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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 16th February 2022 at 7:00pm.

Present: Cllr Burstow (Chair), Cllr Croker (Vice-Chair), Cllr Day, Cllr Goodall, Cllr Kitson and Cllr Tilley.

In attendance: HDC Cllr Noel, 3 representatives from UK Power Networks & Keir (UKPN contractor) and Paul Richards (Parish Clerk)

Members of the public – 18.

19. Apologies for absence – Cllr A. Blakelock, Cllr S. Blakelock, Cllr Green and WSCC Cllr Linehan.

20. Declarations of interest – Cllr Croker advised that he is the applicant for planning application DC-22-0038 (High Beech, Maudlyn Park, Bramber) and would not attend or vote on this matter.

21. Minutes of the previous meeting – 5th January 2022.

Cllr Day proposed that the Minutes be approved as a correct record of the meeting. This was seconded by Cllr Croker. The Minutes were **AGREED** by Members and were duly signed by the Chair.

22. Matters arising.

The action list, circulated previously, was noted. The Chair referred to an update from Cllr Green related to Bramber Castle. English Heritage had advised that they have spoken to the ice cream van owner who had now reinstated the waste bin. However, EH reported that the owner needed to keep his engine running to maintain refrigeration despite concerns from BPC related to noise and pollution. EH will work with BPC regarding the ongoing issue of litter in and around the Castle.

23. Highways and Public Rights of Way.

(a) **Proposed road works Maudlin Lane.** Paul Rogers (UKPN Programme Manager) provided an update on the proposed final stages of an upgrade to the underground electricity network between Steyning and Worthing. The proposed works will see road closures in and around the Maudlin Lane area of the parish. This work will maintain the future resilience of power supplies and he advised that UKPN would work closely with BPC, the local highways authority and the community via letter drops to plan the project.

He advised that works were to be mobilised over the next few weeks subject to the necessary approvals and licences from WSCC. He was acutely aware of previous issues related to these works especially the use of the narrow part of Maudlin Lane as an alternative route but reminded Councillors there is no alternative but to shut parts of Maudlin Lane at various times during the works. His team were aware of the challenges and will work to optimise activities to limit disruption.

(b) **Community Road Verges-** The Chair referred to the report, circulated previously, from WSCC asking BPC to support the Community Road Verge initiative. After review and discussion, Members **AGREED** to support the initiative. The Clerk was asked to write to WSCC accordingly.

24. Public Session

The Chair invited questions from the public. The only questions raised related to the proposed UKPN works in Maudlin Lane. The questions and responses are summarised below.

- Residents reported that the previous UKPN works caused chaos and long delays as local residents had no option but to use the very narrow part of Maudlin Lane that led to the A283 roundabout. What are UKPN doing to alleviate the delays given there are no passing places in that part of Maudlin Lane? **RESPONSE** – UKPN will look at traffic lights and/or stop and go boards to reduce delays;
- Residents were aware that WSCC had refused to allow the use traffic lights for the previous works as this could cause traffic to back-up onto the A283. Why, this time, would WSCC allow traffic lights? **RESPONSE** – UKPN are in ongoing discussions with WSCC regarding the siting of traffic lights, but an alternative would be stop and go boards;
- Cllr Kitson suggested that any stop and go board solution would only be in place during peak times and that traffic lights should be in place as well. **RESPONSE** – UKPN noted the comment and reiterated that they will work with WSCC to agree a traffic management solution;
- Residents reminded UKPN that during the recent works at the south-eastern end of Clays Hill junction with A283, traffic lights were installed (130m from the A283 roundabout) so why can't they be used in Maudlin Lane? **RESPONSE** – UKPN will address this issue with WSCC who, ultimately, will approve any traffic management plans;
- Residents reported that the last major works in Maudlin Lane (gas leak repair) caused major disruption with little or no communication from un-cooperative contractors. What do UKPN propose and how will this be different? **RESPONSE** – UKPN will optimise the works schedule in conjunction with WSCC. They realise that local residents will not want to use the Annington Road diversion and will ensure that "Access Only" signs are installed. UKPN will undertake to post a letter drop to all affected residents 2 weeks before the works commence. If any residents have any concerns, then they can contact the Programme team (details on the BPC website);
- Residents questioned why the narrow part of Maudlin Lane does not have any passing points. **RESPONSE** – Cllr Croker answered by advising that he is in discussion with WSCC Highways relating to this matter however WSCC do not see this as a priority. A Community Highway Scheme application was being prepared. HDC Cllr Noel advised that WSCC Cllr Linehan had given his apologies and could not attend the meeting. He advised that residents should consult with Cllr Linehan who is aware of these issues and had discussed the proposed works with the contractors;
- Residents were concerned that large HGV vehicles would ignore the Annington Road diversion and use the narrow part of Maudlin Lane. **RESPONSE** – UKPN reminded residents that any alternate route via Maudlin Lane was subject to an access restriction preventing use by HGVs.; and
- Residents commented that they understood the need for the works but reminded UKPN that during the last works, many residents felt unsafe driving down Maudlin Lane (from and to the A283 roundabout) and some were isolated in their properties for 2 weeks. **RESPONSE** – the UKPN Programme Manager took pride in the way they approached these types of issues and committed to work with the community to solve the matters raised at the meeting. Safety was the most important aspect, and they would put in place an ongoing review of traffic management solutions. He thanked the Chair, BPC councillors and members of the public for their questions.

25. Lost railway project

The Chair invited the Chair of the V+T Committee (Steyning and District Community Partnership) to present an update on his project to the Members. He referred to the project, details circulated previously, and drew attention to the proposed locations where visitor signs were to be erected. The

aim of the project is to draw attention and provide information related to the 'lost' railway stations in Bramber and Steyning. The project is requesting that BPC adopt the signs as assets and provide a future maintenance fund for them. Cllr Croker advised that he is in support of the project but queried the location of the proposed Steyning station sign. The project's Director will review the siting of this sign. After review and discussion, Members **AGREED** to support the project and adopt the assets.

26. Reports.

- a) **WSCC** – HDC Cllr Noel provided an update on behalf of WSCC Cllr Linehan. The report included: -
- A change to the process to apply for Traffic Regulation Orders (TRO) is proposed for works under £3,000. Parish Council funded TROs will also be reviewed;
 - WSCC agreed a 2022/23 balanced budget with a council tax increase of 1.99% plus an Adult Social Care supplement of a further 1%. Total expenditure will increase by 3.8%;
 - WSCC are providing Council Tax relief funding of £3m for the second year running; and
 - The next "meet the councillor" surgery will be on 14th March 2022 at County Hall North, Horsham.
- b) **HDC** – HDC Cllr Noel provided an update that included: -
- The Council had prepared a balanced budget with a proposed Council Tax increase of 2.9%. No increase is proposed for Council Tax residents in bands A to D due to the WSCC grant (as reported above) and a government rate relief grant;
 - A new CEO, Jane Eaton, had been appointed;
 - HDC had resolved to support the "grey" route for the proposed A27 bypass at Arundel;
 - The food waste trial, as reported previously, had been a success with the "1/2/3" collection system favoured in a test across the District;
 - The Water Neutrality issue remains the matter of most concern for new planning applications. Virtually all new applications are on hold until this matter is resolved. It appears that Southern Water appear surprised by this issue, and it is unclear how they will mitigate the problem;
 - Improvements to the Capitol Theatre have been agreed with £50,000 allocated for new seating and carbon reduction assessments; and
 - Each parish council in the District will receive a free tree from HDC to commemorate the Queen's Platinum Jubilee. members were encouraged to suggest potential sites.
- c) **Neighbourhood Wardens** – report noted.
- d) **Joint Parishes Cemetery Committee** – a report had been circulated.
- e) **Joint Parishes Youth Committee** – the Chair advised that overall utilisation of the service remained low with Upper Beeding still seeking a venue for activities. She also referred to the offer, circulated previously, from the WSCC Youth Offending Unit supporting young people to give back to local communities. This service is a free service, all they ask is that BPC pay for any materials required. The Chair provided an initial list of ideas but requested that Members contact the Clerk with any more suggestions.
- f) **HALC** – no update.
- g) **Village Hall** – Cllr Tilley advised that at the January meeting, the Committee reported that finances were in a healthy position. The energy reduction programme was proceeding well, and it was reported that a solar panel solution may be cheaper than first thought. The Hall may also host a Jubilee party in June making use of both the internal and external spaces.
- h) **Website** – visitor numbers increased in the month and no issues were reported.

27. Finance and General Purposes.

- a) **Payments for January 2022** - Members **AGREED** that the payments for January 2022 be paid (see appendix A for the payments schedule).
- b) **Q3 variance report** – The Clerk referred to his report, circulated previously. After review and consideration, the report was noted.

28. Planning.

a) Applications.

- **DC-22-0047 - The Olde Laundry, 4 Castle Close, Bramber** - Conversion of loft to form habitable living space, incorporating the creation of 4no dormers to front and rear, creation of a pitched roof to existing conservatory and alterations to fenestration.
- After review and consideration, Members agreed to **SUPPORT** the application. Votes 5 for with 1 abstention.

2030 – Cllr Croker leaves the meeting

- **DC-22-0038 - High Beech, Maudlyn Park, Bramber** - Surgery to 1 x Yew tree T220. After review and consideration, Members agreed to **SUPPORT** the application. Votes 5 for with 1 abstention.

2033 – Cllr Croker returns to the meeting

- b) **Decisions** – none.
- c) **Other Planning matters** – none.

29. Neighbourhood Plan

Cllr Day advised that the suggested watercraft access could require planning permission before it proceeds. Members advised that the proposed location might be in Steyning PC's parish.

30. Consultations – Members noted the request for consultation from the South Downs National Park regarding the Self-Build and Custom Housebuilding Register.

31. War memorial/Lych Gate

The Chair referred to her email, circulated previously, and advised that BPC have no fabric funds available to allocate to the requested repairs. She suggested that the Church contact local businesses or the War Grave Commission for funding.

32. English Heritage/Bramber Castle – reported earlier in the meeting.

33. Message from the Chair – deferred until the next meeting.

34. Public Toilet - The Clerk advised that the door had been repaired. The Chair asked that alternative/standby cleaners be sought should the existing cleaner be ill or on holiday. The Clerk also presented alternate green energy supplier electricity quote comparisons. After review and discussion, Members **AGREED** that the Clerk engage with Valda Energy (via Bionic Limited) to secure a green energy electricity contract.

35. Environment.

The Chair reported that she had met, informally, with the Chair of Steyning PC to discuss options for Clays Field. Members **AGREED** the area should be subject of a Local Green Space application once the new HDC Local Plan is finalised.

- 36. Climate Emergency and Steyning Greening 2030.**
- a) **Steyning Greening** – no update.
 - b) **20 mph zone project** – awaiting speed survey results

37. Correspondence – as from 28th December 2021.

DATE	FROM	SUBJECT
31/12	Wardens	December report
5/1	SDNPA	Newsletter
6/1	Clerk	Lost Railway Virtual Museum Project
7/1	WSALC	Government decision on virtual meetings
7/1	Sussex Police	Police response - eScooters
11/1	WSCC Rangers	Downslink tree maintenance
12/1	SDNPA	Self-Build & Custom Housebuilding Consultation
12/1	WSCC	Community Road Verges
18/1	WSCC	Update - Community Road Verges
18/1	Wardens	Response re RTA in The Street on 16/12/2021
18/1	WSALC	Remote meetings
18/1	Sussex Green Living	Meeting invitation
18/1	WSCC	E-vehicle charging points
18/1	WSCC	Maudlin Lane road closure notification
23/1	WSALC	Rampion wind farm
23/1	SDNPA	Newsletter
23/1	HDC	The proposed increase in car park charges
23/1	Southern Water	Consultation on future water supply plans
25/1	HDC	Climate action update
27/1	WSCC Cllr Linehan	Speed data update
27/1	HDC	Covid advice
28/1	Age UK	Invite to a partnership meeting
28/1	Sussex Green Living	Feedback from workshop
31/1	HDC	Planning compliance cases
31/1	HDC	Economic Development Yearly Report
1/2	SDNPA	Response to the Glover report

38. Items for inclusion on the next Agenda.

- Chair’s leaflet; and
- Speeding in The Street (Cllr Day).

39. Date of the next meetings.

- Ordinary Meeting – 16th March 2022 at the Beeding and Bramber Village Hall; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 2103.

Signed..... Chairman

Date.....

Appendix A – Payments

Payments 16th February 2022				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
Paul Richards	December salary	95	BACS	£ 507.65
NEST	Clerk's pension - Dec 2021	96	BACS	£ 80.15
HMRC	PAYE and NI - Dec 2021	97	BACS	£ 133.40
Chichester Payroll Services	Payroll fees Dec 2021	98	BACS	£ 15.00
Beeding & Bramber Village Hall	Nov 2021 meeting	99	BACS	£ 16.53
Thomas Locksmiths	Repair electronic lock	100	BACS	£ 102.00
Julie Baxter	Toilet cleaning December 2021	101	BACS	£ 144.00
EDF	Electricity to public toilet - JAN 2021	102	DD	£ 22.00
				£ 1,020.73
Income since last meeting	Amount			
None	£ -			
TOTAL INCOME	£ -			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 15,277.47	As at 31/01/2022		
EARMARKED RESERVES				
NHP reserve	£ 380.00			
AVAILABLE RESERVES	£ 14,897.47			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
None				£ -
TO APPROVE	Invoiced Services			
HMRC	PAYE and NI - Jan 2022	103	BACS	£ 133.40
NEST	Clerk's pension - Jan 2022	104	BACS	£ 80.15
Chichester Payroll Services	Payroll fees Jan 2022	105	BACS	£ 15.00
Paul Richards	January salary	106	BACS	£ 507.65
Julie Baxter	Toilet cleaning January 2022	107	BACS	£ 168.00
ICO	Data protection fee	108	DD	£ 40.00
Thomas Locksmiths	New timer for toilet door	109	BACS	£ 186.00
REGULAR PAYMENTS				£ 1,130.20
EDF	Electricity to public toilet - FEB 2022	110	DD	£ 22.00
			TOTAL	£ 22.00
	Position at bank on 31/01/2022	£ 15,277.47		
	Uncleared	£ -		
	New payments to approve	-£ 1,152.20		
	CASHFLOW POSITION AS AT 31/01/2022	£ 14,125.27		
	Earmarked reserves	-£ 380.00		
	RESERVE/BUDGET POSITION AS AT 31/01/2022	£ 13,745.27		