

**Bramber Parish Council**  
**Bramber Brooks Management Committee Meeting**  
**Bramber & Beeding Village Hall**  
**7.00pm Wednesday 4<sup>th</sup> July 2018**

**Minutes**

**Committee Members Present:** Cllr Roger Potter, Cllr Mick Tilley, Cllr Sarah Green, Ms Brianne Reeve and Ms Kate Cann.

**Members of the Public Present:** Mr Danny Flynn and Mr Nick Mills.

**Minutes:** Cllr Roger Potter

**1. Election of Chairman**

Cllr Tilley **proposed** that Cllr Potter be elected as Chair of the Committee.

**Seconded** by Cllr Green. **Agreed unanimously.**

**2. Apologies for Absence**

Apologies were received and accepted from Mr Jefferson Cann.

**3. Background / Purpose of the Committee**

Cllr Potter explained the rationale for creating the Bramber Brooks sub-committee and explained that its' primary purpose was to:-

- Work together on the Bramber Brooks area to ensure that it is accessible to the general public and to create a Nature Reserve therein
- Once the Nature Reserve is created, the Committee will then work to maintain that Reserve and to encourage its use by local residents and those visiting the area

It was agreed that a Memorandum of Understanding should be created between

Riversong Ltd, the owners of Bramber Brooks, and the Parish Council.

**Action     Draft MOU for consideration**

**Cllr Green**

**Action     Item for the next agenda**

**Clerk**

The Chairman adjourned the meeting

#### 4. Open Forum

The owner of Riversong advised that he had paid for a new path to be cut through to the reserve.

The Chairman reconvened the meeting

#### 5. Terms of Reference

Draft Terms of Reference were discussed and proposed amendments made as per the appendix to these minutes.

#### 6. Agree Schedule of Works for Rampion Award

Two quotes were discussed. It was agreed to leave the two information boards and six benches out of the total as they will be introduced at a later date. Similarly, the boardwalk can be deferred until wetter weather.

The immediate Schedule of Works comprises:

Path cutting - £240

5 bridges - £4,200

Entrance (kissing) gates - £1,200

Orchard fencing - £ 890 (it was agreed that a 6 foot gate would be included for mowing)

Saltern fencing – £1,300 (including 10 foot 5-bar gate & posts)

TOTAL: £7,830+VAT

Agreement to this schedule was **proposed** by Cllr Tilley and **seconded** by Ms Brianne Reeve. **Agreed unanimously.**

The committee will recommend to Full Council that a contractor be appointed to undertake the works as soon as possible.

**Action**      **Check that grant has been received in the bank**

**Cllr Potter**

**7. Agree Meetings Schedule**

Councillors agreed to meet every two months while the Reserve is being created and then probably quarterly.

**8. Date of the next meeting – 7.00pm 12th September 2018**

Signed:

Date: 12<sup>th</sup> September 2018

Chairman

## **Bramber Parish Council**

### **Bramber Brooks Management Committee - Terms of Reference**

#### **1. Name**

The name of the Committee shall be **Bramber Brooks Management Committee**

#### **2. Aims**

The aims of **Bramber Brooks Management Committee** will be:

- To work together on the Bramber Brooks area such that it is accessible to the general public and to create a Nature Reserve therein
- Once the Nature Reserve is created then the Committee will work to maintain that Reserve and to encourage its use by local inhabitants and those visiting the area

#### **3. Membership**

Membership is open to anyone who:

- Lives in the Upper Beeding, Bramber, Steyning or surrounding area; and
- Supports the aims of Bramber Brooks Management Committee

Membership will be agreed by Full Council. Only Bramber Parish Councillor Members will have voting rights on financial matters.

#### **Ceasing to be a member**

Members may resign at any time in writing to the Parish Clerk.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

#### **4. Equal Opportunities**

Bramber Brooks Management Committee will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

#### **5. The committee**

The business of the Committee will be carried out by a Committee elected at the Annual Parish Council Meeting. The Committee will meet as necessary but not less than four times a year.

The Committee will consist of up to eight members. Additional members may be co-opted onto the committee by agreement at a Full Council meeting.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

## **6. Meetings**

### **6.1 Extraordinary Meetings**

The Clerk will call an Extraordinary Meeting at the request of the majority of the committee or at least six other members giving a written request to the Chair or Clerk stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Extraordinary Meeting will be 50% of Committee Members.

### **6.2 Committee Meetings**

General Meetings are open to all members and will be held at least once every three months or more often if necessary.

All members will be given three days' notice of such a meeting, giving the venue, date, time and agenda, by email.

The quorum for Committee meetings is 50% of Committee members.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finances**

Committee Finances shall be managed by the Parish Clerk (Responsible Financial Officer).

Records of income and expenditure will be maintained by the Responsible Financial Officer and a financial statement given at each meeting.

## **9. Amendments to the Terms of Reference**

Amendments to the Terms of Reference may only be agreed by Full Parish Council

Terms of Reference agreed by Full Council on ??