

ALBOURNE PARISH COUNCIL [2016]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 06th September 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)
Cllr Nick Wergan (NW)
Cllr Jerry Butler (JB)

In attendance: Iain McLean (Parish Council Clerk), and 4 members of the public (for parts or all of the meeting).

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- 1. (2016/101) – Councillor MP formally opens the meeting, welcomes those present, and receives apologies for absence.** Apologies were received from Councillors John Allen (MSDC), and Councillor Peter Griffiths (WSCC).
 - 2. (2016/102) – Declarations of interest.** There were none declared.
 - 3. (2016/103 – Adjournment for any questions or issues raised by members of the public –** There were none on this occasion.
 - 4. (2016/104) – Approval of Minutes.** The minutes of the Parish Council meetings held on 12th July and 09th August 2016 were duly approved and signed, as a true record, by the Chairman. MP noted that DH had raised an issue about bonfires in the Village and what could be done about them. The Clerk had responded by email, and the matter rests on the correspondence, should anyone wish to view it.
 - 5. (2016/105) – To receive reports (if any) from WSCC Councillor Peter Griffiths (PG), and MSDC Councillor John Allen (JA).** There were no oral reports as neither Councillor was present. However, PG had sent a written report summarising WSCC matters, and issues that concerned Albourne. This had been circulated today by email. Similarly, if anyone wishes to view the paper it is on the record. However, the opportunity was taken under this item, to hear from the head-teacher of the School, concerning the car parking issue and the conflicts with local roads and residents (see

previous minutes). MP said that she would raise the issue of possibly using the Recreation Ground as a car park at peak school times, with MSDC officers, who she is meeting with the Clerk on 28th September 2016. The School do take the issue very seriously and tries to control the situation, but it is very difficult to police. The view was that there has to be more official enforcement, e.g. by the Police, traffic wardens or the PCSO. This should be done on a random basis, so that people wouldn't be aware of ticketing. NW thought that there was merit in trying to involve the parents, so that solutions can be implemented on a consensual basis. The possibility of leasing the nearby Field is still being looked at, and Councillor Peter Griffiths (WSCC) is assisting. It will need traffic management. In the meantime, it was thought that polite notices/warnings to be put on offending vehicles might help the situation, and the Clerk was asked to draft. On issues for PG it was noted that there is still no answer on the Science/business park issue (see previous minutes) and NE will raise this at the next meeting. It was also noted that the issue of the signage needs to be raised.

6. (2016/106) – Planning matters.

6.1 Five 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
The Nursery, Church Lane AE/DM/16/2993	Demolition of existing commercial building and erection of a replacement detached barn and detached garage.	Albourne Parish Council objects to this application. Whilst we appreciate the considered design of the proposed dwelling, we do not see what has changed from the reasons for refusal of the previous application for this site. In 2012, MSDC refused an application for a new dwelling (AE/12/1468/FUL), as it was not in a sustainable location and would set an undesirable precedent for dwellings within the countryside. We are also concerned about the proposed use of the remaining agricultural land on the site, traffic issues during any construction phase, contamination of the site given previous dumping of materials, possibly including asbestos, lighting issues given the prominent view to/from the South Downs National Park (see their dark skies initiative for this area) and also concerns that a main sewage pipe may run under the site. However, if MSDC is minded to grant permission, we would request the following conditions are attached:- (1) Provision of a detailed and comprehensive

		<p>independent soil analysis contamination risk report based on an on-site survey. This should be based on a sample analysis of the entire site surrounding the existing building, and along the entire length of the track. The survey should also incorporate testing of the watercourse along the southern boundary. (2) Removal of all vehicles, machinery, building materials and other rubbish from the site, including any and all subterranean hazardous material identified in the risk report. (3) Removal of permitted development rights.(4) Prevention of any further development on the site and the adjacent land.</p>
<p>22 Hunters Mead AE/DM/16/3239</p>	<p>First floor extension, rooms in the roof with rear dormer and side gable.</p>	<p>Albourne Parish Council has no objections to this application.</p>
<p>Truslers Well, Truslers Hill Lane AE/DM/16/3244</p>	<p>Infill extension forming granny annexe.</p>	<p>Albourne Parish Council is concerned that the proposed plan is quite large for a granny annex, and there is no explanation of why such a large and independent annex is required. The Council is concerned that the design is such that it could in effect, be (or become) a separate dwelling. Albourne Parish Council considers that this application does not comply with Policy H7 of the 2004 Mid Sussex Local Plan. The proposed annex is not well located in relation to local shops and public transport facilities, and so cannot be considered sustainable.</p>
<p>North Pottersfield Cottage, Henfield Road AE/DM/16/3408</p>	<p>Proposed removal of condition 3 from planning permission 13/01104/FUL to remove the restriction of use of the accommodation as holiday accommodation only, allowing the use of the building as an independent dwelling.</p>	<p>Albourne Parish Council strongly objects to this application. Permission for use as a holiday cottage was only granted in 2013, as a conversion from a wooden stable building. The site is in an area of countryside development constraint, and therefore an independent dwelling would be contrary to both policies in the MSDC plan and the Albourne Neighbourhood Plan. We</p>

		believe the examples given by the applicant in support of the application are not relevant to this case, one being related to a building of heritage interest (which clearly does not apply here) and the other being a commercial building in an already reasonably developed area. The Parish Council would also note that it has not been able to find any information via the internet, on this dwelling as a holiday cottage for let, and would be interested to know when MSDC viewed the register of guests as required by the current permission.
Curtains Cottage, the Street AE/DM/16/3590	Reduce the crown of a Sycamore tree by approximately 30% and reduce the branch that hangs over the shed by approximately 4 metres. Fell a Eucalyptus tree and a conifer.	Albourne Parish Council has no objections to this application, subject to approval from the MSDC Tree Officer.

6.2 On the Neighbourhood Plan, the referendum result had been formally announced. There had been a 43.4% turn out, with a 96.2% majority of people voting in favour of the Plan. The result was very much welcomed by the Parish Council, and a formal vote of thanks was moved for Mick Gratton who had led the Plan to a successful conclusion, following a long period of very hard work. Councillors NE and MP were also thanked. The Clerk was asked to send a formal letter of thanks to Mick Gratton. The Plan now falls to be formally made by Mid Sussex District Council. Having been approached by the editor, it was agreed that NE would write a paragraph for Hurstpierpoint Life, a local news magazine, which can include items about Albourne.

6.3 On the Firmland Industrial Estate Park planning application, there was not much to report since the last meeting. Correspondence with the two local MPs, Sir Nicholas Soames, and Nick Herbert were ongoing, although there had been the parliamentary recess. The responses so far had not been satisfactory, and NE will be pursuing the matter further. There was a rumour that WSCC had been doing some HGV enforcement, and had been fining lorries in breach of planning controls. Peter Griffiths would be asked about this. The Clerk was asked to put an item on the website, inviting people to make a record of HGV movements outside authorised times, etc, so that a body of evidence can be built up. Something could also be put in the community on line newsletter.

6.4 On current planning and planning enforcement matters, it was noted that all of the matters are in the hands of the MSDC enforcement officers, but that the time being allowed for action seemed very uncertain and excessive. The Clerk would take this up with MSDC. It was noted that the application for the signage at Albourne Court (DM/16/3190) had been approved, but with the requested non-illumination condition attached. However, the Clerk

was asked to write to the applicant to see whether they might still be prepared to reduce the size, as per the suggestion in the Parish Council's planning response. It was further noted that the refused application for the housing development at North Pottersfield Cottage (DM/16/0408) had been submitted for appeal, and it was agreed that the Parish Council needed to reiterate its response to the Planning Inspectorate. It was agreed that NE would draft, and the Clerk would submit the further input to the appeals process by the deadline date of 13th September 2016.

7. (2016/107) – 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 (July 2016)	West Sussex County Council
£12-00	Printing costs for copies of Neighbourhood Plan	Lindfield Parish Council
£36-00	Posts to fix on Neighbourhood Plan referendum banners	Beacon Fencing (reimbursement for Graham Stafford)
£46-00	Village Hall hire charges	Albourne Village Hall

It was noted that the current Bank account balance is healthy, even taking in the Neighbourhood Plan expenditure, which is now possible to calculate. However, MP said that there were some capital projects in the pipeline, which she will raise at the end of the meeting.

8. (2016/108) – Disciplinary and Grievance polices/procedures. It was noted that the Surrey and Sussex Association of Local Councils (SSALC) had advised that no matter how small a Parish Council, the Council should have a number of procedures in place, including these two policies. There were a number of others, such as data protection, document retention, and the Clerk said that it was his intention to try and bring the Parish Council up to date with a number of additional polices over the next few meetings, as time and opportunity allowed. **It was therefore resolved to AGREE the draft polices/procedures as circulated by the Clerk.**

9 (2016/109) – Operation Watershed. Councillor GS reported that he had been having trouble in getting any response to his various emails to Richard Speller (WSCC). Land-build Limited is involved in obtaining various estimates for the projects for which there are scoping reports from WSCC, but there are some problems in connection with the others. There are some drainage issues that need resolving, and also one of the areas requires work to a public footpath, for which the Public Rights of Way Department at WSCC will need to be involved. One of the other areas requires the consent of the landowner, and this could present an issue. Further discussions with WSCC, and a response from Richard Speller are needed before the projects can move forward. GS and the Clerk to progress.

10. (2016/110) – Village Hall Management Committee (VHMC). The options paper circulated by the Clerk was discussed, and it was noted that the paper would be going to the VHMC meeting on 11th October 2016 for input. The paper seeks to resolve a number of constitutional and relationship issues between the Parish Council and the VHMC. After discussion it was proposed by GS and seconded by NW that the Parish Council should accept model 2 as set out in the paper (in essence that the VHMC is restored formally as a Committee of the Parish Council). On a show of hands, **it was therefore resolved unanimously to adopt this model, subject to the discussion at the VHMC meeting referred to.**

11. (2016/111 – Waste bin by the bus stop. The proposal to look at providing such a bin in this location was discussed, and the need for it **AGREED** in principle. It was noted that the response from MSDC indicated that whilst the Parish Council would need to pay for the bin and its installation, it would be added to the free collection round for Albourne for existing bins. The Clerk was therefore asked to progress the matter, in terms of sourcing a suitable type of bin, the costs involved, and whether or not a highways License would be needed from WSCC.

12. (2016/112) – Current issues. (i) On traffic issues, it was **AGREED** after discussion to order two “Not suitable for HGV” signs (one to be stored if necessary) at an estimated cost of £70, with appropriate size fittings, and GS will put up in the appropriate location(s) (ii) outdated roadside signage. It was noted that the cost of removing these would be about £1,000, but this was really a WSCC matter, and the pressure needs to be kept up (c.c. Councillor Peter Griffiths) to get this work done. However, it was **AGREED** that Edburtons should be asked to quote, and GS said that he would look further into this.

13. (2016/113) - Councillors exchange of information/new matters. MP said that in terms of a possible pecking order for future capital expenditure, she was putting forward (i) a defibrillator (cost about £1200), (ii) additional play equipment for the playground/climbing frame (cost about £6,500, but need to look into possibility of obtaining a grant, (iii) signage, (iv) possible work to Recreation Ground to facilitate school car parking (see above). GS wondered whether Avtrade could be asked for a contribution to (i) under community engagement. It might be worth a try. HJ referred to the situation about getting the Hunters Mead hedge trimming finished off, and it was suggested that the Clerk write to MSDC and ask for a precise date and time, so that parked cars could be forewarned. She also expressed the view that in terms of the replacement hedge alongside the Village Hall footpath, Beech would be better, and would provide the appropriate screening all year round. However, it was requested that the planting should be in double rows, and the height of the new plants should be 3-3.5 feet. The Clerk will take this up with MSDC.

The meeting closed at 9.20 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 4th OCTOBER 2016 @ 7.00 p.m.