



EASEBOURNE PARISH COUNCIL
Minutes of Parish Council Meeting
held at 7.30pm on Wednesday 8th July 2020
held virtually via Zoom due to Covid-19

Councillors Present

T Baker (TB), C Cantlon (CC), A Keeling (AK), I Milne (IM), Chairman M Noble (MN), Vice-Chairman C Sanderson (CS), A Thomas (AT).

In attendance:

District Councillor F Hobbs and Parish Clerk S Hurr (SH)

- 1 Visitors questions:** None received.
- 2 Apologies and Reasons for Absence:** Apologies received from County Councillor D Bradford, due to a prior engagement, Cllr J Galego due to unforeseen circumstances, and Cllr D Pack due to technical issues.
- 3 Declarations of interests in any matters on agenda:** None
- 4 Report from County Councillor:** Provided prior to the meeting and there were no questions regarding the contents of the report.
- 5 Report from District Councillor:** Provided prior to the meeting. FH enquired regarding progress with consultants in relation to further development at the King Edward VII estate and the initial virtual meeting which had taken place on 18th June 2020. IM confirmed the residents were due to have a second virtual meeting with consultant directors and architects tomorrow (9th July 2020).

A discussion took place regarding the 'River Park' concept as cited in the Highways report which formed part of AT's 'Master Plan', and would potentially create a recreational area for residents and visitors from North Mill up to the river crossing opposite the ruins, on the eastern side of the river.

Cowdray Estate had reacted favourably to this idea, and Midhurst Town Council's Chairman Carol Lintott had also been made aware of this idea. AT will produce a briefing note for further discussion by the relevant Midhurst Town Council committee as this could potentially be a joint council project.

Further discussion took place in relation to surveying the residents at King Edward VII and Hurst Park. FH had previously suggested that this area warrants its own identity as a 'village' and whether residents were supportive of this, should be established. AT gave the example that Easebourne residents had postal addresses which were 'Easebourne, Midhurst', whilst King Edward VII residents were just 'Midhurst'. Further work would be required with Chichester District Council on this matter. FH added that it was also important to pursue a establishing a footpath to the A286 from the estate.

- 6 Chairman's Report:** MN explained that the War Memorial project was progressing well, and that now the only consent required was from St Mary's Church. A bid to the War Memorial Trust will shortly be submitted with the potential for them to fund 75% of the £5,000 repair costs.

MN reported that he and AT had been working on the New Homes Bonus bid, which would not at this time include the King Edward VII path as this would require substantial work and

therefore would be a longer-term project, and therefore the submission would focus on signage, planting and the general street scene at the estate.

MN explained that two new Easebourne Volunteers had joined the Midhurst Green Volunteer sessions. Friends of Easebourne Parish were also increasing their activities and a 'Whatsapp' group had now been established. MN would also place information on the Council's website regarding recruiting two further Councillors. CC confirmed that she would ensure this information was conveyed to the Midhurst Angels volunteers who were Easebourne residents.

7 Confirmation of minutes of Parish Council Meeting held 13th May 2020 and review of actions:

Confirmation of minutes of Parish Meeting held 13th May 2020 were proposed as a true record of the meeting by MN, seconded by CS and agreed by all present (*to be signed at a future meeting of the Parish Council*).

Action to be carried over: TB currently awaiting quotations for bins for the newly refurbished bus shelters. *To note* - this action will now be taken by IM.

Action to be carried over: MN to continue work on the potential parish office in The Refectory and CC will support MN in this action (as previous meeting).

Action to be carried over: JG to continue to research potential Christmas Lights.

Action to be carried over: CC to again request Midhurst Town Council to raise an invoice for a contribution towards the Midhurst Angels leaflets.

IM noted the signage near the village gateways was overgrown with foliage.

Action: MN to cut back foliage (IM offered support with this action).

8 Correspondence and invitations received:

Date	Details	Actions
Spring 2020	National Association of Local Councils publication	To be made available to Councillors on the next opportunity
July 2020	Clerks & Councils Direct publication	To be passed to CC at next opportunity
4 th July 2020	Thank you letter for grant awarded to the Midhurst Green Volunteers	Noted

9 Reports from the Committees, Panels and Working Parties:

- a) Communications (Volunteering and Staffing): Report circulated prior to the meeting. CC explained that the Midhurst Angels were due to have a 'wash-up' session but this meeting had been postponed currently. The two lead volunteers had produced an excellent paper regarding the group's activities and a process was on-going to capture the individual volunteer's details for potential reactivation at a future date. CC will share information with the Parish Council as it becomes available.

CC and IM has been discussing the idea of having 'Community Star' awards, which would be a quarterly scheme which would identify and recognise volunteers within the community who had made a significant contribution to residents and parish life. Both St Mary's Church and Easebourne CE Primary School would be asked to provide nominations and those identified would receive a certificate signed by the Parish Council Chairman. This proposal

was seconded by MN and agreed by all present. The name of the scheme was further discussed and concluded the a 'Community Award' may be more appropriate.

CC explained that a Communications Panel meeting had taken place focussed on organising a 'Picnic in the Park' event on 6th September 2020 (should Covid-19 restrictions permit such as event). This proposal was seconded by MN and agreed by all present.

- b) Emergencies and Winter Planning: No report on this occasion.
- c) Finance Committee: See item 10 and appendix one.
- d) Footpaths: Nothing to report, confirmed prior to meeting.
- e) Highways: Report circulated prior to meeting. AT reported upon the necessity to fell four dangerous trees within Easebourne Park and for branches to be removed from other trees. MN explained that two of the trees were within the conservation area and an application had been submitted to carry out this work.

Action: MN to post notices on the trees to be felled.

- f) Planning Committee: See 11 below. (King Edward VII Liaison: no report on this occasion).
- g) Easebourne Park: Report circulated prior to the meeting: IM proposed that Community Infrastructure Levy funds were used for the installation of a scooter track in the park. RoSPA favoured a tarmac surface over a rubber surface, and had also advised upon where in the park it should be located. The cost of the track is likely to be upwards of £15,000. This proposal was seconded by CC and agreed by all present. IM will continue to work on gaining quotations. MN explained he is in the process of securing quotations for the bank seating. TB commented that it would be important to ensure appropriate design and quality for the two proposed projects and allocate the funds necessary to achieve this.

IM is also working on a project to install CCTV equipment on the school building to provide identification of any visitors to the park who committed acts of vandalism. IM confirmed that West Sussex County Council were likely to provide permission to attach the equipment to the school buildings. MN added that it will be important to have the appropriate equipment, and establish who will have access to the recordings. CS suggested that it may be possible to secure a reduction in the Parish Council's insurance premium.

Action: SH to ask insurance brokers if CCTV installation will result in a reduced premium. *Post Meeting: The insurance brokers have confirmed that CCTV installation would not secure a reduction in the premium, and such equipment would be listed as part of the Parish Council's assets under 'street furniture' for insurance purposes.*

IM explained that CCTV equipment would be placed three to four feet above roof height and would be 'open protocol cameras', which allows any maintenance provider to carry out any necessary maintenance work on the equipment. This proposal was seconded by MN and agreed by all present.

TB sincerely thanked IM for his work and commitment to creating Easebourne Park, on behalf of the Parish Council.

- h) PDS update: Report circulated prior to meeting: CS explained the group were awaiting information from South Down National Park Authority officers as to next steps. CC had

produced an excellent first draft document and Neil Sore was working on a review of the document. CS further explained that it may be necessary to regain volunteers to carry out a site analysis.

10 Finance:

- a) To note payments made: Noted (see appendix one)
- b) To note payments received: Noted (see appendix one)

11 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/20/01693/FUL	Cowdray Park A272 Easebourne Street to Heath End Lane, Easebourne	Construction of 12 treehouses to provide tourism accommodation across 2 woodland sites within the estate (5 x 1 bedroom units at Lodge Wood and 7 x 1 units at High Field Copse), access and parking, cycle storage, drainage, and biodiversity enhancements and woodland management.	Supportive of this application and comments that this is as a significant improvement on the initial application, to which the Parish Council provided a 'no objection' and that the proposed development will sit well within the environment, and will also be of benefit to the local economy.
SDNP/20/01561/FUL	13 Canada Grove, Easebourne	Conversion of garage to provide additional accommodation including extension to the East at lower ground floor and a ground floor extension to South West	No objection.
SDNP/20/01473/FUL	Egmont House, Egmont Road, Easebourne	New external lift shaft providing a Part-M compliant left serving 7 no. 1 st floor flats	Objection and comments that although the addition of a lift would improve facilities for residents which is fully supported, the location for the extension to house the lift is not aesthetically pleasing and it is requested a more appropriate position is identified.
SDNP/20/01770/TCA	Ramshill, Easebourne Street, Easebourne	Notification of intention to reduce height by 4m (to no less than 4m) and reduce overall group spread on the East and West sectors by 2m on 1 no. Holly trees (G3). Fell 2 no. Holly trees (T1 and T2).	No objection to reduction in height and overall group spread on the East and West sectors, but objects to the felling Holly trees which do not appear diseased or obstructive and comment that any carried out to the trees should also not

			negatively impact on nesting birds.
SDNP/20/02112/TCA	Nobles Cottage Easebourne Street Easebourne	Notification to crown reduce by 2m on 1 no. Tulip Tree.	No objection, but would wish that any work carried out, does not impact on nesting birds.
SDNP/20/01711/CND	Dodsley Gate Dodsley Grove Easebourne	Erection of a detached dwelling with associated surface parking and garage. Variation of condition 2 of planning permission SDNP/19/04191/FUL to substitute new plans for the approved drawings.	No objection and wishes to comment that the provision of a black-out blind for the lantern is considered a positive installation, in relation to the dark skies policy.
SDNP/20/02224/ADV	Land at North Mill Roundabout Easebourne Lane Easebourne	1 no. direction roadside signage.	Preference for signage to sit at same height as the current signage, and also notes that all other directional signage is green and white, and therefore this addition will not be consistent with other parts of the estate.
SDNP/20/01359/HOUS & SDNP/20/01360/LIS	North Mill North Street Midhurst	Barn restoration creating new Annex	No objection and supports proposals with regards to provision for bats and birds as outlined by the CDC Environment Officer. No further comments in relation to the listed status.
SDNP/20/02279/HOUS	Denderah Hollist Lane Easebourne	Extension to portion of rear and conversion of garage to living accommodation.	No objection but has some concerns regarding whether there may be a loss of light for the neighbouring property. Also wishes to draw attention to the dark skies policy with regards to Velux rooflights. Also further supports proposals with regards to provision for bats and birds as outlined by the CDC Environment Officer.

12 Dates for next meetings and Events: Will only taking place via Zoom or email correspondence unless Government guidelines advise Council meetings can be held in person

Wednesday, 5th August 2020
7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Wednesday, 2nd September 2020

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Sunday, 6th September 2020

1.00pm – 5.00pm 'Picnic in the Park' (may not take place)

Wednesday, 9th September 2020

7.30pm Easebourne Parish Council Meeting

The meeting closed at 8.32pm

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

Mike Noble

Chairman

(To be signed on the next occasion the Parish Council meet in person.)



Finance Committee
3rd June 2020
Meeting cancelled due to Corvid-19
Decisions presented and agreed via email

Finance Committee: T Baker, J Galego, A Keeling, M Noble, C Sanderson (Chairman)

Parish Clerk: S Hurr

1) **May Payments:** Agreed as follows

Payee	Detail
St Mary's PCC	Room Hire – Invoice 06/20
I Milne	Security Seals - INV-GB-841038335-2020-2084
I Milne	Combination Padlock – Invoice INV-GB-157134041-2020-10886
A.C.S. Ltd	Groundworks – concrete pads, path around The Roundhouse, waterpipe installation, st and ducting – Invoice INV-6866
R.S.Hall & Co	Internal Audit, payroll for year and completion of P60 and filing with HMRC- Invoice 506
Artizans of Wood	Digger and Staff Hire for half a day – Invoice INV-0154
I Milne	Hasp & Staple and electricity signage (x2) – Invoice INV-GB-2020-145167129
Artizans of Wood	Shelter/Bandstand Construction (Third and final payment, 25% of £36,963.60) - Invoice
Matt Wheatley	Extension of generator intake position to edge of car park – Invoice 2350
Glasdon UK Limited	Two Picnic Tables – Invoice SI795475
SouthOaks Arboricultural Consultancy	Easebourne Park Tree Survey- Invoice 20/1163
Clerk	Salary (May)
Clerk	HMRC (May)
Clerk	Pension (May)
Clerk	Parish Office (May)
I Milne	Safelincs – Defibrillator Pads (KEVII) – Invoice 1128320
I Milne	Safelincs – Defibrillator Pads (Henley) – Invoice 1128863

1) **Receipts and Bank Account Balances:**

Receipts – 7/5/2020 Community Infrastructure Levy = £27,287.03

Bank Accounts - 31st May 2020

	Community =	£14,921.15
(original interest earning account)	Reserve =	£ 4.06
(new interest earning account)	Grants =	£44,593.22
	Total =	<u>£59,518.43</u>

Signed _____ Date _____
Finance Committee Chairman



Finance Committee

1st July 2020

Formal meeting cancelled due to Corvid-19.

Decisions presented via email

Finance Committee Members: T Baker, J Galego, A Keeling, M Noble, C Sanderson
(Chairman)

Parish Clerk: S Hurr

2) **June Payments:** Agreed as follows:

Payee	Detail
Greenscape	Grass Cutting – Invoice EAS 004
David Ogilvie Engineering	BBQ stand – Invoice 185103
M Noble	Thank you present – School Caretaker
M Noble	Thank you present – School Caretaker
Information Commissioner's Office	Data Protection
S Hurr	Vodafone – Invoice B9-222192838
ROSPA Play Safety	Annual Inspection – Invoice 49151
I Milne	Workwear Express Hi-viz – Invoice INV830965
Easebourne CE Primary School	Contribution towards use of school car park
I Milne	Plant Food for Easebourne Park – Invoice 228604285
I Milne	Signage for Easebourne Park – Invoice 202-4755211-8005132
Greenscape	Grass Cutting – Invoice EAS 170
Clerk	Salary (June)
Clerk	HMRC (June)
Clerk	Pension (June)
Clerk	Parish Office (June)

1) **Receipts and Bank Account Balances:**

Receipts – Community Account: Vat Reclaim (January - March 2020) 23/6/2020 =
£4,176.45

Grants Account = Interest 8/6/2020 = £7.67

Bank Accounts - 30th June 2020 (funds yet to be moved between accounts for CIL expenditure etc.)

	Community =	£ 8,024.89
(original interest earning account)	Reserve =	£ 4.06
(new interest earning account)	Grants =	£44,600.89
	Total =	<u>£52,629.84</u>

2) Grant Requests:

Midhurst Green Volunteers: Have requested £190 – agreed to provide a grant of £190

Arun and Chichester Citizens Advice: Have requested £200 – agreed to provide a grant of £100

Signed _____ Date _____
Finance Committee Chairman