

EASEBOURNE PARISH COUNCIL

Minutes of the Parish Meeting held on Wednesday 12th September 2018 at 7.30pm in the Refectory, Easebourne

Present, Councillors:

T Baker (TB), J Galego (JG), K Graetz (KG), A Keeling (AK), D King (DK), M Noble (MN), I Milne (IM), D Pack (DP), C Sanderson (CS)

In attendance:

West Sussex County Councillor D Bradford (DB), Chichester District Councillor F Hobbs (FH), Parish Clerk S Hurr (SH), two prospective Parish Councillor candidates and two members of the public

1 **Visitors questions:** Two members of the public who had been previously been in correspondence with Parish Council regarding the issues of exiting the junction from Dodsley Grove onto Dodsley Lane expressed their concerns on this matter. MN further explained that the West Sussex County Council (WSSC) Highways Officer, had attended a meeting on site and confirmed that all appropriate signage was in place. MN further explained that the Parish Council will continue to view other options.

2 **Apologies and reasons for absence from members:** Parish Councillor A Guyatt was absent without apology.

3 Report from County Councillor:

DB explained that the Education Director had not yet been replaced.

DB again expressed concerns regarding the cottage hospital in Easebourne and those of his fellow County Councillor for Midhurst Dr Kate O'Kelly, which as explained at the previous meeting, would now not be able to take patients over-night and reported that there were no further developments on this matter at this stage.

DB again explained he had concerns regarding the Velo South event taking place on 23rd September this year and the impact on the community in terms of being unable to freely move around the county. DB described that Yorkshire County Council (YCC) has held similar events and successfully limited the impact on residents, therefore he would be contacting the responsible officer at YCC to gather further information. A 'wash-up' meeting will be held following the event. IM asked if DB was aware or had any information regarding the legal challenge to the event which had been reported in the local press? DB responded he was not aware of any further information but also added the event would be going ahead.

DB confirmed his attendance at the site meeting with DK and the WSSC Highways Officer on the morning of 17th September to review the culvert in Easebourne Street, and discuss the concerns that further flooding may occur, causing issues on the A272.

MN again expressed concerns regarding the signage warning of the Dodsley Grove junction on Dodsley Lane. The Highways Officer for the area had confirmed the signage meets regulations and therefore WSSC would not be taking further action.

Action: MN to forward the email from the Highways Officer to DB regarding Dodsley Grove junction.

DB also confirmed a new officer would be taking responsibility for the 'Roads Programme'.

DB left the meeting at 7.40

4 Report for District Councillor:

FH explained that Chichester District Council (CDC) were legally required to dispose of that the vacant land located where the previous Grange building was sited, as they have no use for it. Following much activity and discussion regarding the potential use of the site, a new Care Home is likely to be built. Other ideas for retail or a 'hub' for people to work from, had not been possible. This was due to lack of interest and the fact that this would not have commanded the large amount of money forthcoming from a Care Home provider and again CDC are legally required to consider the highest bid. Money from the sale will be used to off-set the cost of developing the new Grange building. However, planning permission is yet to be granted and therefore FH invited any other robust ideas that anyone may have regarding the use of the site, to be forwarded to him.

FH left the meeting at 7.59

5 **Declarations of interests in any matters on agenda:** None.

6 Confirmation of minutes of meeting held on 12th July 2018 and review of actions:

a) Outstanding actions to be carried over to the September Parish Council meeting:

Action: IM to request a grant towards a defibrillator for Easebourne Street from the British Heart Foundation.
To note: The location may be considered by the foundation as too close in proximity to other defibrillators and also that a £600 'local' contribution is required in order obtain a grant.

Action: MN to arrange bus shelter clearing/cleaning event.

Action: IM to consider further the installation of destination 'brown signs' for Easebourne Park and report back to next meeting.

Confirmation of minutes of meeting: proposed as a true record of the meeting by JG, seconded by DK agreed by all present, and signed.

7 Chairman's Report: MN explained that an email had been received regarding Travellers in the area.

Action: SH to forward email to all Parish Councillors.

MN requested that a date is identified for a date to meet with Midhurst Town Council (MTC).

Action: SH to organise a date to meet with MTC.

MN confirmed that the stone plaque from the bridge was being worked on by Stonemason Guy Goodens.

MN welcomed two potential Parish Councillor candidates to the meeting.

8 Reports from the Committees and Working Parties:

- a) **Communications and Volunteering (and Staffing)** (to be divided for the next meeting): MN explained the Communications group will be organising a meeting shortly and DK asked if regular dates could be arranged in advance? MN confirmed that this will be discussed at the next meeting of the group.

Action: MN to include planning meeting dates for the Communications Group on the next agenda for the group.

KG confirmed that volunteering events had been planned for planting at Easebourne Park and articles regarding these had been prepared for both the United Magazine and Observer Newspaper. Flyers providing details of the events will be placed in shops and at local businesses. Details will also be included in the next school and church newsletters.

Actions: KG to place flyers in local shop and businesses. DP to liaise with KG and request details of the events are placed in the church newsletter.

The events will require risk assessments and an attendance sheet to be completed. Water will also to be made available for volunteers.

Actions: KG to liaise with Lawrence Trowbridge regarding risk assessment production, KG to provide an attendance sheet, and to purchase water in bottles.

- b) **Emergencies and Winter Planning:** Report circulated prior to the meeting and there was nothing further to add.

Action: MN to purchase tarpaulin to protect salt bags.

- c) **Finance and Grants:** Report had been circulated prior to the meeting. DK explained that there were three proposals to the Parish Council:

- i) Amend forecast income to adjust for funds predicted in this fiscal year, which have actually been received in the last fiscal year.

This proposal was agreed by all present.

Action: DK to amend forecast income.

- ii) Whether the grass cutting contractor could provide a quotation for watering the new trees to be planted shortly, or if another method could be investigated to ensure this takes place.

Action: IM and DP to look at opportunities for borrowing a long hose and using water from the adjacent school.

- iii) Address the Welcome Pack project, maybe consider agreeing on a set of companies to approach and divide among councillors. Also, to request councillors to utilize any of their contacts. Generally, to establish if the Parish Council can raise sufficient money to fund the Welcome Pack.

TB explained that the logo created by Hooli Boost marketing company was complete and in use, and that Hooli Boost had also completed the folder design for the Welcome Pack. TB further explained that about 30 businesses were required to purchase advertising space to fund the pack.

Actions: TB to forward an email to all councillors regarding the way forward on this project and to forward the invoice from Hooli Boost to SH for processing.

- d) **Footpaths:** Report had been circulated prior to the meeting. DK will establish if the WSCC 'Love West Sussex' reporting form can be used to report issues on footpaths.

Action: DK to review the Love West Sussex reporting form and add to Parish Council website for reporting footpath issues if appropriate.

- e) **Highways:** Report circulated prior to the meeting and there was nothing further to add.

- f) **Planning Committee and King Edward VII update:** Report circulated prior to the meeting and nothing further to add.

- g) **Easebourne Park Update:** Report circulated prior to the meeting. IM cited three observations, firstly that pond had been leaking, secondly that some concerns had been received regarding the pond and lack of fencing around it and although 'a clean bill of health' had been received at the Royal Society for the Prevention of Accidents (RoSPA) inspection, this would be monitored. Thirdly, that the zip wire which also passed the Rospa inspection had undergone some alterations including padding the spring, pulling back the stopping point and having temporary advisory usage signs placed on around it (permanent signs will replace these shortly).

IM explained that CDC will only empty one of the three bins due to their location, and proposed that a gate is purchased and installed which will allow acceptable to access for another of the bins to be emptied by CDC, which will cost £150, this was seconded by MN and agreed by all present.

Action: IM to organise purchase and installation of gate.

IM proposed a fourth bin is required which will be cost £300 to be purchased from and installed by CDC, this was seconded by MN and agreed by all present.

IM also confirmed that a Tesco's 'Bags for Help' competition was underway between Easebourne Parish Council and two other organisations in two stores, one in Midhurst and one in Haslemere, by way of a token placed in a container by shoppers. The organisation with the least tokens would receive £1,000, the second least would receive £2,000 and the organisation with the most would receive £4,000.

IM provided a copy of a proposed draft constitution for establishing a 'Friends of Easebourne' group as a separate organisation primarily to obtain funding for further phases of the parks development. Following a discussion, it was agreed that the Easebourne Park working party would meet to discuss this further.

Action: Easebourne Park working party to meet to discuss proposed draft constitution for establishing a 'Friends of Easebourne' group.

9 Finance:

- a) To note payments made

| | |
|--|-----------|
| St Mary's PCC Hall Hire (June) | £40.00 |
| S. Hurr Postage for Direct Debit form for Public Works Loan Board | £1.77 |
| Kent, Sussex and Surrey Air Ambulance Grant | £150.00 |
| Came & Company Insurance Policy (1 st August 2018 – 31 st July 2019) | £526.30 |
| WSCC Street Lighting Contribution | £1,396.08 |

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|--|-------------|
| M Noble Easebourne Park Opening Event Leaflet Printing | £59.50 |
| Wildwood UK Installment 3 | £22,053.86 |
| S Hurr Postage of Licence to WSCC | £2.11 |
| S Hurr Postage of Registers of Interests | £0.79 |
| S Hurr Parish Phone (July) | £25.50 |
| Playsafe Playgrounds Installment 3 | £8,904.54 |
| Clerk Salary (July) | Undisclosed |
| Clerk Home as Office (July) | £20.00 |
| Clerk Pension (July) | Undisclosed |
| HMRC Payment (July) | Undisclosed |
| S Hurr Raffle tickets for Church Tombola | £1.29 |
| St Mary's PCC Hall Hire (July) | £50.00 |
| S Hurr Sweets for Church Tombola | £0.69 |
| S Hurr Envelopes and Coloured Paper | £11.78 |
| M Noble Napkins, Bins and Bin Bags for Easebourne Park Opening Event | £48.25 |
| M Noble Cake for Easebourne Park Opening Event | £68.12 |
| Wharf Solid Surface Easebourne Park Signage | £492.00 |
| Wybone Dog Bag Dispenser and Bags | £374.34 |
| S Hurr Parish Phone (August) | £25.50 |
| Came & Company Increased Insurance Premium | £126.39 |
| S Hurr Printer Paper | £3.00 |
| S Hurr Ribbon for Easebourne Park Opening Event | £2.40 |
| RoSPA Playsafe First Playground Inspection | £474.00 |
| I Milne Drill bits and ironmongery for Easebourne Park benches | £20.98 |
| S Hurr Waterstones Vouchers for Children for Easebourne Park Opening Event | £30.00 |
| I Milne tree stakes for Easebourne Park | £8.87 |
| S Hurr Bubbles for Goody Bags for Easebourne Park Opening Event | £3.00 |
| S Hurr Printer Ink | £28.00 |
| Playsafe Playground Installment 4 | £23,433.00 |
| PB Groundworks Installment 3 | £5,738.16 |
| PB Groundworks Installment 4 | £8,646.10 |
| Greenscape Grass Cutting | £432.00 |
| S Hurr Refreshments for Easebourne Parish Opening Event | £10.25 |
| Clerk Salary (August) | Undisclosed |
| Clerk Home as Office (August) | £20.00 |
| Clerk Pension (August) | Undisclosed |
| HMRC Payment (August) | Undisclosed |
| Kirstyn Hadley, Face Painter for Easebourne Park Opening Event | £130.00 |
| Loos for Dos, Toilets for Easebourne Park Opening Event | £147.36 |

b) To note payments received:

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|-----------|--|------------------------------|---------|
| 17/7/2018 | Public Works Loan Board | Loan for Easebourne Park | £39,975 |
| 24/8/2018 | Church Fete | Parish Council Tombola | £176.20 |
| 3/9/18 | Barclays | Interest | £27.23 |
| 7/9/2018 | Easebourne Gardens & Allotment Society | Donation for Easebourne Park | £200.00 |

b) Approval of payments & receipts: Proposed by KG, seconded by IM and agreed by all present. *It was noted that this agenda item and proposal, seconded and agreeing of it, is a duplication of the actions taken by the Finance Committee, therefore this process will be reviewed at the next meeting of the Finance Committee.*

c) Bank Balance @ 12th September 2018
Community Account: £1,677.17 available + £200.00 awaiting clearing
Business Account: £13,389.87

10 Planning:

| Number | Address | Detail | Easebourne PC Consultee Comments |
|--------------------|--|--|---|
| SDNP/18/03484/CND | King Edward VII Hospital Kings Drive, Easebourne | Variation of conditions 1 and 20 on planning consent SDNP/15/02213/FUL – minor materials amendments comprising of; design and layout amendments to new-build dwellings, including East Apartments (Zones 3 & 9); amendments to finished site levels (Zones 3 & 9); reconfiguration of access into and layout of underground car park (East); and associated highways, parking and landscape amendments (no overall change in number dwellings) | No objection |
| SDNP/18/03485/CND | King Edward VII Hospital Kings Drive, Easebourne | Variation of Condition 1 on planning consents 11/03635/FUL, SDNP/12/01392/FUL and SDNP/17/05621/CND | No objection |
| SDNP/03486/LIS | King Edward VII Hospital Kings Drive, Easebourne | Demolition of extensions, external and internal alterations, repairs and additions to the existing Engine House, Motor House and Nurses Block to enable residential use (houses and apartments) | No objection |
| SDNP/18/03714/HOUS | Rooks Yard, Dodsley Lane, Easebourne | Side extension, first floor extension, front porch and rear orangery. | Not to object to all aspects of this planning application but to draw attention to concerns relating to the proposed installation of a roof lantern and its potential impact, with regards to the 'Dark Skies' Policy. |
| SDNP/18/03549/TCA | North Mill, North Street, Midhurst | North Mill, North Street, Midhurst Notification of intention to reduce height and lateral spread by up to 1.5m on 2 no, Acer platanoides 'Drumondii' (T1 and T2), crown thin by 20% on 2 no. Pyus salicifolia by approx. 3-4m on 1 no. Acer pseudoplatanus (T5). Fell 1 no Liquidambar straciflua (T6) and pollard down to 12m on 1 no. Salix alba tree (T7). | No objection |
| SDNP/18/03910/HOUS | Henley Hill House, Henley Old Road, Henley, Easebourne | Conversion of existing garage into self-contained annexe | not object in principle to this planning application but to insist that sufficient replacement parking is made available at the main property to compensate for the loss of parking facilities caused by the conversion of this garage to a dwelling. |
| SDNP/18/03861/ADV | Gillhams Service Station, Easebourne Lane, Easebourne | 1 no. illuminated M&S Fascia Sign, 1 no. illuminated Wild Bean Café Sign, 1 no. non-illuminated M&S Tower Sign and 2 no. non-illuminated AO Poster Signs | Strong objection to this planning application the illumination is contrary to the International Dark Sky Reserve status of the South Downs National Park, an over-illuminated unpleasant glow will be created in the front reception rooms and front bedrooms in the properties of those residents living |

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|--------------------|--|--|---|
| | | | in close proximity to the service station and concerns regarding this significant issue have been received by the Parish Council from residents, it is not in keeping with the village characteristics of Easebourne as a village within the South Downs National Park, the multiple signs proposed will create a cluttered and untidy appearance, the signs will be overly bright, numerous and cause a potential distraction to drivers at what is a considerable pinch-point in the carriageway just before/ following a traffic island which is the main entrance into the village. |
| SDNP/18/03704/HOUS | 21 Hurst Park, Easebourne | Proposed single storey rear extension with crown roof and lantern light. Demolition of conservatory. | Not to object to all aspects of this planning application but to draw attention to concerns relating to the proposed installation of a roof lantern and its potential impact, with regards to the 'Dark Skies' Policy. |
| 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 |
| SDNP/18/04357/LIS | Yew Tree Cottage, Henley Old Road, Henley, Easebourne | Minor internal alterations consisting of enlargement of a ground floor opening and creation of first floor opening. | The Parish Council does not to object to all aspects of this planning application in principle, but requires that the works undertaken, are in line with regulations and guidelines established for grade II listed buildings. |

- 11 **Bus Shelter Replacement:** JG explained that Darren Rolfe from WSCC and his volunteers can undertake this work and that King Edward VII developers, City and Country are able to make a financial contribution towards this project. DK commented the plan for this project requires some further work regarding an audit trail. SH explained that further information is required for the 'Do I Need Planning Permission' (DINPP) form which will confirm whether or not, a full planning application is necessary.

Action: SH to liaise with JG to ascertain further information for the DINPP

- 12 **Parish Design Statement Update:** IM explained that the first meeting of this project group had taken place with seven potential volunteers present and that a very good briefing had been provided by a SDNPA officer, who also confirmed that the completed statement would be adopted as a supplementary planning document.
- 13 **Councillor Recruitment:** Two candidates explained why they would like to become Parish Councillors and left the meeting for a discussion regarding their recruitment to take place.

Closed Session.

With a single 'casual vacancy' available it was necessary to select one candidate and therefore it was agreed that Andy Thomas is co-opted to the Parish Council.

End of Closed Session.

14 **Correspondence and invitations received:**

| Date | Details of Subject | Actions |
|------------------------------|--|----------------|
| 27 th July 2018 | Promotional Information from Creative Play (play equipment) | Passed to IM |
| Summer 2018 | National Association of Local Council Magazine | Passed to KG |
| 1 st August 2018 | Licence to occupy rooms at Easebourne Primary School | Noted |
| 2 nd August 2018 | Posters from West Sussex County Council regarding 'keeping cool in hot weather' | Noted |
| 9 th August 2018 | Confirmation letter from Chichester District Council to co-opt to Casual Vacancy | Noted |
| 15 th August 2018 | Thank you letter from Air Ambulance Kent Surrey Sussex | Noted |
| September 2018 | Letter from Action in rural Sussex advertising Sussex Village Halls & Community Buildings Conference | Noted |
| September 2018 | Clerks & Councils Direct publication | Passed to CS |
| Autumn 2018 | J Parker's Wholesale Catalogue (plants and bulbs) | Passed to KG |

15 **Dates for next meetings:** All meetings in The Refectory behind St Mary's Church

7.30pm 3rd October 2018 Finance Committee Meeting

8.15pm 3rd October 2018 Planning Committee Meeting

7.30pm 7th November 2018 Finance Committee Meeting

8.15pm 7th November 2018 Planning Committee Meeting

7.30pm, 14th November 2018 Easebourne Parish Council Meeting

Meeting closed at 9.40

Signed: _____ Dated: _____

M Noble
Chairman