

# ALBOURNE PARISH COUNCIL [2023]

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## Minutes of the Parish Council meeting of Albourne Parish Council

held on: Tuesday, 5<sup>th</sup> December 2023 at 7.00 p.m. in the Village Hall.

*Present:* Cllr John Drew (JD) – Chairman  
Cllr Joy Parks (JP) – Vice Chairman  
Cllr Di Smith (DS) (from 7.25 p.m.)  
Cllr Suzanne Sawyer (SS)  
Cllr Shane Axtell (SA)  
Cllr Imelda Spencer (IS)  
Cllr John Spencer (JS)

*In attendance:* Iain McLean; Parish Council Clerk (via remote means), 2 representatives from Inspired Villages (for item 4), and 4 members of the public.

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- 1. (2023/119) - Councillor JD formally opened the meeting, welcomed those present, and received apologies for absence.** Councillors Geoff Zeidler (MSDC) and Councillor Joy Dennis (WSCC) had both sent apologies for absence.
  - 2. (2023/120) – Declarations of interest.** In case the matter came up, Cllr JP declared a personal interest in the complaint to WSCC about the flooding issue on the B2116, as she was the complainant. Otherwise there were none.
  - 3. (2023/121) – Adjournment for any questions or issues raised by members of the public.** (i) It was put that coning off the drop off zone at the School would help with the parking problems, as a similar arrangement nearby has been observed, and worked well. A meeting is being arranged to discuss all the School parking issues, (ii) It was mentioned that WSCC's statistics and data on speeds along the B2116 Henfield Road, which are informing their approach to the solutions, are inaccurate and recorded as too low. This will need to be taken up in the context of the TRO application (see later in these minutes). (iii) The issue of the gap in the hedge at Hunters Mead was raised by a resident. It was felt that the current situation looks a mess and is unsatisfactory. Re-plugging the gap will not help and it was felt that if it keeps being opened up, it must be useful for people. Could it not be made permanent and made to look nicer? The Parish Council remains concerned about the parking, and access of vehicles to the gap across the safer routes to school footpath. However, the Parish Council will consider carefully the points made, and decide on a response in due course.

- 4. (2023/122) – New Retirement Village.** An update on the progress of the development was given by representatives from Inspired Villages, and a mock up of how the development will look was presented. The building contractor has taken possession of the site, and boundary hoarding has been put up. It is planned to finish the development in 2026, but it will be done in phases, and there will be some occupation before completion. Roads will be kept clear of mud as there will be wheel washing in place. There will be no on-street parking and vehicles will be confined to the site. Permanent SIDs to help control the speed of traffic on the B2118 will be installed. It was agreed that the issue of proving additional dog bins could be looked at, given that dog ownership in the Parish may well increase. Residents living nearby will be regularly updated and there will be a site manager, who will be able to deal with issues as and when they arise.
- 5. (2023/123) – Approval of Minutes.** The minutes of the Parish Council meeting held on 7<sup>th</sup> November 2023 were duly approved and will be signed off, as a true record, by the Chairman as soon as possible.
- 6. (2023/124) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Geoff Zeidler (GZ).** There were no reports as neither Councillor was present. However, Councillor GZ had sent a written report to Parish Councillors prior to the meeting.
- 7. (2023/125) – Planning and traffic matters.**

7.1 Two planning applications were considered, and the plans and relevant policies presented and discussed. It was therefore **RESOLVED to comment to MSDC as follows:-**

PROPERTY	PROPOSAL	AGREED RESPONSE
AE/DM/23/2325 - Daisy Fields, Truslers Hill Lane	Change of use to part of the field from equestrian use to dog agility field. (Revised plans received 20.11.2023 and supporting statement received 24.11.2023)	Albourne Parish Council must object to this revised application, as it has concerns around the extensive hours of use, particularly in the summer months, and because the revised area is now closer to neighbouring properties, there is more potential for noise disturbance.
AE/DM/23/3009 - High Cross Farm, Henfield Road	Retention of existing storage container for a period of 3 years.	Albourne Parish Council maintains its objections to this application. The container has been in-situ for some years now, on what is supposed to be a temporary basis, and if the intention is actually to have it as a permanent structure, this needs to be reflected in an appropriate planning application. However, if the Planning Authority is minded once again, to grant permission, we would certainly want the applicant's offer to screen

		the container, to be set down in an appropriate condition.
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7.2 Cllr JD has met with Adam Denby from WSCC on the range of traffic and highway issues in the Parish. The TRO for the reduction of speed on the B2116 has still not been agreed or resolved. There is a concern that the old marking criteria is being used, and that other Parish TRO's seem to be progressing quicker and to a successful conclusion. JD is minded to take this up as an official complaint, given how long this matter has been outstanding since the application was submitted. It was noted that despite the work having been done to the junction of the B2118 and B2116 at the traffic lights, the markings for the lane direction has not been carried out. It seems that the costs determine that arrows have just been laid down, which are not nearly as effective. The parking at the School remains an issue, and a number of solutions have been put, discussed and then discarded. All these matters still need resolving, and so there is to be a review meeting with John Cunningham from WSCC to discuss and hopefully progress the issues.

7.3. Cllr JS has provided comprehensive, written reports to Councillors on the meetings held with WILD on 20<sup>th</sup> November, and the meeting with Hurstpierpoint and Sayers Common Parish Council and Twineham Parish Council on 27<sup>th</sup> November, regarding the District Plan and the Sayers Village housing development proposal. On the former, the Parish Council clarified its role, and set out the basis of its relationship with WILD, and how it could assist. On the latter, the Parishes agreed to collaborative working, and to develop an action plan that would seek to address the weaknesses of the proposal. The Parish Council remains fully engaged with the process, and there will be further meetings in the New Year. The Regulation 19 consultation on the draft District Plan is due to begin in January next year.

## 8. (2023/126) – Finance report and matters.

8.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved.

8.2 The invoices were presented for payment, and it **was RESOLVED to agree and to make the following payments:-**

AMOUNT	PROCUREMENT	PAYEE
£427-83	Clerk's salary + on costs (November)	West Sussex County Council
£120-00	Training courses for Planning matters (Cllr John Spencer)	Mulberry & Co
£12-80	Postcrete for installing the new dog bin in Church Lane	B&Q (reimbursement for John Drew)
£320-00	Autumn hedge cutting, etc., in the Millennium Garden	Adie Rowe

8.3 The finalised forward Action Plan (2023-2028) as re-circulated by the Clerk was noted. Cllr IS proposed, and Cllr SA seconded that the Plan now be adopted. Accordingly, it was unanimously **RESOLVED** to agree the Plan, and the Clerk will publish the document on the website. There was a discussion on budgeting associated with the Plan and the level of the precept for 2024/25, but this will all come to the meeting in January 2024.

8.4 Cllr IS set the scene behind the need for a Village Hall Safeguarding policy that had been agreed and implemented by the Village Hall Management Committee, and the duty of care that the Parish Council needs to be able to show as the Trustee of the Hall. However, it was noted that the responsibility is limited, and that users and hirers of the Hall are required to take the prime role. Accordingly, it was proposed by Cllr SS and seconded by Cllr DS that the policy be confirmed and adopted. It was then unanimously **RESOLVED** to adopt the policy insofar as its provisions are in the control of, and the clear responsibility of the Parish Council in overseeing the running and managing of the Village Hall.

**9. (2023/127) – Street lighting.** The schedule of work to the Parish Council’s streetlights as recommended by the maintenance contractor was discussed. Accordingly it was proposed by Cllr JP and seconded by Cllr JS that the Parish Council implement the work to streetlight columns B to R (mainly pruning back vegetation and replacing pole boxes and lanterns) and that the replacement of lanterns with casings that are heavily broken down, and column painting be budgeted for, and done in the next financial year and subsequently. It was then unanimously **RESOLVED** to proceed on that basis.

**10. (2023/128) – Current issues.** Cllr JD went through the rolling list of actions that had been circulated to members prior to the meeting, and this is attached. However, it was noted that the traffic management issues, the Hunters Mead hedge, and the street lighting schedule had been covered earlier. One suggestion was to have a further Village Gateway on the B2118, although it was agreed that this would probably not improve traffic speeds. It was noted that the Church Lane dog waste bin was still being emptied by MSDC for the time being. On the Speed-watch initiative, it was reported that 2 more people have been trained, making 6 in all. Some of the recent fly-tipping reports have been cleared, but others still need resolving. It was noted that Adie Rowe has agreed to take on the maintenance of the Medieval Pound, at the same time as the Millennium Garden work is done. The Clerk gave an update on dedicated Councillor Email addresses, and it was agreed that given the cost and administration issues, it may be preferable for Councillors to set up their own separate addresses for Council business.

**11. (2023/129) - Councillors exchange of information/new matters.** Cllr DS gave a brief update on the updating of, and maintenance issues concerning the Village Hall in order to improve and increase its attractiveness. Cllr JP mentioned that WSCC had issues new guidance on landowners wanting to permanently divert footpaths. The requirement to consult with Parish Councils amongst others was particularly welcomed.

The meeting closed at 9.10 p.m.

SIGNED.....John Drew/Joy Parks  
Chairman/Vice Chairman

***NEXT ORDINARY MEETING: TUESDAY, 9<sup>th</sup> JANUARY 2024 @ 7.00 p.m.***