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Clerk: Rebecca Luckin
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**THE ANNUAL PARISH MEETING
for BRAMBER PARISH
BRAMBER & BEEDING VILLAGE HALL
WEDNESDAY 11th April 2018 at 6.30 p.m.**

Present: Cllrs Roger Potter (Chairman), Jim Goddard, Mike Tilley, Sarah Green, Mike Croker, Diana Goodall and Dave Kitson

Apologies: Cllrs Trevor Bignell and Nick Stubbs

In Attendance: Cllr David Barling (WSCC), Cllr David Coldwell (HDC), Michael Pearce (Neighbourhood Warden) and Catherine Howe (HDC Principal Planner)

Members of the public: 26

Locum Clerk: Rebecca Luckin

MINUTES

1. Minutes of last Annual Parish Meeting held on 12th April 2017

Cllr Tilley **proposed** that the minutes of the meeting of 12th April 2017 be approved as a correct record of the meeting. **Seconded** by Cllr Goddard and duly signed by the Chairman. **Agreed.**

2. Chairman's welcome to those attending and his Annual Report

Cllr Roger Potter thanked Members of the Parish Council for their support throughout the year. Following the resignation of the Clerk in November 2017, he thanked Mrs Paddy Robson, for her invaluable contribution and advised that while the post was being advertised, Mrs Rebecca Luckin would be standing in as Locum Parish Clerk. The Chairman thanked Tree Warden, Lynn Broome for assessing a large number of tree-related applications.

Many other volunteers were thanked, including John and Moirag McCarthy, Dave and Aud Bowskill, Roger and Lesley Glanville, Dennis and Wendy Steele, Ron Ballam, Andy Hodge, Sauwanee Deardon, Graham and Teressa Ingram, Martin Leigh-Pollitt and Vernon Leigh.

The full Chairman's Report has been included as an appendix to these minutes.

Cllrs Goodall and Kitson arrived at 6.45pm

3. Neighbourhood Wardens' Annual Report

Neighbourhood Warden, Michael Pearce reported that there had been some cases of anti-social behaviour relating to alcohol, which had been confiscated from under age drinkers. Three men had been noted using metal detectors in the grounds of Bramber Castle, information was passed to Sussex Police and English Heritage. Vandalism had occurred at St Nicholas Church, therefore patrols have been increased. Drug related activity may have occurred in the Bramber Castle Car Park, Wardens have disrupted and deterred several incidents and provided information to the Police.

Wardens had noted some concerns regarding dangerous dogs. The new Public Space Protection Order should allow Wardens to have an impact regarding the control of dogs.

Anti social cycling has occurred on public footpaths and dangerous vehicle driving and speeding in Bramber village. Concern has been raised regarding use of mobile phones while driving. Drivers are referred to Operation Crackdown online facility. A Vehicle Activated Sign has been installed at Clay's Hill and an application has been submitted for Wardens to acquire a mobile speed detector. Cold callers have been reported to Neighbourhood Wardens and information passed to Trading Standards. Fly tipping in the parish has been reported to HDC. Regarding dog fouling on the riverside path, signs have been posted and Wardens continue to patrol the area.

4. County and District Council Reports

Cllr Coldwell (HDC) reported that the Chairman of HDC Council had sadly passed away recently. Mr Tom Crowley, HDC CEO had retired and his replacement is now in post. Changes to the waste collection schedule had progressed smoothly and will save HDC funds, now that a central government grant is no longer being made. The new Public Space Protection Order has been extended to the whole of the district and provides extra powers regarding dog fouling, speeding, contravention of parking regulations, etc. with on the spot fines being implemented. The Youth Service has been in operation for five years and continues to be successful.

A member of the public expressed concern that food waste would be collected only fortnightly during summer months.

Cllr Coldwell advised that HDC is investigating a service for collection of food waste.

Cllr Barling arrived at 6.52pm

Cllr Barling (WSCC) reported that there could be a 7% boost to recycling if there is a food waste collection system. WSCC has a facility at Horsham for sorting waste, but food waste is sent to an anaerobic digester to be converted into compost and refuse derived fuel. WSCC plans to expand the Horsham plant to retain refuse derived fuel.

Regarding gas supply works at Clay's Hill that have been causing traffic delays, Cllr Barling advised that works are progressing as quickly as possible.

A member of public asked if anything was being done to improve the South Downs Way crossing on the A283.

Cllr Barling confirmed that the project is still in the design stage, to be agreed in principle, prior to being prioritised. Improvements will provide a coloured road surface to alert drivers to the danger of pedestrians, cyclists and equestrians crossing the road.

A member of the public expressed concern regarding deteriorating road signs.

Cllr Barling confirmed that a better than expected settlement from central government had been received, funds have been set aside to repair and clean road signs in the county.

5. YOU CAN HELP SHAPE THE FUTURE OF BRAMBER?

Cllr Roger Potter (Chairman of Bramber Parish Council and Bramber Neighbourhood Plan Steering Group) provided a guide to the process of drafting a Neighbourhood Plan and confirmed that Focus Groups had commenced work and a consultant had been appointed to assist in the process.

Catherine Howe (HDC) reported that the District Plan had been adopted November 2015 and included policies regarding housing numbers. The document review will commence in November 2018, the first stage will focus on employment, economic development policies, tourism and rural

development. A draft has been circulated to Parish Councils. Key employment areas have been identified, including Mackley's Business site at Small Dole and Henfield Business Park. Regarding tourism, there will be no significant changes to affect Bramber Parish, but HDC will be working with the SDNPA. Regarding the rural development strategy which aims to protect the countryside, HDC planners are mindful that housing is required. The Built Up Area Boundary (BUAB) has been reviewed, a caravan site in The Street and settlement in Soper's Lane have been included in the revised BUAB. Within the district, further secondary settlements will be reviewed and identified, consultation is taking place and may include Ashurst. All information can be found on the HDC website – <https://www.horsham.gov.uk/planningpolicy/planning-policy/horsham-district-planning-framework>

A member of the public expressed concern that Soper's Lane, is sometimes listed as being part of Steyning Parish.

Catherine Howe confirmed that there had been an HDC error, there will be no change to Parish Council boundaries and that Soper's Lane is included in the Bramber Neighbourhood Plan designated area.

Cllr Potter thanked Catherine Howe for attending the meeting.

Cllr Potter advised members of the public that he would like residents to become involved in the Neighbourhood Plan, currently 50% of Steering Group Members are residents.

A member of the public asked, regarding Swab, what will you be doing differently?

Cllr Potter advised that the Bramber Steering Group would be using any information relevant to Bramber that can be gleaned from SWAB and will use that data in progressing the Bramber Neighbourhood Plan. He explained the process and purpose of a Neighbourhood Plan, and the polices that may be included, heritage, tourism, green spaces, transport, facilities, public rights of way. When residents have been consulted, polices drafted and the document examined and made, it becomes a legally binding document and will be referred to by Horsham District Council Planning Officers, when assessing planning applications. SWAB work and evidence may be used where appropriate, although Bramber's Plan is a new plan. Locality will provide funding. A consultant has been identified and appointed. Resident support will be vital to the success of the plan.

A member of the public asked how the Steering Group would protect themselves against what has happened at Henfield. Cllr Potter advised that HDC is taking a greater part, and will undertake health checks during the process.

A residents' survey form was circulated during the meeting, with a request for information on what residents would like to see in the plan. Cllr Potter provided a presentation on the progress of the Bramber Neighbourhood Plan and explained ways in which members of the public could become involved.

Mr Meurig Jones reported that the Housing and Development Focus Group had commenced work and that AECOM would be undertaking a Housing Need Assessment shortly. A Call for Sites, over a six week period, is likely to commence in May 2018. Sites of less than six houses will be screened out. Sites will be assessed using criteria identified on an HDC Site Assessment sheet, although the SDNPA has different planning criteria.

A member of the public asked, regarding six houses, will the consultant specify what they consider a house to be?

Mr Jones confirmed that during the Call for Sites, the landowner will specify how many houses they could accommodate. The HNA number will be a proportion of the Horsham District overall number, but constraints to development may exist and the number may not be met.

A member of the public asked, regarding the minimum of six houses, would any single houses that

are built add to the number?

Cllr Potter confirmed that any houses that have been built since 2015 will be included in that number. A Housing Need Survey undertaken in 2015 noted that 11 affordable homes are required and smaller dwellings for downsizing.

A member of the public asked if a site exists within the SDNP it will be assessed against SDNPA criteria?

Cllr Potter confirmed that the site will be assessed against whichever planning area it is within.

Mr Mike Tilley, Environment Focus Group Leader, advised that the group would be undertaking a Neighbourhood Survey to seek the views of Bramber residents, which will drive what happens in the Environment Focus Group. A SWOT analysis will be undertaken, and a green spaces report drafted along with recommendations to the Steering Group. Green spaces will be assessed against recreational value, tranquillity, wildlife value, proximity, beauty and historical significance. There is a limit to an area that can be defined as a green space. Bramber Brookes nature reserve could be considered for green space designation, although not all of it is within Bramber Parish.

A member of the public asked what was the situation with the land behind St Mary's, how does it fit in?

Mr Tilley advised that it could be considered for a green space, but does fall within the SDNP and is on a flood plain which may give it some protection.

Heritage, Tourism and Commerce Focus Group Leader, Ms Sarah Green, advised that SWAB work had been noted. The Group understood that it was important to protect heritage, but that opportunities may occur. There is potential for churches to be used for community and cultural events. Bramber Castle could be highlighted and links with English Heritage forged. An education centre at St Mary's House could increase visitors and community engagement. Regarding commerce, the Old Tollgate Hotel, the Castle Inn, local restaurants, local businesses and those working from home may benefit from a support network. The farming industry is key in the Bramber area. St Botolph's cemetery needs an extension. A residents' survey and business survey will be undertaken.

Members of the public asked for the commercial centre at Annington to be added to the list. It was pointed out that St Mary's currently supports other businesses in the village, for example pubs and restaurants.

Transport and Accessibility Focus Group Leader, Mr Mike Croker, advised that SWAB works has been reviewed. Public Rights of Way often cover narrow roads in Bramber parish, routes should be protected and maintained. Safe routes to school are important, although there is no school in Bramber. Local roads are busy, with a high volume of traffic, especially at peak times. Parking for access to leisure trails and public transport will be reviewed. Two Vehicle Activated Signs had been purchased and installed in 2017, due to a project commenced by Cllr Goodall. A mobile sign has also been purchased jointly with Upper Beeding. Information on speed and volume of traffic is recorded and can be used by Neighbourhood Wardens and reported to Operation Crackdown.

6. Update on the Community Orchard and Bramber Brooks

Discussed during the meeting.

7. Questions from the floor to the Speaker

Taken during the meeting.

8. Any further questions at the discretion of the Chairman

There were no further questions.

The Chairman closed the meeting at 8.20pm

Signed:

Date:

Chairman

Appendix

BRAMBER PARISH COUNCIL - CHAIRMAN'S REPORT: 11th April 2018

I would like to start by thanking the members of the Parish Council for their support during the past year in particular those who had volunteered their time attending meetings and events.

Clerks Update

Paddy Robson, our Clerk for many years, resigned in November 2017 and we are now in the very capable hands of Rebecca Luckin whilst we advertise for a permanent replacement. I would like to express our gratitude to Paddy for her invaluable contribution during her time with us and look forward to working with her as a member of the Neighbourhood Plan Steering Group.

Thanks also to Lynne Broome, our Tree Warden, for her expertise and help in assessing an unusually large number of tree-related applications.

Thank you to our County Councillor David Barling (WSCC) for keeping us up to date on County matters, to David Coldwell and Ben Staines, (Horsham District Council) for their continued support over the last 12 months.

Thank you to our 2 Neighbourhood Wardens for their continued commitment to helping make our Parish such a pleasant place to live.

Volunteers

Outside of the Council special thanks are also due to the many volunteers who continue to provide invaluable service to the upkeep of the Churchyard, the Hanging Baskets, the Christmas Tree, the Contingency Committee, - John & Moirag McCarthy, Dave & Aud Bowskill, Roger & Lesley Glanville, Dennis & Wendy Steele, Ron Ballam, Andy Hodge, Sauwanee Deardon, Graham & Teresa Ingram, Martin LP and Vernon Leigh.

Council Members

Full complement of 9 Councillors

Footpaths.

Our footpaths continue to be widely used by both residents and visitors to the area.

No Cycling signs have been installed and subsequently vandalised. We have replacements and are currently planning installation

Vehicle Activated Speed Device (VAS)

- Two signs purchased and installed in 2017. Share with Upper Beeding on a 2 monthly basis. Will cover in more detail in Neighbourhood Plan section

Village Hall

We have continued to represent Bramber on the B&B Village Hall Committee. The Village Hall Committee have continued to keep the facility running effectively and there have been no major issues during the year.

Joint Parishes Cemetery Committee

- Changed status from a 'Board' to a committee of the 3 Parishes
- Financially sound and still trying to locate a suitable piece of land for extending the cemetery.

Housing and Planning

We have dealt with 15 Planning Applications and 15 Tree Applications this year.

Steyning Area Youth Service

- Another successful year in the provision of Youth Services to the parishes of Bramber, Steyning and Upper Beeding with numbers of young people attending events and clubs generally up on the previous year. Staff changes have occurred at Horsham Matters and we continue to monitor this for any potential impact on the service.

Some examples of activities are:-

- Tuesday and Thursday youth clubs,
- Youth club in Upper Beeding for a younger age group at the Hub.
- Links have been established with the Downland Scheme which is looking to involve young people in its management and also with the Patients' Participation Group.
- the team are working in partnership with Coastal MIND to provide some consultation work with local young people. There has been a growing need for access to mental health services.
- Mentoring young people who are in need for various reasons.
- volunteers are still needed to help out in both Steyning and Upper Beeding

Neighbourhood Wardens

- See Annual report

Environment

- Keeping drains/streams clear is now the responsibility of the land owners where they are situated. There was concern that the St. Mary's drains in the field south of The Street would not be cleared as ownership was not clear. Having spoken with WSCC they agreed to take on that responsibility and have since cleared the stream. We also arranged for the ditch behind Castle View cleared by managing agents
- During the recent cold weather and snow the pavements were salted throughout the Parish on 4 occasions and were kept clear of ice. Many thanks go to John McCarthy, Dennis Steele, Roger Glanville, Nick Stubbs, Mike Croker, Martin LP and Vernon Leigh for braving the elements and making it happen.

Car Park and Toilets

- The Sugar Pod coffee van became operational in the Car Park this year and has now been licenced to operate 7 days a week.
- A further backflow of sewerage was experienced in Yew Cottage as a result of a blockage in the public toilet. A survey was arranged and we are currently assessing tenders to undertake the necessary work to avoid a repeat.

General Data Protection Regulations

- The General Data Protection Regulation (GDPR) demands greater accountability and transparency from organisations in how they collect, process and store personal information.
- The laws regarding the storing and use of personal data have been strengthened this year and the Parish Council have to comply. We have agreed for a specialist company, GDPR-Info Ltd, to provide the necessary training and services for the first year of operation from May.

HORSHAM YEAR OF CULTURE

Horsham Year of Culture 2019. Councillor Green and myself met with Martin LP and others at St. Mary's and an application has now been made for funding of a Bramber event which will explain the events in Bramber and their impact around the time of the Norman invasion. A local theatre company will be producing the associated shows and will be presenting tableaux at the various sites in which the public will participate.

The Steyning Showcase

Your PC had a stand at the annual Steyning Showcase event and useful contacts and discussions were had.

Bramber Brooks

- Much progress made on improving Bramber Brooks and the surrounding environs.
- Apple trees planted for Community Orchard, footpaths improved, fences/gates installed, plans for cattle grazing well advanced.

- More improvements are required to enable access to the proposed Nature Reserve and to that end a grant of £10,000 has been granted by Rampion Wind Farm as part of their allocation to the Sussex Foundation Trust. We are currently planning the detailed schedule of works to get quotes.