

Bramber Parish Council
MEETING OF THE FULL PARISH COUNCIL
Beeding & Bramber Parish Hall
Wednesday 15th May 2019
Following the Annual Parish Council Meeting

Present: Cllrs Roger Potter (Chair) Sarah Green (Vice-Chair), Ann Blakelock, Steve Blakelock, Mike Croker (HDC), Diana Goodall, Dave Kitston, Mick Tilley

In attendance: Cllr Roger Noel (HDC), Cllr David Barling (WSSC)

Members of the public: 0

Minutes: Rebecca Luckin (Clerk)

MINUTES

1. Apologies for absence

a) Apologies were received and accepted from Cllr Bignell.

2. Declarations of interest

None for this meeting.

3. Minutes of the previous meeting – 3rd April 2019

a) Cllr Kitson **proposed** that the minutes of the meeting of 3rd April 2019 be approved as a correct record of the meeting. **Seconded** by Cllr Goodall. **Agreed.**

4. Matters arising

a) Steyning Community Partnership Tourism Noticeboard – Councillors agreed that the new tourism noticeboard should have a black satin finish to match existing street furniture. **Agreed.**

b) Meeting with PCSO Erica Baxter - Cllr Potter reported that the new PCSO is interested in rural policing and is qualified to advise on Community Speedwatch schemes. She had provided advice on the 'In the Know' messaging system, for parishes to choose the information and alerts that they would like to receive.

ACTION Sign up to message system and ask PCSO to put poster in Your Steyning Clerk

c) BBMC information boards – Mr N Mills finalising details and will install noticeboards himself.

d) Planning responses – actioned.

e) Concern regarding overgrown trees – actioned.

f) Youth Service new contract – actioned.

g) HDC letter re Neighbourhood Plan proposals – HDC had advised that the Reg 15 deadline would be autumn 2019, if communities are to continue with their own plans.

5. Chairman's Announcements

a) The Internal Audit had been undertaken, with report awaited. To be circulated prior to the meeting of 12th June 2019, for Councillors to consider and agree.

b) Welcome new District Councillors – The Chairman welcomed two new Horsham District

Councillors. Cllr Roger Noel (HDC) introduced himself.

c) Councillors recorded their thanks to Cllrs David Coldwell (HDC), Jim Goddard and Nick Stubbs, for their support of Bramber Parish Council.

ACTION Draft letters of thanks

Clerk

The Chairman adjourned the meeting

6. Open Forum

The Chairman reconvened the meeting

7. Reports

a) WSCC – Cllr Barling reported that he had been a WSCC Councillor for six years and had a high level of local knowledge. His responsibilities include Highways and Children’s & Adult Services, currently focusing on highways surfaces, and speed reduction locally. There will be changes in highways contracts, work areas will be separated and will go out to several tenders, in order to direct the works to local companies and to reduce costs. The Highways Department could be re-structured and may work more closely with Parish Councils going forward.

Cllr Tilley referred to the previous year’s meeting and asked which WSCC Member had responsibility for the A283 footpath crossing point, which was part of the Beautiful Outdoors project.

ACTION Cllr Barling to investigate and report back

Cllr Barling

Cllr A Blakelock asked if tender documents would highlight carbon issues to potential contractors. Cllr Barling reported that WSCC is very concerned regarding carbon reduction, all Officers are mindful when awarding contracts. WSCC has noted the Climate Emergency and is implementing initiatives to address concerns.

b) HDC – Cllrs Croker and Noel reported that HDC CEO, Glenn Chipp, had circulated an email recommending that it should require one HDC Member, eight residents, or a Parish Council objection in order to send an application to Committee – yet to be agreed by HDC.

Following the National Planning Policy Framework (NPPF) review in 2018, there is now a standard methodology for calculating the housing supply number, the Horsham District number was raised from 800 to 974 annually, which HDC exceeded last year. There is pressure on HDC, from central government, to provide affordable housing in the area, including on greenfield land. HDC will work hard to ensure that suitable housing is provided in the district.

Cllrs Barling and Noel left the meeting at 8.30pm

c) Neighbourhood Wardens – Clerk’s and Chair’s meeting scheduled for 24.05.19

d) Joint Parishes Cemetery Committee – Agenda for 30.04.19 circulated.

Cllr Goodall reported that purchase of additional land, new gates and a proposal to allow children’s ashes to be interred free of charge had been discussed. It was noted that plastic items had been placed on children’s graves. Cllr Green will investigate and report back.

ACTION Investigate children’s cemetery and report back

Cllr Green

e) Joint Parishes Youth Committee – Cllr Potter confirmed that the new service provider was delivering without any issues or concerns.

f) HALC – Next meeting - 25 June 2019 at 7.30pm at the Steyning Centre – Cllr Kitson to attend.

g) Village Hall Committee – Cllr Tilley reported that the AGM had taken place and the committee will be looking for new members going forward. A recent showcase event had been profitable and well attended.

8. Finance and General Purposes items:

- a) Councillors to approve payments since the previous meeting - cheque list for 15th May 2019 for the value of £1,286.43 (List of payments to be attached as an appendix to these minutes). Cllr Tilley **proposed** that the list of payments be approved. **Seconded** by Cllr Croker. **Agreed.**
- b) Councillors to note and sign bank reconciliation for 29.03.19 - £15, 550.75. **Actioned.**
- c) S106 Unspent funds (list circulated 11.04.19)

d) Neighbourhood Wardens

- i) Councillors to consider and agree replacement contract with HDC, Steyning and Upper Beeding Parish Councils regarding Wardens' Contract. Councillors **agreed to defer** the agreement of the contract until after a meeting with Upper Beeding and Steyning Parish Councils on 24th May 2019 and asked for Key Performance Indicators to be included in the contract going forward.
- ii) Councillors to consider and agree MOU with Steyning and Upper Beeding Parish Councils regarding Wardens' Contract. Subject to amendments, Cllr Potter **proposed** that the MOU be approved. **Seconded** by Cllr Croker. **Agreed.**

ACTION	Request KPI's to be added to the contract	Clerk
ACTION	Attend meeting 24.05.19 and sign MOU	Clerk
ACTION	Item for the next agenda – agreement of contract	Clerk

e) Risk Assessment Review

Following agreement by F&GP at their meeting of 28th November 2018, Councillors to consider and agree the Parish Council Risk Assessment document. Subject to a correction, Cllr Croker **proposed** that the document be approved. **Seconded** by Cllr Goodall. **Agreed.**

- f) Councillors to consider and agree cancellation of Clerk's salary payment by Standing Order and to revert to payment by cheque. **Agreed**

ACTION	Cancel SO	Clerk
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9. Bramber Brookes Management Committee – date of the next meeting Monday 10th June 2019

10. Planning

- a) **Minutes** – Councillors to consider and approve the minutes of the Planning Committee meeting 24th April 2019. **Agreed.**

b) Applications:

- a) **DC/19/0972** - Croft House, Maudlin Lane, Bramber - Erection of a single storey rear extension. Councillors considered the application and agreed - **no objection.**

c) Decisions:

- SDNP/18/04016/OUT** - Redgate Farm, Annington Road, Bramber - Outline application for agricultural workers dwelling and farm office and associated access and parking. **APPROVED.**
- DC/19/0318** - Springfield Clays Hill Bramber - Variation of condition 1 to previously approved application DC/17/0741 (Proposed erection of rear glass and brick conservatory), amendment sought to insert permanent obscure glass to small window of side elevation. **APPROVED.**

DC/19/0329 - Castle Keep, 7 Millfield, The Street Bramber - Replacement of existing rotting wood windows. **APPROVED.**

DC/19/0573 - 11 The Ridings Bramber - Fell 1 x Sycamore – **APPROVED.**

d) Appeals lodged

APP/Z3825/Y/18/3216524 / DC/18/1429 - Burletts, Clays Hill, Bramber - Installation of a lift (Listed Building Consent) - An appeal has been lodged against the Council's refusal of Planning Consent.

e) Consultations - HDC Planning consultation re validation documents required of applicants – response by 29th May (Circulated to Councillors 18.04.19). **Councillors agreed no comment.**

12. Highways and Public Rights of Way

a) Councillors to discuss and agree potential link with Upper Beeding Parish Council, regarding their proposed Speedwatch Scheme. **Agreed.**

b) Cllr Croker reported that he had attended the Upper Beeding Annual Parish Meeting and provided information on traffic data. Chris Stark, WSCC Highways Manager has offered to discuss options and solutions for traffic management. Councillors agreed that they would like Cllr Croker to progress his discussions with WSCC.

ACTION Progress talks with Highways Officer

Cllr Croker

b) **Councillors noted** Sargent Badman's report regarding traffic speed on Clays Hill - attached to these minutes as **Appendix Two.**

c) Councillors noted that a WSCC Licence had been received, permitting installation of benches on the Walks for All route and that the Clerk should continue with actions previously agreed.

ACTION Liaise with Cllr Goodall re number of benches required

Clerk

ACTION Agree benches with WSCC

Clerk

ACTION Obtain quote for anchoring kits and installation

Clerk

13. Youth Provision

No report for this meeting.

14. Neighbourhood Plan update

a) Following Steering Group correspondence with HDC regarding the future of neighbourhood Planning in the district, the Steering Group will consider a revised plan programme, to see if can fit in with the HDC timeframe of reaching Reg 15 by Autumn 2019.

b) A deadline will be set for DMH Stallards to provide the Steering Group with information.

c) Alison Eardley had contacted AECOM to understand what help they could provide regarding Design Codes. BPC voted, with one abstention, to look at Design Codes. The Design Codes could then be used for any site that might come up within the Parish. Cllr Green proposed all Focus Groups should be involved in developing the Design Code for Bramber Parish. Seconded by Cllr Tilley. Agreed.

d) CPRE will be contacted by the Steering Group regarding environmental considerations.

15. Environment

No report for this meeting.

16. Correspondence

- a) 05.04.19 – Email from member of the public concerned re changes to HDC planning process.
- b) 05.04.19 – SDNPA Planning newsletter.
- c) 05.04.19 – Link to CPRE presentation.
- d) 11.04.19 – WSCC Parish Councillor Survey re publication of budget information.
- e) 11.04.19 – HALC email regarding response to proposed changes in HDC Planning Process.
- f) 12.04.19 – WSCC Operation Watershed information.
- g) 12.04.19 – Date of next CLC meeting – Wednesday 3rd July 2019
- h) 15.04.19 – PCSO Erica Baxter information update circulated.
- i) 26.04.19 – WSCC Crowdfunding grant opportunity
- j) 29.04.19 – Glenn Chipp, CEO HDC re changes to Planning Process
- k) 29.04.19 – WSCC Spring e-newsletter
- l) 03.05.19 – Joint Action Group (JAG) reporting form
- m) 07.05.19 – JAG link for reporting concerns
- n) 07.05.19 – WSCC West Sussex Health and Wellbeing Board Strategy 2019 – 2024
- o) 07.05.19 – West Sussex Vision and Strategy for Adult Social Care invitation to launch – **Cllr Bignell to attend the launch event.**
- p) 07.05.19 – West Sussex Civilian Military Partnership Board Briefing invitation
- q) 14.05.18 – SALC e-newsletter including training info.

17. Items for inclusion on the next Agenda

- a) Additional signatories for Parish Council bank account (currently RL, RP, MC, DG)
- b) BBMC going forward.

18. Date of the next meeting – Wednesday 12th June 2019

The Chairman closed the meeting at 9.45pm

Signed:
Chairman

Date: 12th June 2019

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2235	B&B Village Hall	£32.00	AiRS contribution agreed 03.04.19
2236	PW Bourne	£30.00	Re-siting MVAS
2237	HALC	£15.00	Subs 19/20
2238	Steyning PC	£3.60	Photocopying
2239	Viking	£52.75	Loo rolls
2240	GDPR-Info Ltd	£420.00	Data Protection Officer service
2241	Cllr Roger Potter	£22.80	Chairman's expenses
2242	D Flynn	£180.00	BBMC bridge repairs
2243	Scribe	£308.40	Financial software
2244	Steyning Parish Council	£18.60	Meeting room hire 14.05.19
2245	Beeding & Bramber VH	£68.60	Hall hire April 2019
2246	HDC	£134.68	Emptying dog bins
	Total	£1,286.43	
SO	Rebecca Luckin	£357.66	Net salary April 2019
		£44.74	Admin expenses
		-£4.81	Clerk to reimburse Parish Council for salary overpayment by standing order - actioned

Appendix Two

Report regarding traffic speed in Clays Hill

I have now had the opportunity to conduct two 100 vehicle average speed assessments on Clays Hill and liaised with the police traffic manager responsible for the area.

The first 100 vehicle count took place between 0712 and 0735 hours on 30/04/2019. This recorded a mean average speed of 34.81 mph and an 85th percentile speed of 40 mph. This would seem to evidence that most drivers are treating the road as a 40mph limit. From my observations at the time there is very little signage on the road, other than a VAS sign located at the junction of 1-8 Clays Hill, some distance from the junction with the A283. With these points in mind it is my belief that drivers are not aware of the speed limit and are driving to the conditions of the road presented to them.

Although options were limited, I did revisit the site and erected temporary Slow Down signs to try to reinforce the speed limit to try to make road users more aware of it. However, I could only find one suitable site on the east bound carriageway and one on the West bound carriageway. Following this a second 100 vehicle assessment was conducted between 0720 and 0742 hours on 13/05/2019 which showed a mean average speed of 34.78 mph and an 85th percentile speed of 40 mph again which would suggest that drivers are ignoring the signs or that due to limited siting options more signs would be needed to gain their attention and have an impact on the average speeds.

When the speed limit was first introduced in 2010 it was not supported by the then police traffic manager as there were concerns over a lack of engineering works to reflect the proposed speed limit and my findings at this time would seem to support these original concerns. In addition, there is no collision data for the road and only 3 Operation Crackdown reports have been submitted by other road users in the last 12 months. Consequently, I do not feel that police speed enforcement on this road is appropriate or proportionate at this time.

In order to support you in resolving this matter I would suggest that additional signage or other engineering options are considered in order to reinforce the speed limit and reduce the average speeds. Once this is in place then I can reassess the road and if the problem persists can then consider enforcement as a viable option to support the community.

Phil Badman
Acting Sergeant CB049
Sussex Safer Roads Partnership, Operations Command