

ALBOURNE PARISH COUNCIL [2015]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 3rd November 2015, at 7.00 p.m.

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

In attendance: Iain McLean (Parish Council Clerk), and 3 members of the public (for parts or all of the meeting).

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- 1. (2015/095) – Chairman formally opens the meeting, welcomes those present, and receives apologies for absence.** Apologies were received from Councillors Barry Compton, Nick Wergan, and Heather Jordan. Councillor John Allen (MSDC) had also sent his apologies.
 - 2. (2015/096) – Declarations of interest.** There were none declared.
 - 3. (2015/097) – Adjournment for any questions or issues raised by members of the public** – There were no issues raised.
 - 4. (2015/098) – Approval of Minutes.** The minutes of the Parish Council meeting held on 6th October 2015 were duly approved and signed, as a true record, by the Chairman.
 - 5. (2015/099) – To receive reports (if any) from WSCC Councillor Peter Griffiths, and MSDC Councillor John Allen.** There were no reports received, as neither Councillor was present at the meeting.
 - 6. (2015/100) – Millennium Garden Bench.** The Clerk confirmed that he had been in touch with the Gratton family, on the basis of the offer that the Parish Council had made. This had been gratefully accepted, and so the project to replace the bench would move forward in the spring.
 - 7. (2015/101) - Winter maintenance and management 2015/16.** It was noted that the Clerk is still awaiting a response from WSCC on the request for additional

gritting of Truslers Hill Lane, and Shaves Wood Lane, and this needed to be chased up. The Clerk will do so accordingly. GS confirmed that under the current arrangements, a local farmer (Mark Lee) would cover Church Lane. It was noted that the Village Hall car park would need to be kept clear, and so the Clerk was asked to write to Peter Holding to ask whether the Gospel Hall might be prepared to do this on a voluntary basis, using its snow clearing equipment. However, the insurance situation would need to be checked. Otherwise, **it was resolved to accept and adopt the revised Winter Maintenance and Management Plan for 2015/16 (as previously circulated).**

8. (2015/102) – New bench for Parish by the bus stop. The Clerk reported that he had written to Peter Holding following the last meeting, setting out the basis on which the Parish Council was prepared to enter into the License Agreement with WSCC, which was that the Gospel Hall should effectively be willing to underwrite the obligations of the Agreement, and a response is awaited.

9. (2015/103) – Common “copse” land in the Street. Despite the plans provided by WSCC, it was still not easy to determine where the boundary between the common land (which was likely to be highways land) and the land in private ownership, was situated. The issue was relevant to the current planning application (see below) but it really needed WSCC to take an interest in the land and resolve the matter. The Clerk will take the matter up once again with Richard Speller at WSCC.

10. (2015/104) – Planning matters.

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

PROPERTY	PROPOSAL	AGREED RESPONSE
AE/DM/15/3801 5 Wick Farm Smallholdings, Truslers Hill Lane	Proposal to include; rear 2 storey extension with two dormers and two velux windows, 2 storey side extension including chimney, ground floor front porch extension, first floor dormer with velux window, and new access via existing field gate.	Albourne Parish Council objects to this application. The extension proposed transforms a small dwelling into a large house. In addition, the 2 story extension to the rear of the building results in significant harm to the adjacent property in terms of loss of privacy, overlooking, reduction in sunlight and daylight, and reduction in outlook. This application in contrary to Mid Sussex Local Plan policies B3 and H13 and should be refused.
AE/DM/15/3965 Hackhurst,	Convert garage by changing its	This property is located in an

Henfield Road	use from car garage to studio/home office space.	area of the village where parking has been a major issue, especially with the primary school opposite. Albourne Parish Council notes that when planning permission was granted to build this property (AE/017/99), a condition was applied that the building should be used as a garage only, in order to ' <i>ensure the provision of adequate off street parking space</i> '. We do not believe that there have been any material changes since that condition was applied in order to change the position. In addition, the Parish Council is aware that there has been some discussion with West Sussex County Council on the ownership of the land, which the applicant has marked on the plan as being available for parking. However, if this land is not in the applicant's ownership, such that the land is not in fact available, then the comment made above is even more relevant to the Parish Council's response. The Parish Council would therefore ask that Mid Sussex District Council satisfy itself through agreement with West Sussex County Council as to the exact ownership position regarding this land. However, if MSDC is minded to approve this application, the Parish Council would also require a condition to be attached, limiting the use of the building to the occupiers of Hackhurst only, and not to allow any employees or commercial visitors use of the site.
AE/DM/15/3932 Maples, 5A Leyfield	Addition of single storey extension to the rear of the property and the addition of two dormer windows to the northern elevation and the conversion of the loft to an additional ensuite bedroom.	Albourne Parish Council objects to this application. The dormer windows proposed for the front of the dwelling are out of keeping with the other properties in Leyfield and would have a material adverse impact on the street scene.
AE/DM/15/4260 Truslers Well, Truslers Hill Lane	Demolition of existing dwelling and construction of replacement dwelling.	Albourne Parish Council has no objections to this application.

10.2 NE reported on the Neighbourhood Plan, and confirmed that the Plan was currently with MSDC for final approval, before being formally submitted (along with the other required documents) under regulation 15. MSDC will then carry out a further 6 weeks statutory consultation. The main change is that the previous plan did not include windfalls so with them now accounted for the housing number in the Plan has gone up from 18 to 32 over the Plan period. **Accordingly, it was unanimously resolved by Council to approve (i) the finalised form of Neighbourhood Plan (as revised following the statutory consultation), (ii) the Sustainability Appraisal, (iii) the Consultation Statement, and (iv) the Basic Conditions Statement.**

10.3 On the Firsland site (Olus Environmental Ltd) planning application, and related issues (excessive lorry movements), NE reported on her email correspondence with WSCC as copied to all Councillors. NE is awaiting confirmation from the Environment Agency as to the tonnage allowed under their license. Some figures have also been obtained from Viridor, as to their lorry movements, and these were reported by the Clerk. It was agreed that on the Firsland (Olus) planning permission, the Parish Council should write to the planning officer at WSCC in early December, in order to check that the promised monitoring is taking place and the conditions are being observed.

10.4 NE reported on a recent planning decision notice at Foxglove Cottage (planning consent granted, subject to conditions), and raised three new possible enforcement matters. The Clerk will pursue these with MSDC.

11. (2015/105) – 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
£358-05	Clerk's salary & on costs (September 2015)	WSCC
£43-85	Payroll admin. charges 01.04.15 – 30.09.15	WSCC
£189-08	Payment 2 street lighting contract 2015/16	Streetlights
£400-00	Donation for Churchyard maintenance St Bartholomew's Church	ASCAT PCC
£19-19	Payment to Hedge Nursery for plants for the Millennium Garden (Hedge Nursery)	Heather Jordan (reimbursement)
£129-00	50 hessian sandbags + blue circle postcrete for work to	Graham Stafford (reimbursement)

	Church Lane path (Jewsons)	
£36-00	Additional blue circle postcrete for work to Church Lane path (Jewsons)	Graham Stafford (reimbursement)
£19-96	Hand shovels x 4 for salt bins (Upstairs Downstairs)	Graham Stafford (reimbursement)
£358-05	Clerk's salary & on costs (October 2015)	WSCC

In connection with cheque item 4 above, **it was duly resolved to make the annual donation of £400 to St Bartholomew's Church for Churchyard maintenance**, and it was confirmed that this is covered in the budget.

11.3 The Council noted from the response from MSDC, what sort of projects the Total Access Demand (TAD) monies (or sustainable transport contributions) from recent planning agreements, could not fund, and so the Clerk was asked to raise with Richard Speller at WSCC, what sort of projects the money could fund. Two projects particularly came to mind. These are (i) the long standing aim to improve the circulation of traffic at the School, at peak children delivery and collection times, and (ii) the possibility of engineering a safer exit at the junction of the Henfield Road with Truslers Hill Lane.

12. (2015/106 – Grass and hedge cutting in Albourne – audit. It was agreed to defer this item to the next meeting, as Councillor Jordan who was leading the project, was not present. However, it was noted that there are some gaps in terms of who is responsible for the hedges round Hunters Mead, and also the turning into Barleycroft, as the overgrowth is now coming right across the road. HJ, GS and the Clerk will make the appropriate investigations in order to complete the audit.

13. (2015/107) – Operation Watershed. GS confirmed that he has carried out the sand bag and concrete work to the pipe in Church Lane. There was still no response from Richard Speller on the other outstanding works, e.g. the gullies on the Henfield Road, and the water collecting in wet weather, outside the Ernest Doe plant and store. GS will chase this up.

14. (2015/108) – Village Hall Management Committee (VHMC). It was noted that the Chairman of the Committee had been considering a number of ideas for taking the Village Hall forward, particularly in regard to social activities. In terms of the Hall itself, the next big projects will be the refurbishment of the kitchen, and a replacement for the garage. It was noted that the next meeting of the Committee is on 24th November 2015 at 7.00 p.m.

15. (2015/109) – Current issues. On speeding issues in the Village, MP said that John Couling was looking for volunteers to train up with the PCSO, to help with the speed checks. The Parish Council may not be able to provide volunteers directly, but would assist where it could, in trying to find them. On the removal of the out of date

(no longer fit for purpose) road signs, progress with WSCC is still frustratingly slow. It was agreed that the Council should therefore look at doing this work itself, and so should obtain some appropriate costings. GS said that he would therefore ask his contacts at Edburton Contractors Limited, in order to find out what they might be able to do, and at what cost.

16. (2015/110) - Councillors exchange of information/new matters. DH raised the issue of having a caretaker for the Hall, and whether this could be on an employed basis. Reservations were expressed, but this needs to be raised at VHMC level. The issue of the parking cones outside the Hall was raised – these are not being moved. It was therefore agreed that these should now be taken away entirely in order to see if the situation improves. There was a flooding issue near Magnolia Cottages (the new development), as a ditch seems to have been filled in. However, this needs to be taken up with the developer. NE mentioned the need for an inter Parishes Group meeting, and confirmed that Fulking PC have now joined the Group and she is awaiting confirmation from Poynings PC, which would take the total to 11. She will try and set up the next meeting for end November/early December. MP raised the issue of the demolished wall at the Old Rectory, but it appears as though it is in the process of being re-built. The issue of the rubble blocking the post box at the end of Church Lane has been taken up with the owners. GS raised the issue of the surface at Barleycroft, and has directly reported pot-hole issues to WSCC. Hopefully, the intention is to re-surface rather than fill in. He also confirmed that the new hand shovels are now in the salt bins for use. He noted that the PCSO had been outside the School recently, and this had certainly helped with the traffic problems. The message does seem to be getting through. The issue of using the field adjacent to the School to help with the flow of traffic was mentioned, and it was noted that if this is ever achieved, there will need to be some hard standing put in, as the field is prone to flooding.

17. (2015/111) – Clerk’s Contract matter. Following a discussion held in closed session, with the Clerk not present, **it was resolved to increase the Clerk’s contracted hours to 9 hours per week (from the current 8 hours per week).**

The meeting closed at 9.00 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 1st DECEMBER 2015 @ 7.00 p.m.