



**CONTACT** - Paul Richards, Parish Clerk

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**The Minutes of the Ordinary Council Meeting of the Bramber Parish Council that took place at the Beeding and Bramber Village Hall on Wednesday 20<sup>th</sup> March 2024 at 7:00pm.**

**Present:** Cllr A. Blakelock (Chair), Cllr S. Blakelock, Cllr H. Bayford, Cllr D. Croker, Cllr M. Croker, and Cllr Tilley.

**In attendance:** HDC Cllr Noel and Paul Richards (Parish Clerk).

**Members of the public** – three.

**33. Apologies for absence** – Cllr Goodall, Cllr Green, and Cllr Kitson. Cllr Green was absent.

**34. Declarations of interest** – none.

**35. Minutes of the previous meetings held on 14<sup>th</sup> February 2024.**

The minutes of the Ordinary Parish Meeting held on 14<sup>th</sup> February 2024, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

**36. Matters arising** - the Chair advised that:

- The Wardens will now attend the May 2024 meeting; and
- HDC's NHP officer has noted the errors on HDC's draft Local Plan regarding BPC's NHP map. Cllr M. Croker is liaising with him to ensure the right information is displayed on the map.

**37. Public Session** – none.

**38. Climate Action Plan** - The Chair introduced three members of Greening Steyning who presented details, circulated previously, of the proposed creation of a Local Cycling & Walking Infrastructure Plan (LCWIP) for Steyning, Bramber and Beeding (attached at Appendix A). The Chair thanked them for their presentation and noted the clear connection to BPC's own Climate Action Plan. She asked if any additional skills were needed. Mr Barnard suggested that a combined three parish plan could be presented to HDC following approval by their respective councillors. It was **AGREED** that BPC will support the LCWIP project. Cllr S. Blakelock volunteered to be the nominated BPC representative for the Working Group. The Clerk was asked to write and confirm his appointment. The Chair then referred to the BPC Climate Action plan.

- Cllr Bayford and Cllr Tilley would meet with the Bramber Society on 28<sup>th</sup> March 2024 to discuss joint working;
- It was **AGREED** that the proposed village Gateway be added to the Plan;
- No input from the Dementia Group had been received;
- Cllr Tilley provided an update on the recent joint parishes meeting attended by 5 councillors. Their role will be to:
  - agree on key issues and to then propose them to their respective parish councils for decision;
  - liaise with Greening Steyning; and
  - collaborate and deliver local outcomes.

It is thought that Ashurst PC might join in the future. The Group would like to adopt the BPC Climate Action Plan model and Cllr Tilley agreed to circulate the meeting notes;

- Cllr M. Croker and Cllr Tilley attended the recent Greening Steyning meeting that addressed the LCWIP proposal and the forthcoming Climate and Ecology Bill. A model motion to adopt the Bill was also discussed. Greening Steyning offered to provide the necessary communications on this topic; and
- Cllr D. Croker suggested that wildlife gardens could be included in the Weald to Waves “Gardens and Green Space” section.

### 39. Reports.

#### a) **HDC** – Cllr R. Noel reported that:

- Domestic food waste collection will commence from March 2026 as per the new Government regulations. HDC will require 11 new 15 tonne collection vehicles to meet this additional demand for food waste services. In addition, caddies/bins will also be required for households. A government grant of £1.04 million will assist in the setup of the new service which HDC estimate to be £1.2 million. It is hoped that additional grants will be forthcoming. The food waste will be processed in a bio-digester to produce fertiliser;
- The HDC 2024/25 budget was agreed with £10.7 million allocated to the Capitol Theatre for refurbishment. The works will commence next year and are expected to take 15 months to complete;
- HDC is considering an option to acquire the long leasehold of Swan Walk;
- An offer to purchase the Drill Hall has been made by a local church;
- The acquisition of Bramber Brooks will form part of HDC’s Green Spaces Strategy. It is expected that the EA will commence scrape work in June 2024. The works are to be completed by September 2024. The work equipment will enter the site via The Street adjacent to St Marys. The Street will be closed for part of 3<sup>rd</sup> June 2024. Details on a proposed entrance to Bramber Brooks from the car park in The Street are yet to be confirmed;
- The Adur River Recovery project is seeking grants from DEFRA to resource part of the project; and
- The White Bridge replacement project awaits formal funding from WSCC. The Chair also advised that the Saltings Loop project is also awaiting funding confirmation from HDC. This will be reviewed at the next the next SDCP Working Party 9 meeting.

#### b) **Neighbourhood Wardens** - Members noted the report and that Cllr Goodall attended the last joint parishes meeting.

#### c) **Joint Parishes Cemetery Committee** – no update.

#### d) **Joint Parishes Youth Committee** – Cllr Bayford advised that the vacancy adverts for the new Youth staff had been agreed and that closing date for applications will be 5<sup>th</sup> April 2024. Interviews are scheduled for 10<sup>th</sup> April 2024. She also advised that the MOU had now been signed by all three parishes. It was also noted that BPC had provided £1,885 as part of a start-up fund for the new service.

#### e) **HALC** – The Chair attended the recent HALC meeting and advised that:

- WSALC had reported a low take-up of the Civility and Respect Pledge. Cllr M. Croker reminded Members that BPC had considered the pledge in August 2023 but had felt that the existing Code of Conduct was sufficient. It was **AGREED** to re-visit this decision at the next meeting;
- HDC had resolved the issue of water neutrality for new planning developments. An offsetting requirement, as yet untested, will be adopted;
- Southern Water had advised of a plan to reduce sewage overflow discharges;
- There were concerns from some parish councils that HDC were not complying with NHPs in full. HDC considers that some NHPs are out of date despite advising parishes that they should wait until the draft Local Plan was agreed before updating their NHPs.

f) **Village Hall** – no meeting.

g) **Website** – Cllr Tilley reported on a normal level of activity for the period.

h) **The Steyning and District Community Partnership cycling/footpath project** – The Chair reported that:

- As reported previously, the Saltings Loop project is awaiting funding confirmation from the HDC REPF Fund. This will be reviewed at the next SDCP Working Party 9 meeting;
- The White Bridge replacement project is at the design stage and is progressing satisfactorily; and
- A progress report has been delayed but the Group have now requested quarterly reports from WSCC.

#### 40. Finance and General Purposes.

- **Donation request** – a donation request from the CAB was discussed and it was **AGREED** to make a £50 donation. The Clerk was asked to make the necessary payment;
- **Q3 variation report** – the Clerk presented the report which was noted;
- **Clerk's annual review and pay increase request** – the Chair referred to the Clerk's recent appraisal and request for a £1.00 per hour pay increase. After debate and consideration it was **AGREED** that the Clerk's salary increase by £1.00 per hour to bring his pay rate in line with neighbouring parish councils;
- **New email addresses** – the Clerk and Cllr Tilley had reviewed the provision of the BPC website hosting an email service. In addition, the use of .gov.uk addresses will be considered. The Chair asked that the Clerk complete this project by the end of April;
- **Ethical banking update** – the Clerk reported that the Co-Op bank no longer accept applications from parish council. He was asked to check with WSALC and look at viable alternatives; and
- **Payments for March 2024** – the payments schedule, as circulated previously and attached at Appendix B, were **AGREED**.

#### 41. Planning

a) **Applications.**



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- **DC/24/0328 - 15 The Ridings, Bramber** - Erection of a first floor front extension to enclose existing balcony;  
**Members voted to SUPPORT the application – VOTES For x 4, Neutral = 2.**
- **DC/24/0340 - 32 Coombe Drove, Bramber** – Tree surgery x2 Beech.  
**Members voted, unanimously, to SUPPORT the application.**

b) **Other Planning matters** –

- A recent planning enforcement case was noted.

**42. Highways and Public Rights of Way.**

The Chair reported that a routine PROW inspection will take place later in the month. She also advised that Cllr M. Croker had complained to WSCC Highways regarding the poor repair to local potholes. WSCC Cllr Linehan had agreed to review this matter. Cllr M. Croker reported on MVAS data that found little reduction in current average speeds. A resident had questioned why vehicle speeds had not reduced given a local Speedwatch team were in regular attendance at the location in question. Cllr M. Croker suggested that the data collected during the Covid period may have skewed results and that this should be normalised over the next 12 months.

- a) **Village Gateways** – the Clerk advised that the requested location details had not been received. He was asked to progress this matter.
- b) **Bollards** – it was **AGREED** to repair the broken bollard given the bus company had admitted liability and were willing to pay for the repairs. The Clerk was asked to make the necessary repair arrangements.
- c) **New Post** – it was **AGREED** that a new post on the Walks for All path by the A283 bypass was no longer required. The Clerk was asked to progress the expected repair to the steps at that location.

**43. Consultations** – none.

**44. English Heritage/Bramber Castle** – no update. Cllr Tilley reported a broken fence on the sloped entrance opposite the Toll Gate restaurant. The Clerk was asked to refer this matter to Cllr Green.

**45. Environment and Parish Actions** – no update

**46. Correspondence** – the report, circulated previously, was noted.

**47. Items for inclusion on the next Agenda** – Councillor training on the new email addresses and “Civility and Respect Pledge”.

**48. Date of the next meetings.65**

- The next **Ordinary Parish Council meeting** will be on Wednesday 17<sup>th</sup> April 2024 at the Beeding and Bramber Village Hall commencing 7pm. Members also noted the change to the July meeting date which is now scheduled for 17<sup>th</sup> July 2024; and
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:47

Signed..... Chairman



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Date.....



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## **APPENDIX A – LCWIP**

### **Creating a Local Cycling & Walking Infrastructure Plan for Steyning, Bramber and Beeding**

*Briefing to Parish Councils, March 2024*

#### ***Rationale***

Over the last few years a whole range of ‘active travel’ initiatives have been suggested for the Steyning, Bramber & Beeding area to encourage people to leave their cars at home, and walk and cycle more. These include introducing a 20mph zone in Steyning & Bramber, installing improved bike racks in Steyning High Street, creating zebra crossings near schools, reducing speed limits on the bypass, and upgrading the White Bridge Link across the river. So far, and for a variety of different reasons, progress has been slow. But there is no doubt that many residents would welcome a shift in this direction – particularly parents with young children who need to get safely to and from school.

Up to now, these initiatives have been considered individually, with working parties set up to pursue some of these ideas, but others being progressed through a more ad hoc and piecemeal approach.

To provide a more holistic and strategic approach the suggestion has been raised of developing a Local Cycling & Walking Infrastructure Plan (LCWIP) for Steyning, Bramber and Upper Beeding – as the three communities are so close together, and interlinked.

The concept of creating LCWIPs has been actively promoted by the government as part of its strategy to encourage more active travel. The County Council has created one for West Sussex as a whole, and the District Council has produced one for Horsham District, focusing mainly on the Horsham area. The suggestion is to go down to the next level and create a more specific and fine-grained plan for our local community.

The purpose of an LCWIP is to set out an overall strategic framework for future investments in cycling and walking infrastructure. It does not come with any funding guaranteed. But it provides an agreed set of priorities so that when resources do become available they can be directed in ways to achieve the maximum benefit for the local community.

This is particularly relevant to Steyning given the Glebe Farm development, which is one of the potential schemes outlined in Horsham’s draft District Plan. If this goes ahead, it will release significant CIL funds for local infrastructure development. So having an agreed LCWIP already in place would be very timely.

#### ***What is an LCWIP?***

The key outputs of LCWIPs are:





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- A plan for walking and cycling which identifies preferred routes and core zones for further development. In a local context this might include small improvements, such as improved crossings and lighting, as well as more ambitious schemes to create new cycling and walking routes.
- A prioritised programme of infrastructure improvements for future investment.
- A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements.

The government has published [guidelines](#) on how to develop an LCWIP. They involve

Agreeing the scope of the plan, and setting out roles and responsibilities.

Deciding on which stakeholders to involve and how to engage with the public.

Gathering relevant information.

Agreeing a decision-making mechanism to sign off on the plan.

The guidelines are designed for local authorities to implement, so are quite detailed and elaborate. The suggestion is to come up with a lighter touch version of the process suitable for the parish level that can be developed by a Working Party of volunteers, rather than council officials or paid consultants.

Several local residents have already put their names forward to join the group\* and some initial conversations have begun on how to take the process forward.

It is still very early days. But the hope is to get moving on the process over the summer, so a final plan can be agreed before the end of 2024.

### ***Suggested governance arrangements***

To provide it with the necessary legitimacy, the suggestion is that the LCWIP Working Party should be set up under the auspices of the Steyning and District Community Partnership's Sustainable Travel Committee (*note, this is still tbc*).

The District Partnership is well placed to take on this role as it already has representation from the Parish, District and County Councils on this committee, as well as local stakeholders such as Steyning Grammar School, Greening Steyning and the Business Chamber. It is an approach that has worked well in the case of the White Bridge Link project, and will allow the Working Party to tap into local expertise and enthusiasm, and be responsive to local views and concerns.

### ***Getting Parish Council support for the process***

Having explicit Parish Council buy-in to the LCWIP process will be essential for its success and for ensuring the legitimacy of the plan that will eventually emerge.

The LCWIP Working Party is now looking to engage with each of the Parish Councils to:



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Explain what the Working Party has in mind in creating an LCWIP

Get their support for the process and any advice on how to develop the plan

Agree how the Parish Councils would like to be involved in the creation and sign-off of the final plan

The Working Party has been invited to give a presentation on the LCWIP idea to Upper Beeding and Bramber Parish Councils at their full council meetings in March, and to Steyning Parish Council at their April meeting.

*\* At present, LCWIP Working Party members include: Sarah Collins, Sally Barnard, Geoff Barnard, Mike Croker, Russell Barnes, Michael Owen and Ray Powell. We expect to be expanding this group over time.*



# Bramber Parish Council

For the medieval parish of Bramber

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## Appendix B – Payments

Payments 20th March 2024					
<b>Income since last meeting</b>	<b>Amount</b>				
None	£ -				
<b>TOTAL INCOME</b>	<b>£ -</b>				
<b>BALANCES ON ACCOUNT</b>					
Current Account (Treasurers)	£ 17,510.31	<b>29/02/2024</b>			
<b>EARMARKED RESERVES</b>					
NHP reserve	£ 1,380.00				
Emergency reserve	£ 1,000.00				
Elections	£ 1,500.00				
<b>AVAILABLE RESERVES</b>	<b>£ 3,880.00</b>				
<b>PAID SINCE LAST MEETING - TO APPROVE</b>					
	<b>Invoiced Services</b>	<b>Voucher</b>	<b>Payment</b>	<b>Value</b>	
Julie Bakter	Toilet Cleaning - February	135	BACS	£ 151.20	
Paul Richards	Clerk's salary - February	136	BACS	£ 582.31	
NEST	Clerk's pension - February	137	DD	£ 91.95	
Chichester Payroll Services	Payroll costs	138	BACS	£ 15.00	
HMRC	PAYE - February	139	BACS	£ 154.33	
<b>NEW PAYMENTS TO APPROVE</b>				<b>TOTAL</b>	<b>£ 994.79</b>
Steyning Parish Council	Youth provision set up costs	140	BACS	£ 1,885.00	
Beeding and Bramber Village Hall	Meeting 06/02/24	141	BACS	£ 20.00	
HDC	Bin emptying 1/3/24 to 28/2/25	142	BACS	£ 163.80	
EDF Energy	March toilet electricity	143	DD	£ 44.00	
Barawood Publishing Ltd.	Newsletter article	144	BACS	£ 89.10	
CAB	Donation	145	BACS	£ 50.00	
<b>PAYMENTS TO APPROVE</b>				<b>TOTAL</b>	<b>£ 2,251.90</b>
<b>Position at bank on 29/02/24</b>					
	£ 17,510.31				
<b>New payments to approve</b>					
	£ 3,246.69				
<b>CASHFLOW POSITION AS AT 29/02/24</b>					
	<b>£ 20,757.00</b>				
<b>Earmarked reserves</b>					
	<b>-£ 3,880.00</b>				
<b>RESERVE/BUDGET POSITION AS AT 29/02/24</b>					
	<b>£ 16,877.00</b>				



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Agenda Item: **40/24**

<b>Report to:</b>	Bramber Parish Council
<b>Report on:</b>	Quarter 3 – 2023/24 Budget Report and Material Variances
<b>Report by:</b>	Clerk

### Summary

The Bramber Parish Council Financial Regulations require that the Clerk prepare a financial report to be presented to the Parish Council.

1. **Statement of receipts and payments** – the statement at Appendix A describes the first quarter position. Reserves are in line with previous reports and in accordance with good practice i.e., that General Reserves should be sufficient to cover 3-6 months running costs.

Material variances are highlighted.

2. **Recommendations**

That BPC note the variances as listed in Appendix A.

Paul Richards

Clerk and Responsible Finance Officer to Bramber Parish Council

20<sup>th</sup> March 2023



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## APPENDIX A – MATERIAL VARIATIONS (OVER 15% + OR -) Quarter 1

Expenditure	Budget	Actual	Variance	%age	Comment
Insurance	£ 550.00	£ 408.50	£ 141.50	25.7%	Lower than expected premium
Village Hall hire	£ 165.01	£ 160.00	£ 5.01	3.0%	Not a material variance
Phone / admin	£ 149.99	£ 34.16	£ 115.83	77.2%	Not claimed
Clerk employment costs	£ 6,830.46	£ 7,361.45	-£ 530.99	-7.8%	Higher national pay award
Chairmans allowance	£ 112.50	£ 14.99	£ 97.51	86.7%	Not claimed
Travel expenses	£ 225.00	£ 171.00	£ 54.00	24.0%	Not claimed
Postage	£ 37.53		£ 37.53	100.0%	No spend to date
Street lighting	£ 637.50	£ 1,038.50	-£ 401.00	-62.9%	Higher than budget but income expected
Toilet - cleaner salary	£ 1,996.32	£ 2,361.00	-£ 364.68	-18.3%	Seasonal impact
Toilet - water supply and loo roll	£ 262.50	£ 459.76	-£ 197.26	-75.1%	Additional drainage works + reimbursemer
Toilet - electricity supply	£ 540.00	£ 351.00	£ 189.00	35.0%	Price rise effective from June
Subs inc website	£ 750.01	£ 842.51	-£ 92.50	-12.3%	Not a material variance
Audit fees	£ 420.00	£ 381.00	£ 39.00	9.3%	Not a material variance
Neighbourhood Wardens	£ 6,213.75	£ 7,984.00	-£ 1,770.25	-28.5%	Phasing impact - paid up front in April 2023
Youth Provision	£ 3,214.44	£ 1,132.17	£ 2,082.27	64.8%	No service after Q1
Training	£ 187.51	£ 90.00	£ 97.51	52.0%	Lower costs than forecast
Floodlight contribution	£ 50.00		£ 50.00	100.0%	Not requested to date
Christmas tree	£ 175.00	£ 160.00	£ 15.00	8.6%	Not a material variance
General maintenance	£ 708.75	£ 427.06	£ 281.69	39.7%	Lower costs than forecast
Environmental maintainance	£ 75.01	£ 1,450.92	-£ 1,375.91	-1834.3%	£900 = 2 x bollard repairs + emerg store
Donations and grants	£ 824.99	£ 600.00	£ 224.99	27.3%	Only Bramber Society
Flowers & watering	£ 2,650.00	£ 2,561.96	£ 88.04	3.3%	Not a material variance
Dog bin emptying	£ 242.94	£ 151.84	£ 91.10	37.5%	Payments due in Q4
Neighbourhood Plan	£ 750.00		£ 750.00	100.0%	Fund building
Emergency Reserve	£ 750.01		£ 750.01	100.0%	Fund building
BBMC			£ -		
Election Costs	£ 750.00		£ 750.00	100.0%	Fund building
	<b>£ 29,269.22</b>	<b>£ 28,141.82</b>	<b>£ 1,127.40</b>	<b>3.9%</b>	

  

Receipts	Budget	Actual	Variance	%age	Comment
HDC Precept	£ 33,334.55	£ 33,334.56	£ 0.01	0.0%	
HDC Cleansing grant	£ 781.28	£ 859.42	£ 78.14	10.0%	Receipt higher than budget
Maudlyn Residents Assoc	£ 105.03	£ 206.64	£ 101.61	96.7%	Invoice higher than budget
Refunds / VAT Reclaim	£ 1,000.00		-£ 1,000.00	-100.0%	Q4 activity
Misc income		£ 620.00	£ 620.00	100.0%	Bollard refund (bus) + Coronation grant
NDP Grant					
Bramber Society	£ 2,650.00	£ 2,300.84	-£ 349.16	-13.2%	Another receipt in Q4
	<b>£ 37,870.86</b>	<b>£ 37,321.46</b>	<b>-£ 549.40</b>	<b>-1.5%</b>	