

ALBOURNE PARISH COUNCIL [2016]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 07th June 2016, at 7.00 p.m.

Present: Cllr Meg Price (MP) - Chairman
Cllr Graham Stafford (GS) – Vice Chairman
Cllr Nikki Ernest (NE)
Cllr Heather Jordan (HJ)
Cllr Di Howard (DH)

In attendance: Iain McLean (Parish Council Clerk), Councillor John Allen (MSDC) (from 7.45 p.m.), and 3 members of the public (for parts or all of the meeting).

- 1. (2016/068) – Councillor MP formally opens the meeting, welcomes those present, and receives apologies for absence.** Apologies were received from Councillor Nick Wergan, and Councillor Peter Griffiths (WSCC), although he had circulated a written update of WSCC matters, prior to the meeting.
- 2. (2016/069) – Declarations of interest.** There were none declared.
- 3. (2016/070) – Adjournment for any questions or issues raised by members of the public** – A question was raised about some concrete being deposited near the School. It could be related to the building of a conservatory at a property nearby. This probably would not need planning consent. There has been some damage to the hedge. The fence has been put back up. The entrance to the Village at this point is therefore a bit unsightly, but hopefully it will only be for a temporary period. Otherwise, there is not much that can be done. Councillor DH raised a land ownership issue at land near Butts Cottages. It was noted that Mick Gratton is undertaking a Land Registry search.
- 4. (2016/071) – Approval of Minutes.** The minutes of the Parish Council meeting (being the annual general meeting) held on 10th May 2016 were duly approved and signed, as a true record, by the Chairman.
- 5. (2016/072) – To receive reports (if any) from WSCC Councillor Peter Griffiths (PG), and MSDC Councillor John Allen (JA).** Councillor JA said that it is now hoped that the District Plan will be submitted to the Secretary of State in the summer, with the examination hearings taking place in the autumn. The delay was because there is still due diligence work going on. The delay is not to do with awaiting a

formal decision on the Gatwick airport second runway issue. Also, because of the late changes, e.g. adding in the Pease Pottage site, further consultation work had to be carried out. On the Tree Preservation Order issue for the common copse land in the Street, which he wanted to take up with officers at MSDC, he hadn't as yet received the correspondences. HJ thought that this had been sent, but will now resend. He said that he would take up any planning enforcement issues, where it appeared that there was either inaction or very slow action. He touched on the Pondtail Wood situation (see further below) but noted that the land was in the area of Poynings Parish Council.

6. (2016/073) – Vacancy on Council. It was noted that no one has come forward formally, in response to the advert/notice for applicants, and the notice has now technically expired. There was an offer of some strategic help with Parish Council issues from one member of the public present, but unfortunately he said that he could not take on becoming a Parish Councillor, because of other commitments. It was agreed that the Parish Council therefore now needs to go out and actively try and find some candidates, or a suitable person. All suggestions/nominations should be sent to Councillor MP.

7. (2016/074) – Planning 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
DM/16/1963 The Old Rectory, Church Lane	Proposed conversion and extension of existing Coach House, construction of a link between the Coach House and the dwelling. Construction of a single storey side extension to the dwelling. Construction of a detached garage and construction of a brick boundary wall to create an enclosed courtyard.	Given that a previous planning application was approved by MSDC, Albourne Parish Council does not object to this application subject to it being supported by the MSDC Conservation Officer. If MSDC are minded to grant permission we would request that no material blocks access to the post box and the applicant is requested to ensure as small lorries as possible are used due to the narrow width of Church Lane.
DM/16/1967 (Listed building application) The Old Rectory, Church Lane	As above.	As above.

7.2 On the Neighbourhood Plan, Councillor NE said that a revised version of the Plan was being agreed with MSDC. Councillor NE and Mick Gratton have reviewed the proposed changes, and noted that most of these were reference and formatting changes. The Plan had gone to MSDC's Cabinet meeting yesterday (6th June 2016) for approval. It needs to be checked that the proposed referendum date is still 1st September 2016. The Parish Council needs to decide on its publicity strategy, and particularly as regards the uses of banners, as have been used in other Parishes, e.g. Twineham. It was agreed that a mail drop to all households would be needed, and that knocking on doors to encourage voting would be appropriate. This task will be divided up amongst Councillors. Councillor NE will work on the wording of the banners, etc., and other examples used by Parish Councils that have already

been through the process, could be sourced. The number of banners and proposed locations was discussed, and would need to be finalised. There could also be an email drop on the community website, subject to checking any data protection issues with Geoff Zeidler. Councillor MP will pursue this. Councillor DH will look into the use of face-book. It was noted that an extra meeting would be required to discuss and agree the final strategy, but this could be done at the pencilled in meeting for any planning matters on 9th August 2016.

7.3 On the Firsland Industrial Estate Park planning application, Councillor NE has sent an email setting out the Parish Council's unmet concerns to the local MP, Sir Nicholas Soames. This has been acknowledged, and a response expected by the end of this week (10th June). NE has also contacted the Environment Agency regarding the Winterpick operation. The EA receives a quarterly return on throughput by weight. The first quarter of this year was just under 5,000 tonnes on a yearly limit of 30,000 tonnes.

7.4 On the Pondtail Wood issue, where the owner has been clearing trees in this ancient woodland, and importing hard surfacing material, it was noted that the proper Authorities, e.g. the South Downs National Park, and the Forestry Commission are now taking some enforcement action, albeit after a slow start, and very much in response to the high profile publicity that the issue has generated. However, there is currently not much more that can be done at Parish Council level, apart from to continue to monitor the situation.

7.5 On current planning and planning enforcement matters, it was reported that at Copyhold Farm, there appeared to be no change of use or planning issues, but that the environmental aspects are still being looked into.

8. (2016/075) – Finance report and matters.

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

11.2 Invoices were presented for payment, and it **was RESOLVED to agree and to make the following payments:-**

AMOUNT	PROCUREMENT	PAYEE
£410-63	Clerk's salary + on costs (May 2016)	West Sussex County Council
£70-27	Wine/refreshments for Annual Parish meeting on 03/05/16	South Downs Cellars
£144-00	Work to storm damaged tree in the Millennium Garden	The F A Bartlett Tree Expert Co. Ltd
£94-47	Miscellaneous Clerk's stationery expenses	Iain McLean (Clerk)
£189-08	Annual maintenance contract (1 st payment of 2.)	Streetlights
£72-00	Mow grass 1 and 2 of 12	Barcombe Landscapes Limited

9. (2016/076) – Operation Watershed. Councillor GS reported that he had been in correspondence with WSCC regarding the four separate applications for grant, which sought to further address flooding issues in four specific areas (being Oakvale/Western Cottages, Henfield Road, Village Hall area, the Street/Yew Tree Farmhouse) that needed to be made. It was noted that there would not need to be an application for Reeds Lane, because WSCC

would be taking this one on itself, in liaison with Hurstpierpoint and Sayers Common Parish Council. The Clerk will now finalise the applications and resubmit to WSCC. It was noted that all the applications except one, will need scoping reports from WSCC before being able to obtain the necessary three estimates in each case.

10. (2016/077) Community Winter Plans 2016/17. It was noted that WSCC has asked for the annual update on the Plan. In the main, the Plan doesn't need any changes, but a number of items need to be checked, i.e. the latest situation on the annual request to WSCC to take on the gritting of Shaves Wood, a d Truslers Hill Lane, etc., and whether the arrangements with the local farmer at Twineham to carry out clearing are still in place. It was noted that Councillor GS will as before undertake the grit/salt bin audit in time for the September deadline. It was reported felt some of the metal shovels in the bins have rusted, and will need to be replaced. It was felt that plastic shovels are not strong enough, and would not be a suitable replacement.

11. (2016/078) – Village Hall Management Committee (VHMC). Councillor DH reported that a lot of social events are coming up as previously reported, and a film show in conjunction with the pop-up-pub are hopefully being arranged for November/December. She said that a dedicated notice board in the VH would be needed, and this is a matter that the VHMC could look into. It was noted that the two big ongoing projects are the refurbishment of the kitchen and the replacement of the garage. It was noted that MSDC has said that it will cut the grass at the front of the hall, but for the purposes of the forthcoming County Local Committee (CLC) meeting, the Parish Council would arrange a cut itself at a cost of £30.

12. (2016/079) – Current issues. (i) On traffic issues, it was noted that the “Slow Down” signs had been duly placed around the Village. NE asked how long they would be in place, and if there was any way of gauging their effectiveness. It was felt that these could be moved around periodically, and MP would liaise with the PCSO in this regard. On the “unsuitable for HGVs” sign, these have to be put up by the police, but the matter is still with Richard Speller at WSCC, (ii) there was nothing further to report on the road signs, (iii) on the additional dog waste bins, the Clerk reported that the second one would be going up in the agreed location (see previous minutes), as WSCC had agreed an overarching highways License agreement to cover all additional bins throughout Parishes, that need to be placed on highways land, so there would be no need for Albourne to have a specific one. However, it is possible that for this bin, MSDC will seek a contribution for emptying from the Parish Council, since it will not be on MSDC land.

13. (2016/080) - Councillors exchange of information/new matters. GS raised the issue of providing a defibrillator at the VH. There were some concerns about effectiveness and GS will be checking this with the Red Cross at the South of England Show later this week. It was noted that the Scholl may be installing one, but that this would probably not be accessible outside of school hours. MP raised the issue of how secure any unit would be. This would depend on the type of unit installed, and it would have a cost implication. MP has access to an expert who can provide some estimates. There was also the training issue to consider. HJ mentioned that first responders (first aid) could be tapped into, since they will already have had the training. On the costs (which would be circa £1,000), there is a view that the VHMC could be asked to make a contribution, and/or local or businesses could be asked

for a contribution. NE raised the issue of the recent difficulty of bin collections in Barleycroft, due to the number of cars, and inconsiderate parking of cars that seemed to be connected to Hunters Mead. Details of the vehicles would be gathered, and the Clerk will contact Affinity Sutton. MP mentioned her correspondence with Councillor Pru Moore at MSDC over the Recreation Ground issues, and the positive meeting that had taken place with her. There is no firm response as yet, but MP has written again. It was noted that the grass cutting at the rec. is due again, and as this seemed to be a bit hit and miss, HJ was asked to see if she could obtain a copy of the grass cutting schedule from the contact at MSDC. HJ said that it was good that the no.20 Barleycroft hedge had been cut back by someone, but that the problem part of the hedge hadn't been done. She reported that the grass verges are due to be cut by WSCC on 9th June 2016. DH mentioned the issue of the vehicle damaged wall and gate entrance outside Softech House, and the fact that still no repair has been carried out. It is not in danger of crumbling, and whilst it was recognised that there is probably an insurance issue, progress does therefore need to be checked. The Clerk will pursue this.

The meeting closed at 8.40 p.m.

SIGNED.....Meg Price/Graham Stafford
Chairman/Vice Chairman

***NEXT ORDINARY MEETING: TUESDAY, 12th JULY 2016 @ 7.00 p.m.
(note: this meeting has changed from Tuesday, 5th July 2016).***