

Bramber Parish Council
Meeting of Full Parish Council
Beeding & Bramber Parish Hall
Wednesday 25th July 2018 at 7.00pm

Present: Cllrs Roger Potter (Chairman), Mick Tilley, Mike Croker, Jim Goddard, Nick Stubbs, Diana Goodall, Dave Kitson and Trevor Bignell.

In attendance: Cllr David Barling (WSCC) and Cllr David Coldwell (HDC)

Members of the public: Approximately 100, including two representatives of DMH Stallard

Minutes: Rebecca Luckin (Parish Clerk)

MINUTES

1. Election of Vice-Chairman

Cllr Goddard **proposed** Cllr Green as Vice-Chairman. **Seconded** by Cllr Bignell. **Agreed.**

2. Apologies for absence

a) Apologies for absence were received and accepted from Cllr Sarah Green.

3. Declarations of interest

None for this meeting.

4. Minutes of the previous meeting – 20th June 2018

Subject to an amendment, Cllr Tilley **proposed** that the minutes of the meeting of 20th June 2018 be approved as a correct record of the meeting and signed by the Chairman.

Seconded by Cllr Stubbs. **Agreed.**

5. Matters arising

a) Village hall cycle racks – Cllr Tilley reported that there had been some confusion over the siting of cycle racks, which was only cleared up after the meeting and therefore it will be considered at the next Village Hall meeting.

b) F and GP Committee – first meeting date 25th July 2018

c) Bramber Brooks Management Committee – first meeting date 04.07.18

d) Highways, pavement by Clays Hill / Maudin Lane – Clerk reported to Love West Sussex – the works will be included on the WSCC inspection list.

e) The Street – damaged bollards reported to Love West Sussex, as above.

f) Website designers – agenda item

g) HDC Tourism notice boards the Clerk had contacted Lynda Spain – response circulated to Councillors (boards will include anti-glare screens and could be turned off at dusk, further information emailed to Councillors on 09.07.18) Councillors expressed concern that noticeboards could be vandalised.

Action Contact Lynda Spain to request that Councillors have the final say on design Clerk

h) Appointment of Clerk – The Chairman reported that Rebecca Luckin had been appointed as Parish Clerk and RFO on a permanent contract.

6. Open Forum

a) Cllr Potter outlined the Neighbourhood Plan process, including the Call for Sites, and introduced two representatives from DMH Stallard, who had responded to the Neighbourhood Plan Call for Sites, regarding Clays Field, Land south of Castle Lane, Steyning.

Mr Peter Rainier advised that Clays Field had been owned by the current family for 45 years and during that time they had received numerous approaches to develop the land. The owner would like to put the site forward for consideration and discuss the proposal with the parish and residents, to find an option that is acceptable to as many as possible. DMH Stallard have put forward a notional scheme, currently without a housing number. Not all of the site would be developed, some areas would be reserved for amenity and public open space. The total site area is 8 hectares and housing could be delivered within five years, including affordable housing. The site is regarded as sustainable and has no significant planning constraints. No scheme has been submitted yet and the developer would wish to discuss the proposal with the Parish Council and look at their housing needs, in order that the project can be locally led.

A member of the public provided some background information on the owner and his family, and their contribution to Steyning – the paper is attached as an appendix to these minutes.

The member of the public confirmed that the Steyning Society would be prepared to take on the costs of the maintenance of the land, should it be gifted to the people of Steyning and Bramber. There was applause from members of the public.

There followed a public question time, with answers provided by a representative of DHM Stallard, unless otherwise indicated:

Q – Cllr Barling – can you tell us more? Is it your intention to build a row of houses on the Castle Lane?

A – We have looked at a zone in that area, but have not done a layout of planned housing in our initial study.

Q – How deep is the zone?

A – It is indicated on the drawing provided to the Parish Council, access would be through Castle Lane, which is adopted by WSCC Highways.

Q – I have heard that what would prevent access is one property that you would need. Are you aware of that property?

A – I don't know, we have done initial highway searches and have had advice from a consultant, that the road could sustain access.

Q – Are you proposing a triangle of land?

A – Information was provided to the Parish Council one week ago, to Councillors and Steering Group members.

Q – It is disappointing, we were expecting meaningful information?

A – We were invited in order to quell rumours.

Q – The description is inadequate. Where are you proposing to enter Clays Field?

A – We will meet and talk with you directly. We have responded to the call for sites and indicated that the land at Clays Field could be made available for public space and some for development. We have not yet drafted a final proposal since we wish to engage with residents to agree access points and housing numbers, by way of public consultation.

Q – Which piece of land is being offered for the Neighbourhood Plan?

A – The site being offered is the whole of Clays Field.

Q – What will stop development from spreading in future?

A – That is why we are having the discussion, in order to develop part of the site and allocate the

remainder for green space. Any covenant would need to be discussed with the parish.

Q – As part of the Neighbourhood plan, how many sites are you looking at?

A – Two sites. The Housing Need Assessment number is being calculated.

Q – I'm a resident of Castle Lane, it has difficult access, have you exited the junction? How can new development be sustained with difficult access? I have been involved in the Neighbourhood Plan and call for sites, I am concerned that you have no information regarding housing numbers?

A – The Neighbourhood Plan Steering Group has not told us how many houses are required.

Q – The land is agricultural and not for building on? Will that change?

A – Land on the edges of settlements has to be considered when housing is allocated.

Q – I think that you are muddying the waters, the land is in Bramber parish, but you are saying that Steyning is sustainable?

A – We have to look at the location of the site and find a site that is good in planning terms and has few constraints.

Q – Guidance states that one parish should not build into another and a buffer should be maintained?

A – Development does not represent the loss of a gap.

Q – What is the size of the site?

A – The whole site is just over 8 hectares, possibly 2 hectares could be considered for development, but we don't know how many houses will meet the Neighbourhood Plan requirements.

Q – I stood on site today and I questioned who benefits from the land at the moment? Times have moved on, perhaps the owners would like to provide housing, we have a dire shortage of housing, we need affordable housing and starter homes and need to meet the target that has been set by HDC. We have an obligation to provide new homes. Half of the site could provide green space and a cycle / walk way for community benefit?

Q – As part of the Neighbourhood Plan process, people of Bramber will get the opportunity to vote, although it will impact Steyning. We will not get that say. How can we influence your decisions?

A – (Cllr Potter) We have drafted a Memorandum of Understanding with Steyning Neighbourhood Plan Steering Group. As we get more detail we will add information to the website and provide public presentations.

Q – Feasibility study regarding access – there are pedestrians including school children, will you make a double carriageway with pavements? Everything is being fed through a bottleneck?

A – At this stage I am not able to give a clear answer, although it has been assessed by Highways Officers and we would look at the best solution.

Q – I have taken an interest in Neighbourhood Planning and looked on Google satellite, the strip in Castle Lane was an obvious area for development. If two thirds could be retained for green space, with the remainder developed, I think that is a good idea.

A – (Cllr Potter) – please send your email addresses to the parish clerk and I will ensure that the Neighbourhood Plan newsletter is sent to you directly.

A – We are not trying to hide away, Steyning Parish Councillors have been invited, and we are willing to attend a Steyning Parish Council meeting.

Q – Cllr Barling – That field has been enjoyed in its entirety for a long time, no one should think that this is an altruistic wish to provide affordable housing. It is to the detriment to all of the people who use it frequently. 100 people have attended this meeting, because they are concerned. There are plenty of houses in Bramber and Steyning, if your Neighbourhood Plan team attempt to say that there is some part of this field that should be allocated for housing, it will be opposed in the referendum and your plan will fail. Thank you to DMH Stallard representatives for attending. I will look at the status of Castle Lane, since I feel sure that it is not built to adoptable standards.

Followed by applause from members of the public.

A – To say that the site is purely for development is not fair, it will provide affordable housing. What is being proposed is that three quarters of the site is retained as public open space. The land is in private ownership and there is always the possibility that it could be withheld.

Q – I have heard a rumour of 200 houses?

A – Nowhere near.

The Chairman thanked members of the public and DHM Stallard for attending the meeting.

Members of the public left the meeting at 8.00pm

7. Reports

a) WSCC – Cllr David Barling reported regarding bollards in The Street - a member of public had contacted him since the bollard had been removed and the hole filled, since it now allowed cars to mount the pavement. He had offered to provide a bollard and install it himself. Cllr Barling had contacted Mr Chris Stark, WSCC Highways Officer, for advice. The contractor will return to replace the remaining missing bollards.

The postponed CLC meeting has been re-scheduled for Monday 30th July at Ashurst Village Hall, when the Velo South Cycle event organisers will be available to answer questions.

b) HDC – Cllr Coldwell reported that the HDC Year of Culture 2019 is being planned, with events taking place at St Mary's House and Bramber Castle.

Fly-tipping in the district is being addressed. Members of the public should check that a contractor is licenced before instructing him to dispose of household waste. In the event that waste is fly-tipped, the householder could be found liable and prosecuted.

c) Neighbourhood Wardens – report circulated to Councillors prior to the meeting and a copy posted on the website.

d) Joint Parishes Cemetery Committee – Date of the next meeting 30th July 2018.

e) Joint Parishes Youth Committee – No meeting held.

f) HALC – Date of the next meeting - 26th July at Coolham Village Hall

g) Village Hall Committee Meeting – Cllr Tilley reported that at the June meeting discussions included GDPR responsibilities, Council Tax Rate Relief and bank account signatories. Fire Safety and electrical safety certificates have been obtained. A wifi booster to be installed in the Village Hall.

8. Committee Recommendations

Finance and General Purposes

a) Cllr Potter **proposed** approval of payments since the previous meeting. (A cheque list for 25.07.18 for the value of ££3,516.68 is attached as an appendix to these minutes).

Seconded by Cllr Stubbs. **Agreed.**

b) The Bank Reconciliation for June 2018 (£37,408.34 including £10,000 Bramber Brooks grant funding received) was approved and signed by Councillors

c) Cllr Potter **proposed** that Cllr Bignell be approved as an additional signatory to the Parish Council bank account. **Seconded** by Cllr Goddard. **Agreed.**

d) Cllr Stubbs **proposed** that Standing Orders (following the 2018 NALC model) be approved.

Seconded by Cllr Croker. **Agreed.**

Bramber Brookes Management Committee

e) Draft BBMC minutes for the meeting of 04.07.18 were circulated to Councillors prior to the meeting and noted.

f) Councillors considered quotes for a contractor to undertake works at Bramber Brooks:
D.J. Flynn Services - £13,660.00(+VAT).
M.J.W. Streeter - £20,343.00(+VAT).
Cllr Tilley **proposed** that D Flynn be appointed as contractor for works for the value of £7,830(+VAT)

Seconded by Cllr Bignell. **Agreed.**

g) Councillors to consider and approve committee Terms of Reference.

Councillors agreed to defer discussion and agreement to the next BBMC meeting.

Action Pdf TOR and circulate to Councillors

Clerk

Action Add item to next BBMC Agenda

Clerk

9. Planning

a) Applications:

DC/18/1429 – Burletts, Clays Hill, Bramber – Installation of a through floor lift (Listed Building Consent) (Link circulated to Councillors 11.07.18)

Councillors agreed no objection.

b) Decisions:

DC/18/0654 – 5 The Ridings Bramber – Erection of two storey front extension – **PERMITTED.**

DC/18/0378 – Chantry Sopers Lane Bramber – Construction of a raised terrace to rear of dwelling – **PERMITTED**

DC/18/0956 – Hills View, 31 Coombe Drove – Surgery to 1 x Yew – **PERMITTED**

DC/18/1156 – Sparrows Cottage, Castle Lane, Bramber – Non-material amendment to previously approved DC/18/0049 (Single storey side/rear extension to existing detached garage and erection of single storey rear extension to main dwelling). **PERMITTED**

10. Highways

a) Cllr Croker reported that a document had been circulated regarding proposed pavement repairs to the corner of Clays Hill / Maudlin Lane. Cllr Barling will seek the opinion of Mr Chris Stark, Highways Officer for WSCC.

b) The speed sign had been repositioned. Cllr Goodall advised that speeding on Clays Hill had increased and that the sign was being disregarded. Data collected will be analysed by Cllr Croker.

Action Discuss Cllr Croker's proposal with Mr Chris Stark

Cllr Barling

Action Analyse traffic data

Cllr Croker

11. Youth Provision

Nothing to report for this meeting.

Cllr Barling and Cllr Coldwell left the meeting at 8.40pm

12. Neighbourhood Plan update

a) Cllr Potter reported that the call for sites period had finished, although sites would continue to be accepted up until Regulation 14. Two responses had been received and will be assessed against criteria provided by HDC.

b) A newsletter will be drafted and circulated shortly and will be sent to those members of the public who had provided their email addresses.

c) The first invoice had been received from the consultant.

13. Environment

a) Cllr Tilley had attended a Bramber Brookes site meeting with the Environment Agency, Cllr Gill Muncey (Steyning) and the RSPCB regarding mitigation works required due to the Shoreham flood relief scheme. Works are due to commence in summer 2019. Paths will be improved and re-surfaced, although works will need to be co-ordinated with the parish council contractor.

Action **Discuss works schedule with contractor** **Cllr Potter**

b) Cllr Potter had been contacted by members of the public concerned by the length of dry grass near the caravan park. The contractor had been instructed to trim a 20m fire break at a cost of approximately £70; it is hoped that mobile home owners could contribute toward the cost of grass strimming.

14. Website improvements (SALC examples circulated to Councillors prior to the meeting)

a) Cllr Tilley had undertaken some work on website maintenance. The Clerk will provide a list of documents that will require 'buttons'. The mobile phone view will be discussed with Cllr Croker.

Action **Provide a list of documents for the website** **Clerk**
Action **Discuss website mobile view** **Cllr Croker / Cllr Tilley**

15. Correspondence

- a) 25.06.18 Email from WSCC re Joint Minerals and Waste Plan Inspector's Report.
- b) 25.06.18 Rural Services Network e-newsletter.
- c) 25.06.18 – Email from WSCC re Dementia Friendly review.
- d) 04.07.18 – Email from Steyning Parish Council re Councillor GDPR training session
- e) 04.07.18 – Email from HDC re Refill Campaign
- f) 04.07.18 – Email re Chanctonbury Local Committee meeting agenda
- g) 09.07.18 – Email from Lynda Spain, HDC, re tourist information boards
- h) 09.07.18 – The Good Councillors Guide 2017, circulated to all Councillors
- i) 11.07.18 – E-Newsletter from WSCC re Adult Services
- j) 13.07.18 – Email from Leader of WSCC re Velo Community Engagement event – 5.30 – 8pm, 26th July, Leconfield Hall, Petworth
- k) 13.07.18 – Email from Liz Burt, HDC Community Development Officer, re Steyning Social Prescribing and Dementia Friendly initiative – Cllr Bignell to attend the Steering Group meeting with Debbie Wood on 18th October – further details to follow.
- l) 18.07.18 – Email confirmation that CLC meeting has been re-scheduled for 30th July, Ashurst VH.
- m) 18.07.18 – Email HALC Agenda for meeting, 7.30pm 26th July, Coolham Village Hall.
- n) 19.07.18 – WSCC Hot weather advice – placed on noticeboards
- o) 24.07.18 – Email WSCC CLC Agenda 30th July, Ashurst
- p) 24.07.18 – Email WSCC Highways re planned works in The Street – 22 – 23rd October
- q) 25.07.18 – Email WSCC re launch of crowd-funding platform

16. Items for inclusion on the next Agenda

a) Consideration and agreement of Bramber Parish Council Infrastructure Delivery Plan, for submission to HDC (extension granted to allow for discussion at meeting of 5th September).

Action **Agenda item** **Clerk**

17. Date of the next meeting – 7.00pm, Wednesday 5th September 2018

18. CONFIDENTIAL SESSION – due to a change in circumstances, it was no longer necessary to discuss an item of correspondence that had been received by the Parish Council.

The Chairman closed the meeting at 9.00pm

Signed:
Chairman

Date: 5th September 2018

Appendix One

Payments for approval (circulated to Councillors on 19.07.18)

Chq no	Supplier	Value	Notes
2162	Rebecca Luckin	£533.41	June Salary (includes tax refund of £103.40)
	Rebecca Luckin	£13.92	Clerk expenses – stamps
2170	Rebecca Luckin	£120.00	Laptop repairs – Bits and PC's
2163	Horsham Matters	£1096.58	Youth Service 01.07.18 – 30.09.18
2164	Beeding & Bramber VH	£27.25	Hall hire June
2171		£74.75	Hall hire July
2165	D Flynn	£225.00	Planters and weed spraying June
2166	P W Bourne	£30.00	Remove and refit MVAS
2167	WSCC	£776.57	Street lighting 01.04.17 – 31.03.18
2168	Business Stream	£67.56	Water supply - toilets
2169	Alison Eardley	£551.64	Neighbourhood Plan Consultant
	Total	£3,516.68	

Appendix two

I propose to say the following on behalf of The Steyning Society at the Bramber Parish Council Meeting at 7 pm on Wednesday July 25th.

I visited Box Hill two Sunday evening's ago for the first time. Looking over the balustrade I was conscious not only of the glorious view over the Wealden landscape in this wonderful weather but of the foresight of Lord Ivaugh who gave this viewpoint to the National Trust in 1914 so that generations of ordinary people could have this life affirming experience for free. He has left an extraordinary legacy and his family will be remembered for it.

The Robertson-Aikman family have done a lot for Steyning. Alistair founded the Scale Model Equipment Company in 1946, later to become SME. Alistair had an exceptional ear for classical music and with this talent he designed a sensitive gramophone pickup head for his own use. Friends persuaded him to manufacture it and this transformed the company into a world leading precision engineering company supplying high tech audio, aeronautical and medical equipment to 52 countries throughout the world and still producing the best pick up arms.

His son Cameron innovated and continued to build this exceptional company and forming a father and son company as fathers handed on their skills in this highly specialised industry. It employs 58 highly skilled workers and is the largest employer in Steyning after the Grammar School.

Manufacturing still takes place in the iconic early 60's building in Mill Road but another legacy of Alistair is Clays Field. Alistair fought a long and expensive battle to prevent housing on this space in the 70's, and it is said he wanted it preserved for posterity. Until recently this space was lovingly tended and paid for by Marilyn his wife, a much-loved ice dancing and dancing teacher in Brighton and Steyning. Whole families and their dogs have enjoyed this wonderful field.

What an impact this family has had on Bramber and Steyning! Surely history is important and the Aikman family's achievements should be recognised and recorded.? This is the pleasure we get when we learn about the past and admire how it has been preserved.

I think it is important for us to add to the History of Bramber and Steyning by preserving and advertising the achievements of the Robertson-Aikman family. It could be called Aikman's Field. Alistair's Field, Father and Son Field or Marilyn's View. It would be the family's choice. An explanatory text on a plaque would describe the Robertson-Aikman contribution to the people of Bramber and Steyning.

This an appeal through Stallards to the Robertson-Aikman family to perhaps fulfill Alistair's wishes and become a benefactor to the peoples of Bramber and Steyning and to become a part of the history of these settlements. Like Box Hill, it would be wonderful to reflect on an unspoilt Aikeman Field with a known background in a hundred years time .

The Steyning Society as a registered Charity is prepared and ready to take on the possible financing and continual maintenance of this space if it is gifted to the people of Bramber and Steyning.

I am sure there are many other local societies and many individuals who would join in this appeal.

Tom Aubrey

Vice-Chair, The Steyning Society