EASEBOURNE PARISH COUNCIL

Minutes of the meeting held on Wednesday 9th March 2016 at 7.30pm in the Refectory, Easebourne

**Present**-Cllrs: T. Baker [TB] J.Galego [JG] H. Grantham I. Heustice **[**IH] [HG] S. Lloyd [SL] J. Macdonald-Lawson (Chair) [JML]

 C. Moller [CM] M. Noble [MN] D. Pack [DP]

 **In attendance**: (Locum Clerk) K. Bain [KB] District Cllr F. Hobbs [FH] County Cllr M. Brown [MB] S. Hurr [SH] (Newly appointed Clerk from 01.4.16) 2 members of the public.

***Andrew Watson attended as a representative of Cowdray Estate to answer queries on the draft Cowdray Estate plan***

***The following queries as below were raised by Councillors****:*‘A. Watson gave an overview on the plan*: ‘It is to form a strategic transparent plan and to try and tie in with the SDNPA planning policies and plan.’ At present it is a first draft. Questions were raised by Councillors:
JML: - KEVII will ultimately add 50% population to the village, so is a high impact development; concern that the plan states that KEVII has set a precedent for the SDNPA in terms of allowing development in an AONB, she considered that KEVII should not be used as a precedent for building on green land in Easebourne as KEVII is a very particular listed building case and the development has been carried out without any thought of improving the infrastructure in Easebourne. She asked where the ‘tiered table data came from. A. Watson explained that the wording might need amending and the data came from the SDNPA.
JML: - Asked what is being suggested in terms of the outlined areas in Easebourne as some – the primary school, the allotments and the works yard are classed as brownfield sites, but are within the village envelope; the school is classed as medium impact, whereas the greenfield sites, which are outside the village envelope are only classed as low impact. She asked how the assessment was done; A Watson replied that he would need to look in more detail, but the information was taken from a report done by land consultants. He explained that the Estate is not looking to develop the land.
JML: Noted that the presentation seems very glossy, but perhaps does not accurately represent the actual experience of being a villager living in the village alongside the Cowdray Estate as it mentions beneficence that does not seem to be a reality.*

*HG/JML: Asked about how many houses that might potentially be built would be for affordable purchase, rather than rental. A Watson explained that the plan was not at that stage, but it might be appropriate to use past models when the matter arose.*

*HG: - Asked how many properties the estate currently owned, A. Watson referred this to Jonathan Russell for a figure.
HG asked what the next steps for the plan were. A Watson replied that it was not being rushed through and there would be more consultation with the SDNPA and Parish.*A. Watson asked for written feedback*; council agreed that the plan would need to be scrutinised far more thoroughly before written comment could be made.*JML thanked him for attending*.*

**Council agreed that this plan is focal to the parish and the planning committee should arrange further meeting(s) with Jonathan Russell to discuss and report back to Council. ACTION: JML/PL CTTEE**

 **15/16**

**96. Apologies for Absence**: V. Fallows [VF] A. Guyatt [AG]

**97. Code of conduct – Declarations of interests in any matters on agenda or new items**: None

**98. Adoption of updated Standing Orders & Financial Regulations**: These were **approved** for adoption by the Council: Proposed by IH, seconded by DP and **agreed by all Councillors present**.

**99. To confirm the Minutes of the meeting held on 13.01.16**: Agreed: Proposed by HG, seconded by JG.

**100. Matters arising from the minutes not on the agenda**: JML reported that the manhole cover had now been replaced.
JG reported that he had spoken to someone at Chichester and has been informed that there is a problem with re-erecting the sign.
JG reported that someone has stolen the ‘no cycle sign’ on the High path, it was on the Gasworks building; this will be reported. **ACTION: KB**
JML reported that the ‘Clean for the Queen day’ was very successful and thanked everyone who had taken part.
VF was thanked for all her time in creating the newsletter and all Councillors were thanked for delivering.
- The queues are still bad tailing back on the A272 as a result of the traffic lights in North Street. MB has spoken to Gordon McAra about the matter, and suggested that a formal letter was written from the Council to Midhurst Town Council and Gordon McAra asking for action to be taken. **ACTION: KB/CLLRS**

**101. Report from District Councillor:** FH
~ The A27 consultation is taking longer than expected and both routes are still being looked at.
~ He noted that a resident has contacted him about the KEVII signs; the advice received is although they may be technically illegal they are providing a service at present.
~ Dog bins – he confirmed that that dog waste can now be put into any normal litter bins, signs telling dog owners to use litter bins will be put up and KB will investigate the costs of installing and emptying an extra litter bin. **ACTION: KB**

**102. Report from County Councillor:** MB
~ He noted that a number of the TRO’s requested for Easebourne had been rejected by the CLC despite funding being offered by the KEVII contractor; rejection was on policy grounds. However the crossing on the A286 by Wheelbarrow Castle is going ahead in the next financial year. He is hoping to attend a meeting with Joel Sykes to clarify these matters. (KB this noted initial meeting with him, Parish Council and school representatives has been fixed for 14.03.16). A separate meeting will be held to address the Kings Drive issues. IH noted that it seems that there is no common sense or consideration of local need regarding the necessary safety schemes. It was noted that the Council has not been informed of the signage types and details regarding the crossing which is going ahead.
Joel Sykes will be asked to clarify the process of consultation.

**103. Highways – Panel update- MN:** The largescale map is being marked up with the proposed schemes for the Annual Parish Meeting.
-Different suppliers are being sourced for signage.
- Meeting with Joel Sykes on Monday should clarify confusion regarding TRO’s.
-Speedwatch is carrying on, but no more volunteers have come forward; the camera has now been allocated to Easebourne full-time.

**104. Recruitment/appointment of new Clerk**: The Recruitment panel reported that after interviewing the shortlisted candidates, Sharon Hurr had been appointed as the new Clerk; this was formally agreed by all Councillors present. Sharon will take on the role on the 01.04.16.

 **105. Finance**: a) To note the accounts & bank balances to 02.03.16; confirmed as: £29703.62. b) Approval of payments & receipts:

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| Payments made | **TO** | **DETAIL** | **£** | **CHQ NO** |
| Kerrytype | Maps | 20.76 | 370 |
| Royal British Legion | Wreath Nov 15 | 20 | 371 |
| SSALC | Chairman’s training course | 60 | 372 |

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| Payments due | **TO** | **DETAIL** | **£** | **CHQ NO** |
| HMRC | PAYE MAR 16 | 116.20 | 373 |
| K BAIN | Ink & paper | 55.33 |  |
| K BAIN | Office allowance & broadband Dec15- Mar 16 £20 pcm | 80 |  |
| COWDRAY | Recreation Ground rent to 28.09.16 | 87.50 |  |
| KERRYTYPE | Newsletter printing | 72 |  |

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| --- | --- | --- | --- |
| Receipt | **FROM**  | **DETAIL** | **£** |
| CDC | New Homes Bonus for fencing | 2700 |

**All payments and receipts approved prop by TB, seconded by DP**.

 c) Approval of internal auditor for year-end 2016: It was agreed that RS Hall & Co be re-appointed as the internal auditor for Easebourne Parish Council account for the financial year ending 31.03.16.
-KB recommended that more signatories should be added to the bank account; currently the only authorised Councillors are: JML, IH and MN. TB & JG were proposed by MN, seconded by HG and agreed by all Councillors present. KB will start the mandate process. **ACTION: KB**-KB confirmed that the precept request had been submitted to CDC (the first instalment would be paid in mid-April) and that the Council was not subject to referendum at the moment.

**106. Reports from the Panels:**
 a) Burial ground- the fence has been repaired and the yew tree application has been submitted; once this is approved the tree cutting will be done, after which Cowdray will repair the wall. In the meantime Cowdray will be asked to put up metal fencing as it is unsafe**. ACTION: KB/JML/DP** -DP will meet on site with Adam Davies of ‘All Groundworks’ to finalise cutting requirements.
- A 50% invoice for the fencing will be forwarded to the Council.

 **ACTION: KB/DP**
-JML reported that the SDNPA will provide a grant for hedge/shrub planting. JML will give DP the contact details to confirm the length to be planted: (28 metres)  **ACTION: JML/DP**

 b) Finance/Grants; no report;
c) Volunteering- As per item no. 100.
d) Wheelbarrow Castle Field- HG offered to meet with Adam Davies of ‘All Groundworks’ to finalise cutting requirements. **ACTION: KB/HG**.  -TB has obtained a quote for the playground; this is in the region of £30,000. Lottery grants will be investigated for this and proposals displayed at the Annual Parish Meeting. Different open/closed designs and gate locations all need to be considered before a decision is taken. **ACTION: TB/JML
-**JML has spoken with Jonathan Russell regarding the lease on the existing playground which expires in March 2017. The lease states that the Council will need to clear & make good the whole area including footings. As Council will not be renewing, an agreement has been made that Council will only need to remove the equipment not the concrete base. She will get this confirmed by email:  **ACTION: JML**  **-**TB will follow upon fencing quotes**. ACTION: TB**
e) Footpaths: JG has been in touch with Helen Chalk (Footpath officer at WSCC) she has confirmed that the Council is not responsible for footpath repairs and WSCC will inspect every 15 months. She has offered to train the Council volunteers on footpath inspection if required.
f) dog bins: -as per item no. 101.

 **107. Annual Parish Meeting:** Proposed by JML that this should be moved to 18.05.16 to allow time for detailed playground and road safety quotes to be obtained and for the new clerk to settle into the role. This was agreed by all Councillors present. The date change will be advertised throughout the Parish.

 **108. King Edward VII – Update:** IH noted that he will be stepping down from the Parish Council on 31.03.16 so a new representative will be needed to liaise with these residents. SL offered to take on the role. IH will forward him relevant information**. ACTION: IH/SL**

 -He reported that phase 3 has started and the water supply issue has been resolved.

 **109. Playground Rota**: KB will re-circulate the rota so gaps can be filled in. VF has reported that there are some loose bolts; KB will ask Playsafe to investigate, when the faulty item has been identified. **ACTION: KB/CLLRS**

 **110. Correspondence & notices received since last meeting**

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| **FROM** | **DETAIL** | **ACTION** |
| Boundary Commission | Electoral Review of Chichester - consultation | No comment |
| Tower Mint | Commemorative Queen’s 90th birthday coin | Not required |
| Savills o/b Cowdray | Draft Whole Estate Plan | As per initial session with A. Watson  |

Invitations

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| FROM | DETAIL |  | ATTENDEE(S) |
| Petworth Town Council | Meeting with Nick Herbert MP | 11.03.16 @ 14:30 Leconfield Hall | None |
| WSCC Highways | Meeting with Joel Sykes & Michael Brown | 14.03.16 @12:00 in Angel Inn, Midhurst | MN, CM, SH |
| CDC | 05.04.16 @19:00 Special meeting OF NECF & NWCF with Katy Bourne & others police reps-  | 05.04.16 19:00 @ Lodsworth village hall | DP, SL |

 **111. Planning: To consider planning applications & decisions received**Applications

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| **APP NO** | **PROPERTY** | **DETAIL** | **COMMENT** |
| SDNP/15/05574/HOUS | 5 Cowdray Rd | Proposed replacement of existing single storey extension with a two storey extension at rear plus new enclosed front porch. | No Objection |
| SDNP/16/00232/HOUS | West Gate Dodsley Grove | Erection of summerhouse | No Objection |
| SDNP/16/00359/HOUS | West Heath Cottage Kings Drive  | Demolition of the lean-to on the west elevation, proposed one and half storey extension to the east elevation. A single story extension to the North elevation and replacement double garage with a pitched roof. | No Objection |
| SDNP/16/00211/TPO | Magnolia House Hollist Lane  | Reduce heights by 33%, reduce widths by 30-40% and crown raise by up to 4-5m (above ground level) on 2 no. Lime trees (marked no. 1 and 2). Fell 1 no. Ash tree (marked no. 2). Reduce height by 50 - 60% (to restore to being a tree hedge on frontage) on 5 no. Beech trees. All 8 no. trees are within Area, A1 subject to EB/72/00402/TPO | No Objection |
| SDNP/16/00621/FUL | Rickyard Stables A272 Easebourne St to Heath End Lane  | Change of use of part of the existing building from agricultural store to dog grooming facility | No Objection, providing that there is a condition that parking would have to be in the carpark area only.  |
| SDNP/16/00855/CND | Pavillion The Rotherfield Sports Ground Dodsley Grove  | Variation of conditions relating in SDNP/14/05960/FUL, conditions 3, 4, 7, 10, 13 and 15. | No Objection |
| SDNP/16/01062/TPO | Little Gate Dodsley Grove | Crown raise by up to 4m (above ground level), reduce west sector by 3.5m, east sector by 2.5m, north and south sectors by 2-2.5m, reduce height by 3m and crown thin by 20% on 1 no. Beech tree T4 subject to EB/78/00406/TPO | No Objection |

Decision

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| **APP NO** | **PROPERTY** | **DETAIL** | **PC COMMENT** | **DECISION** |
| SDNP/15/05574/HOUS | 5 Cowdray Rd | Proposed replacement of existing single storey extension with a two storey extension at rear plus new enclosed front porch | No Objection | APPROVED |

**112. Chair’s report** – JML thanked IH on behalf of the Council, as this would be his last meeting; she noted that he had been an invaluable member of the Council over many years and thanked him sincerely for all his tireless work on Council matters.
- She noted that she would be standing down as Chair on 11.05.16 and asked that Councillors considered whom they could nominate to take over. She offered to chair the Annual Parish Meeting if required and (if selected) stand as vice-chair at the Annual Parish Council meeting.

**113. Parish Matters:** None

**NEXT Easebourne Parish Council Meeting (s)**
Annual Parish Council Meeting: 11th May 2016
Annual Parish Meeting 18th May 2016 at 7:30pm

**Meeting closed at 21:45**

**Signed…………………………………………………………………… Date……………………**