

## EASEBOURNE PARISH COUNCIL

### Minutes of the meeting held on Wednesday 14<sup>th</sup> March 2018 at 7.30pm in the Refectory, Easebourne

#### Present, Councillors:

T Baker (TB) (from 7.38pm), J Galego (JG), A Guyatt (AG), J Hines (JH), A Keeling (AK), D King (DK), M Noble (MN), I Milne (IM), D Pack (DP)

#### In attendance:

West Sussex County Councillor D Bradford (DB), Chichester District Councillor F Hobbs (FH), Parish Clerk S Hurr (SH)

- 1 **Visitors questions:** No members of the public were present.
- 2 **Apologies:** None, all present. TB had apologised in advance for potential lateness.
- 3 **Report from County Councillor:**

DB began by explaining the bus route from Midhurst to Petersfield (Service 91/92/93) is being reviewed. *(post meeting: the Clerk obtained further information from County Council: confirmed on 16/3/18, the routes are transferring from Emsworth & District to Stagecoach from 16th April 2018. The timetable is largely unchanged, currently awaiting registration of new timetable from Stagecoach.)*

DB explained that further to highways work completed around Wheelbarrow Castle, he plans to examine traffic issues across Easebourne, particularly as small occurrences in Midhurst or Easebourne, can cause significant traffic delays. DB cited the problem of Satellite Navigation systems advising vehicles to use Wheelbarrow Castle and considered signage may be required to limit this. DB confirmed that he is working with his colleague County Councillor Kate O'Kelly on this matter. DB confirmed that approximately 250 pot holes are being filled/repaired each day.

DB had attended a meeting had been held with the Director of Education, regarding the schools in the area and concerns that some may close. There is no further news on this matter at the current time and DB will keep the Parish Council informed of any updated information.

DB invited any questions. DK asked about Operation Watershed and the issue of the culvert in Easebourne Street. DB requested that this enquiry is written in an email and forwarded to him, so that he may investigate it further.

**Action:** DK and SH to draft an email regarding the problems with the Easebourne Street culvert and forward to DB.

MN thanked DB for the grant from the County Council to support the Parish Council's Community Space and Playground project.

DB cited that in the future the system for applying for grants will change to a 'crowd-funding' style application and we will have to wait to view how well such a system works.

#### 4 **Report from District Councillor:**

FH asked what the plans were with regards to a Neighbourhood Plan. MN responded that the Parish Council had taken the decision to develop a village/parish design statement.

FH expressed concern regarding the character of the local area with regards to planning and further building. FH suggested that it may be beneficial to further engage with South Downs National Park Authority planning officer Tim Slaney to understand their wishes for the development of the area. Similarly, it may also be helpful to gain a greater insight into Cowdray Estate plans. MN explained that once the plans for the Community Space and Playground project were fully established, further discussions would be held with Cowdray Estate on this project and other matters.

FH explained his views regarding the necessity to create local jobs, which would then further support and justify the development of affordable housing. A new enterprise centre in Chichester has been part-funded by Chichester District Council. The land next to the Grange Centre in Midhurst could provide an opportunity to develop an enterprise centre to support a digital economy and create fifty or sixty jobs. FH further explained an independent company called 'Visit Chichester', was aiming to raise the number of nights people stay in Chichester.

FH cited the issue of the Easebourne Scout Hut, which had been required to close due to electrical issues, with £1,700 needed for work to be completed in order to reopen the Hut in the short-term. FH said he had also drawn attention to this issue at the neighbouring Parish Council of Lodsworth, and suggested SH should contact the Lodsworth Parish Clerk to discuss this matter

further. IM suggested he could assist with a Big Lottery bid if required, due to his recently developed knowledge, having successfully bid for funds for the Parish Council.

**Action:** FH to forward emails regarding the Scout Hut closure to SH and SH to contact the Lodsworth Parish Clerk.

DB explained he may be unable to attend the next Easebourne Parish Council meeting due to a clash with another parish council meeting he attends.

DB and FH left the meeting at 7.55pm.

## 5 Chairman's Report:

MN explained we can submit an application for 'New Home Bonus' funds in July for just over £12,000 and suggested the Parish Council could consider applying for a grant towards further equipment for the Community Space and Playground project or for another Vehicle Activated Sign. DK suggested we could consider applying for the funds for bus shelters or winter maintenance.

MN confirmed with regards to Section 106 monies, they have not yet been passed to Chichester District Council or West Sussex County Council and this may take place in November. Funds from this source are generally used for highways or education and that FH is working on this.

MN explained, AK and JH will be investigating initiating a 'Village Design'. MN also explained that he had met with a Lodsworth Parish Councillor, who had given some very helpful advice regarding the production of a statement. The project could involve/be led by residents and the cost had been approximately £1,000, most of which was for printing the final document.

MN confirmed he has provisionally booked a stall at the School Fair on the 30/6/18.

MN congratulated TB and JH for successfully gaining Hooli Boost support to undertake branding and marketing work for Parish Council. TB confirmed that the company are aware of what the Parish Council would like to achieve, and that he awaiting confirmation of what will be offered free of charge, and once we have this information the Parish Council can decide what further work it may wish to purchase.

MN asked about defibrillator training and IM confirmed two training dates had been arranged with resident Jamie Lovell.

MN explained that we had received a quotation for the work on the stone plaque including removing the final piece from the wall, and mounting the broken pieces, and creating a new copy, from Guy Goddens. Midhurst Town Council have offered to pay 50% of the costs. DK proposed that this work is progressed, which was seconded by JG and agreed by all present. Midhurst Museum are also hopeful that they can accommodate the original plaque and put it on display.

**Action:** SH to request that Guy Goddens undertakes the work on the plaque.

MN confirmed that Communications and Volunteering committees will be merged.

MN asked about new General Data Protection Regulations and what the Parish Council will need to do in order to comply with the regulations. DK explained that the Parish Council will be required to ensure that files and documents are stored securely and that Microsoft Office 365 may best support this requirement. DK will be able to migrate all Councillors to this system and the use of the current 1 & 1 email system will end. DK proposed that we should find money within the budget to upgrade our networking solutions to Microsoft Office 365, this was seconded by MN and agreed by all present.

MN explained that SH is working significantly more hours than contracted for and asked that all Councillors think about whether they are able to undertake some tasks themselves rather than passing to SH.

**6 Declarations of interests in any matters on agenda:** DP declared an interest following the report from FH, due to his connections with the Scout Hut.

## 7 Confirmation of minutes of meeting held 16<sup>th</sup> January 2018 and review of actions:

The minutes of the Parish Council Meeting held on 16<sup>th</sup> January 2018 were accepted as a true record, which was proposed by DK, seconded by IM, agreed by all and signed by the Chairman MN.

All actions from the previous minutes had been completed, and with regards to a further discussion about defibrillators, specifically for Easebourne Street, it was agreed that IM and DK would meet to consider this matter.

**Action:** IM and DK to meet to discuss supporting a defibrillator for Easebourne Street.

## 8 Reports from the Committees, Working Parties and Teams:

All reports had been circulated prior to the meeting, therefore MN invited questions only to be posed regarding the contents of the reports, and that only report proposals were debated.

### a) Communications, Volunteering and Staffing

DK explained that there had been a suggestion to have email addresses for the committees, but this should now be put on hold until migration to Office 365 had been completed. A proposal to combine Communications and Volunteering as a committee was agreed.

### b) Emergencies and Winter Planning

JG explained that the recent snowfall had caused issues for residents at the end of Kings Drive and in order to prepare for future reoccurrence, the residents of the estate could purchase salt bins (approximate cost £300 - £400), for which the County Council will supply salt once per annum. The Parish Council could fund the clearance of the road if the County Council do not activate the Winter Plan. If the County Council activate the Winter Plan, then they will fund the clearance of the road. This matter requires further consideration at a future date.

The salt bin in Henley is empty, JG has persuaded the County Council to deliver salt to him and he will take this to Henley.

### c) Finance and Grants

The Scout Hut was discussed and it was agreed that funds could be allocated to this group.

**Action:** SH to contact the Scout/Guide Group.

### d) Footpaths

### e) Highways

JG confirmed he would organise a SpeedWatch session at the beginning of April.

### f) Planning and King Edward VII update

AG will forward the King Edward VII liaison meeting notes to SH to send out with draft minutes.

**Action:** AG to forward meeting notes to SH to send out to all Councillors with the draft minutes.

### i) Wheelbarrow Castle Field/Playground

Five proposals regarding the Community Space and Playground Project:

- i) That the latest proposed design is accepted, proposed by IM, seconded by TB and agreed by all.
- ii) The Fiscal Plan is accepted in principle (contingency release cannot be done until after precept clears in September, or, we look to increase loan amount in April to cover contingency and repay in September), proposed by IM, seconded by DK and agreed by all.
- iii) There may be the requirement for a larger loan if there are issues with reclaiming VAT on a regular/monthly basis proposed by IM, seconded by TB and agreed by all. *(Post meeting, HMRC have confirmed the Parish Council can reclaim VAT regularly, but were unable to provide the legislative reference.)*
- iv) That the four recommended contractors are agreed and subsequently notified as selected (Affinity QS, ACS groundworks, Playsafe and Wildwood (RFFs will be processed via the Finance Committee) proposed by IM, seconded by MN and agreed by all.
- v) The Project Team will organise a final public consultation proposed by IM, seconded by MN and agreed by all.
- vi) The Project Team will organise an opening ceremony proposed by IM, seconded by AK and agreed by all.

To also note: Variations to the budget to be reviewed which may result in a change to the amount of funds the Parish Council can allocate to the Community Space and Playground project in consideration of further funds required for the Winter Management Plan (and Policy) and bus shelters.

## 9 Finance:

### a) Payments made (including Clerk's payments):

On-line Payment	The Royal British Legion, Silent Soldier	£250.00
On-line Payment	Chichester District Council, Planning Application	£192.50
On-line Payment	Peter Smith, Henley Phone Box Refurbishment	£1,145.00
On-line Payment	S Hurr reimbursement, postage stamps	£3.90
On-line Payment	Samaritans, Grant	£250.00
On-line Payment	Clerk Salary (January)	Undisclosed
On-line Payment	Clerk Home as Office (January)	£20.00
On-line Payment	Clerk Pension (January)	Undisclosed
On-line Payment	HMRC Payment (January)	Undisclosed
On-line Payment	S Hurr reimbursement, printer ink	£21.00
On-line Payment	M Noble reimbursement, Coomers post fix concrete	£14.95
On-line Payment	Community Heartbeat Trust Defibrillator and Cabinet (Henley)	£1,700.00
On-line Payment	St Mary's PCC Room Hire (January)	£70.00
On-line Payment	Clerk Salary (February)	Undisclosed
On-line Payment	Clerk Home as Office (February)	£20.00
On-line Payment	Clerk Pension (February)	Undisclosed
On-line Payment	HMRC Payment (February)	Undisclosed
On-line Payment	Sussex Association of Local Councils, Local Councils Explained (Book)	£27.59
On-line Payment	Westcotec Vehicle Activated Signs (two)	£6,000.00
On-line Payment	St Mary's Church Room Hire (February)	£20.00

### b) Payment received:

9/3/18	Lottery Funding	£10,000
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c) Approval of payments & receipts: proposed by MN, seconded by TB and agreed by all Councillors.

## 10 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/17/0612/ADV	Gilhams Service Station, Easebourne Lane, Easebourne	Replacement of 1 no. illuminated MID sign	No objection to this planning application, but to draw attention to concerns with regards to the level of illuminance for residents living in close proximity to this signage and also the appropriate observation of the dark skies policy within the South Downs National Park
SDNP/17/06531/TCA	Ramshill, Easebourne Street, Easebourne	Notification of intention to fell 1 no. multi-stemmed Ash tree (T1)	The expiry date had been reached for this planning application, therefore comments could not be submitted
SDNP/17/05870/HOUS	24 Canada Grove, Easebourne	Single storey side extension with external storage	No objection
SDNP/17/06135/FUL	Easebourne Primary School, Wheelbarrow Castle, Easebourne	Retrospective change of use of playing field to village green to facilitate creating a community open space including construction of a playground	As this planning application has been submitted by Easebourne Parish Council, the Parish Council will not be submitting comments

	(Wheelbarrow Castle Field)	using equipment not exceeding 4m in height.	
SDNP/18/00181/CDN and SDNP/18/00182/CDN	Cowdray House, Cowdray Park, Easebourne	Internal alterations and fenestration changes to form new security flat, rationalise office area and 7 no. new bedrooms to be used in association with existing events use. Variation of condition 2 and removal of condition 3 from planning permission SDNP/16/04652/FUL	No objection, but to draw attention to the provisions for escape in the event of a fire, which appear from the plans and drawings to be inadequate.
SDNP/18/00643/FUL	Land South of A272, Cowdray Park, Cowdray Estate, Easebourne	Construction of ten treehouses to provide tourism accommodation, access to the A272 and car parking, access paths and boardwalk. Biodiversity enhancements, woodland management and landscaping across the site.	No objection to this planning application, but to comment that there are concerns regarding the access and egress to the site from the A272, which is a fast and busy road and may require the speed limit on this section of the road to be reviewed and potentially reduced.
SDNP/18/00663/HOUS	8 Brackenwood, Easebourne	Proposed single storey rear extension, internal alterations, proposed flue for wood burning stove, side door, enclosure of ground floor loggia and enclosure of 1st floor balcony.	Object to this application on the grounds that this is a newly built property, (recently purchased) which has been designed to be aesthetically pleasing within in its setting alongside other properties and that these proposed alterations would have a negative visual impact for other residents, particularly with regard to a wood burning flue (also likely to emit fumes) and enclosure of the balcony. The original planning permissions for building the estate within a national park setting were rigorous, and further building or extending of properties is contrary to the parameters established.
SDNP/18/01046/FUL	Cowdray Park Golf Club, A272, Easebourne	Engineering operations to remodel the 13 <sup>th</sup> Tee	No objection
SDNP/18/00268/FUL	Cowdray Park Golf Club, A272, Easebourne	Erection of driving range shed	No objection
SDNP/18/00507/HOUS	10 Montague Road, Easebourne	Erection of a single storey rear extension and new porch to the front elevation	No objection, but to note the applicant is a co-opted member of a Parish Council Project Team

11 **Bus Shelter Report (DP):** Due lateness of hour, this will be postponed until the next Parish Council Meeting in May 2018.

12 **Revised/New Policies for Adoption:**

- Equalities Statement:
- Risk Management Policy
- Community Engagement Policy

Following discussion, it was proposed by MN that policies are adopted to be reviewed and revised as appropriate in twelve months time, or at an earlier date if required, agreed by all Councillors present.

DK left the meeting at 9.30pm to attend a prior engagement.

MN suggested that as the Parish Council has a number of policies to revise and new policies to adopt, that meetings are held on alternate months for this purpose.

**Action:** MN to organise further dates for the purpose of revising existing, and adopting new policies.

### 13 Correspondence and invitations received:

Dated	Details of Subject	Actions
2018/19	Broxap Product Catalogue	Passed to IM
February 2018	Glasdon Product Catalogue (two copies)	Passed to IM
March 2018	Clerks & Councils Direct Magazine	Noted
6 <sup>th</sup> March 2018	ElanCity Vehicle Activated Signs product information	Passed to MN
14 <sup>th</sup> March 2018	Email from Midhurst Town Council inviting Easebourne Parish Councillors to an informal 'get-together' with pre-arranged subject/s for discussion, at 7.30pm on Wednesday, 30 <sup>th</sup> May 2018 in The Old Library, Knockhundred Row, Midhurst	The Parish Council accepts this invitation. <b>Action:</b> SH to inform MTC.

### 14 Date for next meetings:

Finance Meeting  
7.30pm, Wednesday 4<sup>th</sup> April 2018 (in The Refectory behind St Mary's Church, room downstairs)

Planning Meeting  
8.00pm, Wednesday 4<sup>th</sup> April 2018 (in The Refectory behind St Mary's Church, room upstairs)

Annual Village Meeting  
Date to be confirmed

Annual Parish Meeting (in The Refectory behind St Mary's Church)  
7.30pm, Wednesday 9<sup>th</sup> May 2018

The meeting closed at 9.45pm

Signed..... Date .....

Mike Noble  
Chairman