sales techniques. Do not in any circumstances invite them into your homes.

The majority of these sales people are hard working and honest but if you have any doubts or feel you have been put under pressure please give us a call.

There have been a number of bike thefts in the three parishes and we would ask residents to secure such items and to property mark them. We will gladly visit any resident and mark valuable items where possible.

If you would like to take advantage of this service give us a call. Following the theft of one bicycle and information received from a resident Police intervened and the cycle was returned to its owner.

Finally if you feel that any caller has acted in a suspicious manner please ring us. We regret that we are not a 24/7 service but would ask that you leave a message on our voicemail. If it is an emergency please call 999. If you wish to report your concerns to the police please use the 101 service. Under no circumstances should you allow callers to enter your property. We would also like to take this opportunity to encourage residents to join the neighbourhood watch scheme. We can forward details of local co-ordinators to you.

We have had reports and concerns from residents regarding sightings of a drone in the Bramber and Upper Beeding area. We have been informed by police that at present there is no specific legislation that prevents the flying of these contraptions but will closely monitor the situation should there be any issues of associated anti-social behaviour.

We are pleased to say we've had no further reports of fly tipping to us. But have sighted some suspicious vehicles parking up in the 'usual areas', we are hopeful that our presence has deterred this from happening.

The Chairman said that he had received information that a white van had been seen driving slowly in The Street late at night and the driver stopping to try and enter properties.

### **HALC**

The Clerk had attended the meeting on 9 July. There were two guest speakers: Dr Julian Webb, head of the Emergency Department at East Surrey Hospital and Sim Manley, the Interim Director of Planning at HDC. Both men had taken over departments that were failing and described how they had made significant improvements.

In 2011 the Emergency Dept at East Surrey was the worst performing in the country but in 2014 now has one of the best. The number of consultants has risen from 6 to 9, all night shifts are covered by senior doctors and 11 new medical grades have been appointed, many from Hungary and Spain.

Answering questions, Dr Webb said that 60% of those attending A&E would get better by themselves and the reason attendance has increased is partly due to GPs not working out of hours.

When Sim Manley joined HDC the performance on major planning applications was just 13%, at 1 July this had increased to 84%. There has been a significant improvement in performance, but there have been significant problems with the consultation process. Internal procedures have been changed, there is a huge turnover of staff but HDC is now the second top performer in West Sussex. Chris Lyons becomes Director of Planning, Planning Policy, Economic Development and Estates on 11 August but Hilary Coplestone remains the main contact for Parish councils. Sim reminded councils that they must ask for an application to go to committee within 21 days of the consultation letter and give planning reasons and confirm that they will attend.

### **Legal and Finance Day**

The clerk had attended this training day on 8 July

There was a huge amount of information given including the fact that a new guide has been issued by the Electoral Commission. It is thought that there will be a combined National, District and Parish Council election although this is not confirmed.

The date of the Parish elections is 7 May 2015. Nominations **must be hand delivered** (clerks will be given a supply of forms at the end of March). There should be nothing controversial dealt with between 30 March and polling day. Councillors will retire and new councillors take office on 11 May and the P.C. can co-opt within 35 days.

In the finance section the emphasis was on financial controls and budgets. Councillors should receive regular reports (at least quarterly) to include bank reconciliation and

state of the budget. Councils are to be encouraged to work to a 3 year forecast. The valuations on the asset register are historic and cannot be changed. The importance of the role of the Internal Verifier in ensuring correct controls were in place was stated and it was considered important that the I.V. should be experienced in Council work.

## **5. FINANCE**

The accounts were presented for payment and proposed by Marilyn Goddard and seconded by Nick Stubbs.

## **6. a) Update**

**Considered at Planning meeting 15 July:**

**DC/14/1282 Monks Gate, The Street**

Construction of new two bedroom dwelling . (No objections)

**New**

**DC/14/1436 8 The Ridings**

Proposed single storey extension and front pitched roof to replace existing flat roof

**SDNP/14/03708/LIS Maudlin Farmhouse, Maudlin Lane**

Provision of new gate in existing flint garden wall (Listed Building Consent)

**SDNP/14/03589/FUL Annington Hill Barn, Botolphs Road**

Demolish existing farm buildings and erect new livestock buildings

**DC/14/1574 9, The Ridings**

Surgery to 5 Maple Trees (Tree Preservation Order)

**Granted**

**SDNP/14/02481/LIS St Botolphs Church**

Removal of existing softwood boarded nave pew platform and softwood supporting timbers. Renewal of floor with clay tiling on limecrete at height to match existing pavement adjacent

**DC/14/1055 9 Millfield, The Street**

Replacement windows on a like-for-like basis with uPVC 'Storm Evolution' timber effect windows

**DC/14/1099 Bramber Well, The Street**

Single storey rear extension, room in the roof with gable and side dormer windows

**SDNP/14/02441/HOUS-02442/LIS Botolphs Cottage, Botolphs Road**

Reconstruction of existing conservatory and extension to existing bathroom dormer

**SDNP/14/01393/FUL Annington House, Annington Road**

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)

**DC/14/1012 Lime Trees, The Street**

Fell 1 x Conifer and 1 unnamed ornamental tree (Works

## **b) Applications**

Councillors then considered the three new applications:

8 The Ridings (details above) It was resolved that there should be no objections to the plans.

Maudlin Farmhouse Again there were no objections to the plans.

Annington Hill Barn After detailed discussion it was resolved there should be no objections to the plans.

**Action: Clerk**

### **c) Neighbourhood Plan**

There is to be a meeting with the consultants and the other councils on 13 August.

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

The Chairman confirmed that both Upper Beeding and Steyning PCs have agreed to also use S106 funding to make grants to the Walks for All project. They will use highways funding from WSCC whilst Bramber is applying for community funding from HDC. However, Councillor Barling confirmed that Bramber has £5,120 in S106 highways funding so it was agreed that Bramber would apply for that and apply for £2,400 from HDC.

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

#### **D-Housing Development**

The Chairman met with the developer at Castle view who gave assurances that all measures were being taken to ensure that the stream at the back is kept clear. Hedges and trees are now in situ.

#### **E-Flood Planning**

The Secretary of State will eventually decide the fate of the Internal Drainage Boards and in the meantime the Environment Agency will write to all riparian landowners re their responsibilities if the boards are disbanded.

Bramber Flood Plan is being produced in conjunction with HDC (Tony Skelding).

#### **I-Environment**

Work on replacement lamp posts is completed in Maudlyn and scheduled in The Street in September.

2 missing bollards have now been replaced and will be matched on the other side of the road by the developer of Castle View.

### **9. ENVIRONMENT**

Nothing further to report.

### **10. HIGHWAYS**

#### **The Street**

The Chairman and County Councillor had met with the developer and lead officers from WSCC to discuss the forthcoming works. This has now become a major upgrade to include a new base which should last for 20 years and will cost in the region of £80,000. The start date is 1 October and work should last for a minimum of 4 weeks. There will be periods when The Street is closed during the daytime although pavements will remain open. These will be kept to a minimum and residents will be notified of closures.

Roger and David are to write an initial letter to residents to explain the arrangements and this will be followed by a further letter from WSCC nearer the time.

#### **Downslink**

Initial work has begun this week and the major work commences on 18 August lasting for 4 weeks. The objective is to stop people having to cross the A283 at a dangerous crossing and will create a footpath down to and under the bridge. It is hoped that the work on the Walks for All project will be able to follow on from this.

### **11. YOUTH PROVISION**

Nothing to report.

## **12. CORRESPONDENCE**

a) Request for donation from Age UK Horsham

The Council agreed not to send a donation but preferred to support The Link Scheme based more locally.

b) Invitation to Steyning PC Loneliness and Isolation Event 9 September

Janice Leeming from Age UK Horsham will talk about the research that has been done in the district. Roger Potter agreed to attend.

**Action: Clerk**

c) Invitation to the launch of The Link Visiting Scheme 11 September

Sandra Bignell and Roger Potter agreed to attend this event opening the scheme which is supported by Steyning District Churches together. A start-up grant has been funded by Sussex Police and the Deputy Police Constable, Olivia Pinkney will be a speaker.

**Action: Clerk**

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

There was agreement that meetings will in future take place on **Wednesday** evenings.

The next meeting will be **17 September 2014** at 7.00 p.m.

Planning meeting if required **Thursday, 28 August**