

Bramber Parish Council
Meeting of Full Parish Council
Beeding & Bramber Parish Hall
Wednesday 5th September 2018 at 7.00pm

Present: Cllrs Roger Potter (Chairman), Mick Tilley, Mike Croker, Nick Stubbs, Sarah Green and Trevor Bignell.

In attendance: Cllr David Barling (WSCC) and Mr Martin Leigh-Pollitt (Steyping Community Partnership). Cllr Coldwell (HDC).

Members of the public: 0

Minutes: Rebecca Luckin (Parish Clerk)

MINUTES

1. Apologies for absence

a) Apologies were received and accepted from Cllrs Goodall, Kitson and Goddard and Cllr Coldwell (HDC) (late arrival due to HDC meeting).

2. Declarations of interest

None for this meeting.

3. Minutes of the previous meeting

a) Cllr Stubbs **proposed** that the minutes of the meeting of Full Council on 25th July 2018 were approved as a correct record and duly signed by the Chair. **Seconded** by Cllr Bignell. **Agreed.**

b) Cllr Tilley **proposed** that the minutes of the meeting of the Planning Committee on 8th August 2018 were approved as a correct record and duly signed by the Chair. **Seconded** by Cllr Bignell. **Agreed.**

4. Matters arising

a) HDC illuminated tourism boards, response received from Lynda Spain (HDC), that Bramber Councillors can 'opt out' of the project if they prefer. Agenda item 6.

b) Bramber Brooks Management Committee Terms of Reference – Agenda item 8.

c) Highways matters – Cllr Barling to liaise with Mr Chris Stark regarding solutions for Maudlin Lane / Clays Hill damaged pavement. Cllr Barling to report back at the next meeting of Full Council. Cllr Croker to analyse traffic data – Agenda item 10.

d) Website improvements – The Clerk and Cllr Tilley have discussed website requirements going forward.

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Steyping Community Partnership request (circulated to Councillors prior to the meeting)

a) Councillors to consider and agree a request from Mr Martin Leigh-Pollitt to explain a proposal to replace the Horsham Tourism Board in the Bramber Car Park for one which will be used for Bramber's purposes. Mr Leigh-Pollitt explained the background the project. He requested that

Bramber Parish Council worked with the Steyning Community Partnership, to make an application for Leader funding, as a replacement for the electronic noticeboard proposal by HDC.

Cllr Tilley **proposed** that the Council work with the Steyning Community Partnership to progress the project. **Seconded** by Cllr Green. **Agreed.**

Action Clerk and Mr Leigh-Pollitt to liaise

Clerk

7. Reports

a) WSCC – Cllr David Barling reported that WSCC had little business in August due to annual leave, but noted that a damaged sign on the High St roundabout was due to be replaced shortly. Grass cutting has commenced on the A283. Foliage, covering a sign at Clays Hill, had been removed by Cllr Barling. He confirmed the highways status of Castle Lane as a Class D adopted road, for local people. Cllr Barling noted that the owner of Clays Field has ceased to cut the grass.

Cllr Barling left the meeting at 7.28pm

b) HDC – Cllr Coldwell reported that there had been a request from Cllr Phillip Circus (HDC) that householders' waste bins were put out with handles facing the road. A link to HDC advice will be placed on the Bramber Parish Council website.

He confirmed that the Horsham District had highest recycling rate in West Sussex, at 54%.

Action Link to be placed on website

Cllr Tilley

c) Neighbourhood Wardens – No report for this meeting.

d) Joint Parishes Cemetery Committee (minutes circulated to Councillors 13.08.18) the meeting of 13th July 2018 was attended by Cllrs Stubbs and Goodall.

e) Joint Parishes Youth Committee – Cllr Potter had attended a meeting with Horsham Matters and will circulate the report. The Committee will be deciding whether to go out to tender for a continuation of service contract.

Action Circulate minutes of JPY Committee

Cllr Potter

f) HALC (minutes circulated to Councillors 13.08.18).

g) Village Hall – No meeting held.

8. Committee Recommendations

Finance and General Purposes (draft copies circulated)

a) Approval of payments since the previous meeting - cheque list for 05.09.18 for the value of £10,264.10 (List of payments to be attached as an appendix to the minutes).

Cllr Stubbs **proposed** that the list of payments be approved. **Seconded** by Cllr Tilley. **Agreed.**

b) Committee Members to consider a request from Steyning Parish Council for a donation toward the cost of the Leisure Centre Swimming Pool and make recommendation to Full Council.

Cllr Stubbs **proposed** a donation of £200 for this year and recommended that Councillors consider including further provision in the budget for 19/20. **Seconded** by Cllr Potter. **Agreed.**

c) Councillors to note F and GP Committee recommendation and agree the Bramber Parish Council **Data Retention and Disposal Policy**. Cllr Stubbs **proposed** that the Policy be approved. **Seconded** by Cllr Potter. **Agreed.**

d) Councillors to note F and GP Committee recommendation and agree the Bramber Parish Council

Subject Access Request Policy. Cllr Stubbs **proposed** that the Policy be approved. Seconded by Cllr Potter. **Agreed.**

e) Councillors to note F and GP Committee recommendation and agree the Bramber Parish Council **Data Protection Training Policy.** Cllr Stubbs **proposed** that the Policy be approved. Seconded by Cllr Potter. **Agreed.**

f) Councillors to note F and GP Committee recommendation and agree **General Privacy Notice and Internal Privacy Notice.** The document will be reviewed, prior to the Committee making recommendation to Full Council.

g) Councillors to note F and GP Committee recommendation and agree the **Infrastructure Delivery Plan (IDP).** Cllr Stubbs proposed that the IDP be approved. **Seconded** by Cllr Bignell. **Agreed.**

Action Clerk to provide a copy of the IDP to HDC **Clerk**

Cllr Coldwell joined the meeting at 7.45pm

Bramber Brookes Management Committee

h) Full Council to consider and agree Terms of Reference (pdf circulated 06.08.18) See Cllr Croker comments. Cllrs Tilley and Croker will amend document to be considered at the next BBMC meeting.

Action Amend BBMC TOR

Cllrs Tilley / Croker

Action BBMC Agenda item

Clerk

i) Cllr Potter reported that the Bramber Brooks Management Committee was satisfied that the first phase of scheduled works had been completed and requested that approval be given to complete the full schedule for the £10k Grant. Cllr Croker **proposed** that approval be given to complete the full schedule for the £10k Grant. **Seconded** by Cllr Green. **Agreed.**

Cllr Coldwell left the meeting at 7.58pm

9. Planning

a) Applications:

DC/18/1776 - Surgery 1 x Cedar - Hycoombe 29 Coombe Drove Bramber. Tree Warden to provide a response.

SDNP/18/04016/OUT - Redgate Farm Annington Road Bramber - Outline application for agricultural workers dwelling and farm office and associated access and parking – Councillors set a date for discussion at the next Planning Committee meeting - **6.30pm Wednesday 19th September 2018.**

b) HDC / SDNPA Decisions:

DC/18/1429 - Installation of a lift (Listed Building Consent) - Burletts Clays Hill Bramber – **REFUSED.**

10. Highways

a) Clays Hill traffic speed data summary – A report provided by Cllr Croker indicated a small reduction in the speed of traffic.

11. Youth Provision (quarterly report circulated 22.08.18)

12. Neighbourhood Plan update (draft Housing Need Assessment circulated to Councillors)

- a) Councillors to consider and agree a response to a request from the Neighbourhood Plan Steering Group, that the Housing Needs Assessment be accepted as a firm basis for proceeding with the Bramber Neighbourhood Plan. Cllr Potter **proposed** that the Bramber Neighbourhood Plan Housing Need Assessment, provide by AECOM, be approved. **Seconded** by Cllr Stubbs. **Agreed.**
- b) The Housing Focus Group had agreed to letters that had been provided to site proposers, regarding site information required.
- c) Policies are being drafted by Focus Groups.

13. Environment

- a) Cllr Potter reported that cycle signs on the riverside footpath had been vandalised with paint; Neighbourhood Wardens have removed the paint.

14. Correspondence

- a) 26.07.18 - UK Power Networks extreme weather preparations information.
- b) 01.08.18 – WSCC adoption of Joint Minerals and Waste Local Plan
- c) 01.08.18 – WSCC E-Newsletter
- d) 06.08.18 – WSCC Crowd Funding Platform information (posters on website and noticeboards)
- e) 08.08.18 – Wardens Steering Group minutes circulated
- f) 08.08.18 – WSCC Velo South leaflet drop to the parish
- g) 13.08.18 – HDC Electoral Officer re polling station review consultation closing date – 7th September 2018.
- h) 16.08.18 – Agenda and papers for JPYC Meeting 20th August, including Youth Worker Quarterly Report for Aug 2018.
- i) 16.08.18 – WSCC re A283 Court Bridge works on 28, 29 and 30th August, 9.30 – 4.00pm.
- j) 16.08.18 – NHS Health Care Conversation events.
- k) 03.09.18 – Greg Charman, HDC – Community & Culture information
- l) 05.09.18 – Invitation from Rampion for a tour of the windfarm on Monday 1st October 2018, Cllrs Tilley, Bignell, Green and Stubbs and the Clerk expressed an interest in attending the event.

Action Clerk to respond by 10th September

Clerk

15. Items for inclusion on the next Agenda

None for this meeting.

16. Date of the next meeting

- a) Councillors to consider and agree change of meeting date. Cllr Potter **proposed** that the date of the meeting be changed to Wednesday 31st October 2018. **Seconded** by Cllr Tilley. **Agreed.**

The Chairman closed the meeting at 8.28pm

Signed:
Chairman

Date:

Appendix One

Payments for approval (circulated to Councillors on 05.09.18)

Chq no	Supplier	Value	Notes
2172	D Flynn	£252.00	Watering of village planters July 2018
2173	Ladywell Accounting	£54.00	Payroll for the year 18/19
2174	HMRC	£68.40	Paye/NIC July – Sept 2018
2175	Rebecca Luckin	£407.21	July Salary
	Rebecca Luckin	£407.21	August Salary
	Rebecca Luckin	£59.99	Expenses – Office 365 subscription
2176	Horsham Matters	£1,096.58	To replace damaged cheque 2163 Note – will not be provided until damaged cheque is returned.
2177	DJ Flynn	£7,548.00	Works at Bramber Brooks
	DJ Flynn	£294.00	Watering planters Aug 2018
2178	B& B Village Hall	£53.00	Hall hire August 2018
	B& B Village Hall	£23.71	Phone and broadband charges July - Sept
	Total	£10,264.10	