

Bramber Parish Council
Meeting of Full Parish Council
Beeding & Bramber Parish Hall
Wednesday 16th May 2018 at 7.30pm
(Following the Annual Parish Council Meeting)

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

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

Members of the public: 0

Minutes: Rebecca Luckin (Locum Parish Clerk)

MINUTES

1. Apologies for absence

a) Apologies were received and accepted from Cllr Goddard.

2. Declarations of interest

There were no declarations of interest in items on the agenda for this meeting.

3. Minutes of the previous meeting

a) Extraordinary Meeting 28th March 2018 – Cllr Potter **proposed** that the minutes be approved as a correct record of the meeting. **Seconded** by Cllr Stubbs. The minutes were duly signed by the Chairman. **Agreed**

b) Planning Committee Meeting 28th March 2018 – Cllr Tilley **proposed** that the minutes be approved as a correct record of the meeting. **Seconded** by Cllr Stubbs. The minutes were duly signed by the Chairman. **Agreed**

c) Planning Committee Meeting 4th April 2018 – Cllr Stubbs **proposed** that the minutes were approved as a correct record of the meeting. **Seconded** by Cllr Tilley. The minutes were duly signed by the Chairman. **Agreed.**

4. Matters arising

There were no matters arising from the minutes.

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Reports

a)

i) WSCC – Cllr Barling reported that WSCC had contacted English Heritage regarding overgrown vegetation in Castle Lane. Cllr Green advised that a newly appointed Estates Manager has the matter on his priority action list, although action may be delayed due to the bird nesting season.

- ii) Cllr Barling advised that WSCC had received extra fund to address pot holes. Currently 15 gangs are undertaking remedial works, including problems on the A283.
- iii) Cllr Barling and Cllr Coldwell had attended a meeting hosted by SDNPA regarding the Old Cement Works at Shoreham, which is owned by Dudman Holdings. The SDNPA aim to produce a planning framework (Area Action Plan) for the development of the cement works, consultants will be commissioned and WSCC Highways consulted. The SDNPA wish to see an iconic development, however it will require significant investment and resources.

b)

- i) HDC – Cllr Coldwell advised that he was a Member of the SDNPA Planning Committee, and that the SDNPA Plan was currently out for consultation. The Cement Works proposal may take 10 – 15 years to achieve and is currently an employment site providing approximately 100 jobs.
- ii) Cllr Coldwell reported that a new CEO had taken up his post at HDC and will visit Parish Councils in due course. Dr Chris Lyons, Director of Planning, will be leaving in July. Cllr Peter Burgess has taken the role of Chairman.
- iii) Parish Councillors are invited to the SDNPA AGM.
- iv) Regarding a question at the Bramber Annual Parish Meeting, a resident had asked about food waste; HDC will not be collecting food waste in the short term but may be considering a pilot scheme in due course.
- v) Cllr Croker noted that the newly built garage in Castle Lane appeared to be used for business use. The concern can be reported to HDC Enforcement.

Cllrs Barling left the meeting at 7.45pm

- c) Neighbourhood Wardens – Cllr Potter read the Neighbourhood Wardens Report, which will be circulated following the meeting. Councillors noted that Wardens had not reported incidences of drug use.

Action Circulate Wardens’ Report

Cllr Potter

- d) Joint Parishes Cemetery Committee – Minutes circulated prior to the meeting. Cllr Stubbs reported on a site meeting to discuss the possibility of extending the cemetery and enclosing an existing water course to prevent contamination. Land has not yet been confirmed as available. The committee hold reserves of approximately £60,000 which will be used for the purchase of land and the maintenance of existing graves.

- e) Joint Parishes Youth Committee – Cllr Green reported that she had met with new members of staff and had received helpful reports. Volunteers are always required. Ashurst Parish Council has withdrawn from the cluster, although they have agreed to provide their financial contribution for 18/19. Going forward HDC is considering whether they can continue contributing 25% of management costs in the longer term.

- f) HALC – Cllr Stubbs had been unable to attend the most recent meeting.

- g) Village Hall – Cllr Tilley reported on the recent AGM. The Village Hall Committee has asked if Bramber Parish Council would obtain goods and services on it’s behalf in order to avoid VAT – the Clerk advised that in her opinion this would not be good practice, but will check with the internal auditor and report back.

Action Check VAT advise with Internal Auditor and report back

Clerk

7. Finance

a) Approval of payments since the previous meeting:

i) cheque list for 11.04.18 value £388.30

ii) cheque list for 16.05.18 value £2,162.75 Cllr Tilley **proposed** and Cllr Stubbs **seconded**, that payments should be approved. **Agreed.**

b) Financial statement – to be produced when software is available.

c) Consider and agree financial software package:

(Quotes received from Scribe and RBS and circulated to Councillors prior to the meeting)

RBS – Initial software purchase and training £520 + annual support and single user licence £119. End of year closedown is an additional cost for either training or RBS staff to undertake closedown.

Scribe – Software and annual licence fee of £257

Cllr Green **proposed** that Scribe software and annual licence be purchased. **Seconded** by Cllr Croker. **Agreed.** The Clerk will purchase an external numerical keyboard before downloading the software.

Agreed.

Action Purchase numerical keyboard (*ordered 17.05.18*)

Clerk

Action Contact Scribe to download software

Clerk

Action Input records for 18/19

Clerk

8. Planning

a) Applications:

DC/18/0956 – 31 Coombe Drove, Bramber – application for surgery to 1 yew tree. Bramber Tree Warden to respond.

b) Decisions:

SDNP/17/06496/HOUS – Maudlin Farmhouse, Maudlin Lane - Erection of new single storey timber framed building to provide ancillary accommodation to existing outdoor swimming pool –

PERMITTED

DC/17/2631 – Castle Inn Hotel, The Street, Bramber - Erection of single storey rear extension with rear access ramp and associated internal alterations. – **PERMITTED**

DC/18/0078 26 Maudlyn Parkway, Bramber - Surgery to 4 x Sycamore Trees – **PERMITTED**

DC/18/0293 1 Castle Close, Bramber - Retention of a detached pitched roof garage within rear garden – **PERMITTED**

DC/18/0310 Downland Park, The Street, Bramber - Fell 1 x Sycamore, 1 x Lime and Surgery to 1 x Horse Chestnut and 1 x Ash – **PERMITTED**

DC/18/0445 St Marys Lodge, The Street, Bramber - Erection of a detached log cabin – **PERMITTED**

9. Highways

a) Councillors noted that traffic lights at Clays Hill had reduced speeding in the road, although large vehicles were driving over the public footway, due to congestion.

b) Residents had expressed concern regarding overgrown hedges at Castle Lane. Cllr Green reported that a new Landscape Manager has been appointed, although Conservation Area consent may be required before trees can be reduced. A new tree management plan is being drafted by English Heritage. WSCC Highways has sent a reminder to English Heritage to cut the hedges.

10. Youth Provision (quarterly report and finance update circulated prior to the meeting)

a) Report circulated.

11. Neighbourhood Plan update

a) Cllr Potter reported that a Housing Needs Assessment was being undertaken by AECOM, which will provide a housing number for Bramber. Alison Eardley has been appointed as consultant. The Call for Sites process is under way, notices will be posted. Newsletters will be delivered by Councillors.

12. Environment

a) Councillors had received a request from a member of the public regarding placement of a memorial bench. They agreed in principal to a bench being placed. The member of the public will need to seek the permission of the landowner and Councillors suggested that an environmentally sound plastic bench may be more durable and require less maintenance than a wooden bench.

Action **Contact member of the public (emailed 17.05.18)** **Clerk**

b) A fallen tree, in the moat, at Bramber Castle has been reported to English Heritage and fly tipping has been removed.

c) The Environment Agency had repaired broken locks on a gate at Upper Beeding Bridge.

d) A fire had occurred at a property in Bramber which was well attended by the Fire and Rescue Service, causing damage to the property, but no injury to residents.

e) Replacement signs requesting 'no cycling' and 'no dog fouling' will be installed shortly.

13. Correspondence

a) 28.03.18 - Email and information from HDC regarding Public Spaces Protection Order, including signage, dog fouling, anti-social driving and nuisance behaviour related to alcohol.

b) 05.04.18 – Email from HDC 'What does your Council Tax Pay for?'

c) 09.04.18 – Email from HDC regarding Local Plan Review – response deadline 25th May 2018.

d) 12.04.18 – Email from WSCC regarding cycling Velo Event 23rd September 2018.

e) 18.04.18 – Email from WSCC regarding WSCC Bus Strategy Consultation until 6th June 2018.

f) 18.04.18 – Email from WSCC regarding Fire & Rescue Service Consultation until 28th May 2018.

g) 18.04.18 – Email from HDC regarding community engagement, Men in Sheds training 22nd May.

h) 23.04.18 – Email from Horsham District Dementia Action Alliance – re meeting of 8th May 2018.

i) 30.04.18 – Email update from Sussex Police and Crime Commissioner.

j) 02.05.18 – Email from WSCC regarding County News.

k) 03.05.18 – Email from HDC Warden Steering Group meeting (01.02.18) notes.

l) 03.05.18 – Email from WSCC re roadworks in Botolph's Road, 16.05.18.

m) 10.05.18 – Email from SDNPA re Planning Workshops (2 Councillor places available).

n) 10.05.18 – Email from HDC re Planning training (2 Councillor places available, (Clerk to attend)

o) 10.05.18 – Email from SDNPA re Pre-submission plan - <http://www.southdowns.gov.uk/localplan>

p) 10.05.18 – Email re Safer West Sussex Partnership Survey 2018 – response date 10th June 2018

q) 16.05.18 – Email from SSALC re new website and password.

r) Emails from members of the public concerned regarding the overgrown hedge in Castle Lane.

14. Items for inclusion on the next Agenda

a) Car park and quotes for drainage repairs. Cllr Stubbs will obtain a further quote. Item to be placed on next agenda for consideration and agreement by Councillors in order that works can progress.

Action **Obtain further quote** **Cllr Stubbs**

Action **Include quotes on next agenda for Councillors to discuss and agree** **Clerk**

Action **Include item on the next Agenda for Councillors to take responsibility** **Clerk**

for Planning Matters, Highways, Website, Police Matters.

15. Date of the next meeting – 7.00pm, Wednesday 20th June 2018
(Apologies received from Cllrs Kitson and Goodall).

The Chairman closed the meeting at 9.00pm

Signed:
Chairman

Date: 20th June 2018