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The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 22nd July 2020 at 7pm.

Present: Cllrs Potter (Chair), Cllr Bignell, Cllr A. Blakelock, Cllr S. Blakelock, Cllr Croker, Cllr Goodall, Cllr Kitston and Cllr Tilley.

In attendance: WSCC Cllr Barling, HDC Cllr Noel and Paul Richards (Parish Clerk).

Members of the public: Three.

86. Apologies for absence.

Cllr Green.

87. Declarations of interest.

None.

88. Minutes of the previous meeting – 10th June 2020.

Cllr A. Blakelock **proposed** that the minutes of the meeting of 10th June 2020 be approved as a correct record of the meeting. This was **seconded** by Cllr Tilley. The minutes were **AGREED** by Members and were duly signed by the Chairman.

89. Open Forum.

The Chairman asked Geoff Barnard to present the findings of the Steyning 2030 Vision Survey. Mr Barnard explained that the on-line survey tested 40 ideas and it received over 450 responses. 10 key issues emerged from the survey with the full results published on the survey website. He advised that the next step was to establish four action groups to look at: -

- Transport (Cllr A. Blakelock volunteered to represent BPC);
- Energy & Housing (Cllr Potter volunteered to represent BPC);
- Consumer/Green issues (Cllr Goodall volunteered to represent BPC); and
- Biodiversity (HDC Cllr Noel volunteered to represent BPC).

The Chairman thanked Mr Barnard for his hard work and good efforts in producing the survey. There were no other public comments.

90. Matters arising.

- 74c - Speedwatch – the Clerk to purchase the speed gun;
- 75 - Highways and Public Rights of Way - overgrown vegetation adjacent to the river footpaths – Members reported that the EA has cut the grass;
- 75 - Highways and Public Rights of Way – Graffiti report to Cllr Barling – sent;
- 75 - Highways and Public Rights of Way - risk assessment in preparation to re-open the toilet – completed;

- 76 - Finance and General Purposes - IR35 HMRC regulations – in progress;
- 77 – Planning – draft Infrastructure and Settlement Sustainability response to HDC – response submitted; and
- 79 – NHP – referendum support letter – sent.

The Chairman advised of a change in the running order of the agenda and asked that Members consider the Highways and Public Rights of Way issue related to the twitten linking Coombe Drove (Bramber PC - BPC) and Bostal Road (Steyning PC - SPC). WSCC Cllr Barling advised that the owner of the land adjacent to the twitten had erected a sign stating, "*permissive access only - no right of way*" and was aware of strong public concern relating to this matter. Having spoken to the owner, WSCC Cllr Barling advised that the sign has now been removed and that the owner had stressed that it was never the intention to ever close the footpath to the public. He recommended that BPC and SPC consider a Definitive Map Modification Order (DMMO) to ensure continued access by the public through the twitten. WSCC Cllr Barling advised that the landowner will oppose the DMMO application and that the reason for the original sign was due to security concerns. Steyning PC Cllr Taylor was present and advised that SPC will review the matter at their Amenities meeting on 23rd July 2020.

The Chairman **proposed** that BPC proceed with the DMMO application. This was **seconded** by Cllr Croker and Members **AGREED**, unanimously, to submit the application to WSCC.

91. COVID-19.

The Chair reported that The Hub is receiving fewer calls and requests for assistance. He reported that Andrew Griffiths, MP, (following recommendations from BPC) had presented Covid Community Champion awards to The Hub and the Newsagent at Upper Beeding. Further local awards are due to be presented.

92. Reports

a) **WSCC** – WSCC Cllr Barling advised that :-

- WSCC is looking at a 'Reset and Reboot' initiative that will aim to deliver a new corporate plan (the reset) to refocus and prioritise activities and budgets and also underpinning work (the reboot) to make significant changes to how WSCC work within the County Council and with their partners;
- The Covid-19 crisis has seen a financial shortfall for WSCC caused by both a lack of income receipts and additional service costs associated with the epidemic; and
- The Green agenda will form part of the Reset and Reboot initiative. He also supported the ambitions of the Steyning 2030 Vision.

Cllr A. Blakelock asked if he had actioned the request from BPC for a 'Road ahead' sign to be erected on the footpaths approaching the river road bridge on The Street. He suggested that the Clerk contact the local Ranger to arrange this. **(ACTION)**

b) **HDC** – Cllrs Croker and Noel reported that: -

- The Covid-19 crisis has seen a financial shortfall for HDC forecast to be £2.5m currently with an ongoing £850,000 loss per month. HDC is moving to a recovery position and is converting the Covid Hubs into local Community help centres;
- Over £380 million of small business grants, dispersed by HDC on behalf of Government, has been paid out;

- HDC is not intending to reduce local council precept payments in September as this is ring-fenced;
- Council leisure service providers have requested support grants to assist them to continue trading;
- The Capitol theatre is only showing cinema films at present. No live performances are scheduled;
- Dialogue with Government continues regarding the housing allocation figures. The strategic housing sites will be reviewed later in the year; and
- The Rampion 2 proposal will have little impact on BPC. This will increase the number of turbine installations from 119 to over 450.

20:01 – WSCC Cllr Barling leaves the meeting

- c) **Neighbourhood Wardens** – The Chair referred to the report, circulated previously, from the Wardens. The report was noted.
- d) **Joint Parishes Cemetery Committee** – no update.
- e) **Joint Parishes Youth Committee** – The Chairman reported on the recent meeting and the report circulated previously. The service provider will re-commence face-to-face meetings soon.
- f) **HALC** – Cllr A. Blakelock referred to her report, circulated previously, and was happy to continue as the BPC representative to HALC until the next Annual Council Meeting.
- g) **Village Hall** – Cllr Tilley reported that their delayed AGM has now been held and the relevant Committee officers appointed. The Hall received a Covid-19 grant of £10,000 and finances for 2019/20 reported a small surplus. He advised that the BPC green recommendations would be addressed at the next meeting e.g. green tariff etc. He also advised that face-to-face meetings would commence but there will be limits placed on numbers attending. Social distancing, facemasks and other Covid-19 restrictions will be in place.
- h) **Website** – Cllr Tilley advised that the website had received 160 visits in the month and that he was reviewing the impending Website Accessibility Regulations. He has installed the necessary web evaluation tools and has made some minor adjustments to ensure compatibility e.g. text colours. The Chair asked that he and the Clerk review back-up process and procedures relating to web access.

93. Highways and Public Rights of Way

Cllr A. Blakelock referred to her report, circulated previously, relating to ‘Steyning for trees and Bramber’. She attended a site meeting where it was found that the proposed site was not ideal due to safety and watering concerns. No planting would take place until the autumn however she reported that there are no surplus resources to assist Bramber at this time. Cllr A. Blakelock will continue to review the situation.

94. Finance and General Purposes

- a) **Payments** - Members **AGREED** that the payments for June 2020 be paid.

Bramber Society by the £600 contribution. The Clerk was requested to raise the necessary invoice to the Bramber Society.

95. Planning.

a) Applications

- **SDNPA/02477 - Pear Tree Cottage, Botolphs Road, Bramber** - Replacement of existing windows and door with new timber windows and door with double glazing (Householder Application).

After consideration, Members voted to support the application.

Votes to support - 8

- **SDNPA/02478 - Pear Tree Cottage, Botolphs Road, Bramber** - Replacement of existing windows and door with new timber windows and door with double glazing (listed building application).

After consideration, Members voted to support the application.

Votes to support - 8

b) Decisions

- **PERMITTED** - **SDNPA/00581- 2 Steyning Bowl Cottages, Sopers Lane, Bramber** - Erection of a two storey side extension and first floor extension over existing garage to create an annex (BPC also supported the application).

96. Youth Provision.

Discussed at agenda item 92 (e).

97. Neighbourhood Plan update.

- The Chairman advised that the NHP Inspector has issued his draft report and asked that HDC and BPC fact-check it. He advised that the local green space provision for Clays Field had been removed by the Inspector and asked that comments from Members be submitted to the BPC Planning Consultant for review; and
- The Chairman updated Members on correspondence received from the owner of Kingsmead and that he has advised him to contact HDC regarding any Regulation 16 consultation matters.

21:12 - Cllr Noel leaves the meeting

98. Toilet refurbishment

- Cllr S. Blakelock referred to his report, circulated previously, and advised that one quote had been requested. He will ask for two more quotes in accordance with BPC Financial Regulations;
- The Clerk advised that the public toilet remained closed however Covid-19 regulations had now been eased to allow for their imminent re-opening. He reported he has been unable to appoint any contractor or other cleaners to date and so the public toilets would remain closed until a cleaner was appointed.
- The Chairman referred to the storage by HDC of gas cylinders. Members **AGREED** that it might be unsafe for BPC to continue to store these cylinders at the public toilet storeroom and requested that the Chairman approach HDC to request their removal.

99. Environment

- The Chairman advised that fencing had been erected at St Mary's field with the owner suggesting that sheep or crops could be introduced onto the site. Members requested that he contact HDC to check if this was permitted;

- Cllr Goodall advised that new signs had been erected on the Walks for All footpaths;
- Cllr Tilley reported that the owner of Bramber Brooks had advised that the EA would not be digging their pond this year; and
- Cllr Croker referred to the notices that had been affixed to the ‘Bunny Field’ requesting that walkers keep to the footpath. These notices had been put up for some time. The Chairman agreed to call the field owner with proposed suggestions to change the path routes.

100. Climate Emergency

Cllr A. Blakelock referred to the 2030 Vision project that was discussed at agenda item 89. Cllr Croker referred to an informative presentation given to HDC councillors relating to climate concerns.

101. Correspondence

CORRESPONDENCE LIST AS FROM 4th JUNE 2020

DATE	FROM	SUBJECT
4/6	WSCC	Anti 5g posters
8/6	HDC	Playground survey
10/6	SALC	Weekly update
11/6	SDNPA	Newsletter
11/6	HDC	Travellers
16/6	WSCC	10 year climate change plan
17/6	WSCC	Covid-19 update
17/6	SALC	Co-Co consultation
19/6	HDC	Response to Covid-19 grant
19/6	HDC	Volunteer Hub
22/6	SALC	Weekly update
24/6	HDC	Local plan update
27/6	Wardens	Update re pub
29/6	Extinction Rebellion Arun	Climate emergency
29/6	SALC	Weekly update
1/7	Clerk	Tree surgery planning applications
6/7	Henfield	NHP completed

102. Items for inclusion on the next Agenda

None.

103. Date of the next meetings

Ordinary Meeting – 9th September 2020 by Zoom video/audio conference.

The meeting closed at 21:33

Signed..... Chairman

Date.....