



EASEBOURNE PARISH COUNCIL
Minutes of Parish Council Meeting
held at 7.30pm on Wednesday 8th March 2023
at Easebourne CE Primary School

Councillors Present:

J Galego (JG), J Macdonald-Lawson (JML), I Milne (IM), M Noble (MN) (Chairman), D Pack (DP) and E Roberts Grimsey (ERG), A Thomas (AT)

In attendance: Parish Clerk S Hurr (SH)

- 1 Visitors' questions:** No members of the public were present.
- 2 Apologies and Reasons for Absence:** Apologies received from Cllr T Baker due to work commitments and District Councillor F Hobbs due to a previous engagement.
- 3 Report from District Councillor:** None on this occasion.
- 4 Report from County Councillor:** None on this occasion.
- 5 Declarations of interests in any matters on agenda:** None.
- 6 Confirmation of minutes of meeting:** Minutes of the meeting held on **11th January 2023** were proposed as a true record by JML, seconded by JG and agreed by all present.

All actions completed.

- 7 Chairman's Report:** MN reported that the Parish Design Statement was now finished and adopted by the South Downs National Park Authority (SDNPA) as a supplementary planning document. MN thanked CS and all of the volunteers involved in the production of the document for their work and commitment to this lengthy project. CS also confirmed that he had written to current and past members of the group to formally thank them.

MN explained that candidate nomination packs for the May elections were available from SH and the Annual Parish Meeting hosted by the Parish Council would take place post elections.

MN reported that the website had been improved and refreshed.

MN confirmed that with the aid of AT had resubmitted the Community Infrastructure Levy funding request to SDNPA for the proposed pathway into Easebourne Park from Wheelbarrow Castle.

MN further confirmed that a new editor had been found for the United Magazine, which was planned to be produced six times annually in place the current ten issues.

MN also reported that AT would not be standing for the Parish Council at the forthcoming election and thanked AT for his work and commitment to the Council on this and previous terms.

8 Correspondence and invitations received:

Date	Details	Actions
March 2023	Clerks & Councils Direct publication	Passed to JG

9 Minutes and Reports from the Committees and Working Parties:

- a) Community & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): See draft minutes of 18th January 2023, appendix one. Dates will be altered in the next calendar of meetings to ensure it takes place before the full Council meeting.

IM confirmed that a temporary portaloos would be installed for the school Easter holiday and construction work on the permanent public convenience would begin on 11th April 2023.

AT also suggested that a tree survey may be required for trees in Easebourne Park as a number of trees required inspection and surgery.

- b) Finance Committee: See minutes of 1st February 2023 and draft minutes of 1st March 2023, appendix two.
- c) Planning Committee (King Edward VII Liaison): See item 10 below. IM reported that the King Edward VII Liaison group would be reformed within the next six weeks and consideration would be required with regards to whom would represent the Council on this group.
- d) Parish Design Statement (PDS): Now complete and adopted, see item 7 above.
- e) Parishes Environment Group: ERG reported that the proposed booklets had now been completed and JML confirmed that the 'pledge' (form included in the booklet) boxes had been placed in situ at the Cowdray Farm shop and the school's reception. Elaine explained that the group would be expanded to include other residents rather than just Parish Councillors, and that this would enable the group to raise funds. MN commented that each Parish Council involved in the group should retain a representative and that going forward the group would require a leader if District Councillor F Hobbs would no longer have an involvement. JML also reported that she would have to withdraw from the group due to work commitments.

10 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/22/05550/HOUS	17 Cowdray Road, Easebourne	Ground floor rear extension, replacement front porch and tile hanging to upper elevations.	No Objection
SDNP/22/05589/HOUS	Cranborne, Pine Walk, Easebourne	Erection of replacement greenhouse following demolition of the existing (part retrospective)	No Objection

SDNP/22/05350/TCA	Park House, Easebourne Street, Easebourne	Notification of intention to fell 1 no. Prunus spp. Tree and crown reduce by 2.5m (all round) on 1 no. Magnolia tree.	No Objection to crown reduction of Magnolia tree but supports only crown thinning/lifting/reducing of Prunus spp, not felling unless condition poor.
SDNP/22/05629/HOUS	West Heath House Kings Drive Easebourne	Internal refurbishment to existing property including alterations and replacement to some windows. Reconstruction of 2 no. glazed extensions with standing seam zinc roof and solid walls. Overcladding of exterior pebbledash render with cladding. New porch to house and new canopy to garage.	No objection
SDNP/22/05854/FUL	Beam Ends, Upperfield, Easebourne	Replacement dwelling with annex, detach car port and home office.	<i>Query whether brick or stone could replace proposed render and full support of recommendations of Environmental Officer's report.</i>
SDNP/22/05244/HOUS	31 Cowdray Road, Easebourne	Demolition of ground floor side extension and erection of two storey side extension.	<i>Query whether the pitch/design of the proposed extension roof is considered by planning officers to be in keeping with neighbouring properties and full support of recommendations of Environmental Officer's report.</i>
SDNP/23/00175/LDP	4 Weavers Close, Easebourne	Single storey rear extension.	<i>No objection.</i>

SDNP/21/04041/FUL	Easebourne Primary School, Easebourne Street, Easebourne	Erection of 20 dwellings, including conversion of former school building, with associated access, parking and landscaping following demolition and site preparation.
<p>The following comments were submitted:</p> <p><i>The Parish Council is pleased to see both comments from the SDNP Planning Officer/s addressed and the near to adoption Parish Design Statement guidance acknowledged.</i></p> <p><i>The Parish Council also welcome the overall improvements in design, removal of small consistent porches and change in use of materials particularly in relation to stone (although a more extensive use of stone would be welcomed), a reorientation of plot one and extensive improvements to plot seven.</i></p>		

However, the Parish Council wish to draw attention to previously submitted comments:

'The Parish Council is concerned that Easebourne Street is in large part a single-track road, with a regular flow of farm vehicles as well as existing residents, motorists that use the road as an alternative access to surrounding villages and for exiting on to the A286 further north. Easebourne Street also has a very busy junction onto to the A272 which is a significant pinch-point due in part to the usual one or two parked cars as patrons visit the popular village shop. Vehicles are frequently prevented from turning into Easebourne Street due to exiting traffic and this then causes hold ups on the main A272, heading into Midhurst and towards Petworth. We would again request that further work is carried out with the developer and WSCC Highways to determine if enhancements can be made to this junction to improve safety and maintain a better flow of traffic ahead of any development on this site.

There is a total lack of safe pedestrian connectivity on this road which has no pavement or footpath, therefore the Parish Council would greatly support a footpath (which has potentially been mooted by the developers) from the rear of the site leading south towards the burial ground at Glaziers Lane, which would provide safe access to Easebourne Park and Easebourne CE Primary School.

Easebourne Street has suffered from flooding a number of times in the recent past from the river Ez, which results in silt and mud being washed down to the junction with the A272 resulting in a dangerous surface for vehicles on a significant bend in the road. Furthermore, a number of residential properties on the lower end of Easebourne Street, the Village Shop, the White Horse Public House and houses opposite the junction on the A272 have all been previously flooded as a result of the river Ez being overwhelmed. There is concern that the site is currently partly to blame for this flooding, with water from the hardstanding rushing onto the road. Therefore, the Parish Council would like to be assured that this development does not exacerbate the likelihood of this occurrence becoming more frequent in the future, post development.

The Parish Council also has concerns regarding how the interpretation of affordable will be applied for example rented, shared ownership, or sold at 80% of market value.'

In summary, the Parish Council continues to have concerns regarding traffic, pedestrian access and issues with drainage/surface water in Easebourne Street and would urge an appropriate interpretation of 'affordable housing' is applied in accordance with current housing need but is pleased with improvements in the design and layout of the dwellings.

- 11 Potential Hollist Lane Operation Watershed request:** JML explained that a meeting had taken place with a resident who was suffering flooding to part of his property due to the lack of surface drainage on Upperfield which resulted in run-off onto Hollist Lane, and two representatives from West Sussex County Council Highways; Mike Dare and Dave Billingham. Mr Dare had confirmed that Highways would ensure that the drainage into 'Terry's Field' was cleared more regularly, and that the Highways solicitor would consider the legal implications relating to the absence of surface drainage. Mr Dare also suggested that the Parish Council could submit an Operation Watershed request. Whether guttering could be placed at the end Upperfield to divert surface water left and down into Hollist Lane drains had also been mooted. AT commented on the complexity of a potential Operation Watershed request, its associated scoring system and the necessity to demonstrate the impact of potential flooding for a range of properties and facilities. AT suggested that it may be more appropriate for the resident to involve his property insurance provider as flooding was likely to be legally classed as a 'nuisance' which would require action.

Action: JML to meet with the resident and discuss contacting his property insurance provider.

12 Review of Documents: Risk Management Scheme: Following a discussion and a number of amendments and additions were suggested and it was agreed that the policy required significant work to update to bring it up to date.

Action: SH to redraft the policy and email to Councillors for comment.

13 Dates for next meetings:

Wednesday 15th March 2023
7.00pm Community & Environment Committee

Wednesday 5th April 2023
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 3rd May 2023
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

4th May 2023 - Elections

Wednesday, 10th May 2023
7.00pm Easebourne Parish Council Meeting (Annual Meeting)

Wednesday, 24th May 2023 Annual Parish Meeting (hosted by the Parish Council)

The meeting closed at 8.17pm

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

Mike Noble
Chairman

Easebourne Parish Council

Community & Environment Committee

**Minutes of Meeting held at 7.00pm on Wednesday 18th January
2023 in Easebourne Park, Wheelbarrow Castle, Easebourne**

Present: I Milne (IM), M Noble (MN), J Macdonald-Lawson (JML), A Thomas (AT)

In attendance: Parish Clerk S Hurr (SH)

- 1 Public Question Time:** No members of the public were present.
- 2 Apologies and Reasons for Absence:** Cllr E Roberts Grimsey due to personal commitments.
- 3 Declarations of Interest:** None
- 4 Minutes and actions of meeting:**

The minutes of the meeting on 16th November 2022 were proposed by IM, seconded by MN agreed as a correct record of the meeting by all present and signed.

Carry-over Action in progress: MN to email County Councillor Tom Richardson to gain his views on speed reduction initiatives.

Carry-over Action in progress: MN to review photographs for the website (and will follow-up work on the website with Hooli following the resignation of the Cllr J Charlesworth who was previously undertaking this work (see 5a below).

Carry-over Action in progress: SH to again request an update from Cowdray Estate as to any planned actions in relation to the Easebourne Lane culvert.

Carry-over Action in progress: MN will request an update from WSCC Highways/County Councillor Tom Richardson with regards to replacing highway signage with signage with a greater rural aesthetic (see 5e below).

Carry-over Action in progress: SH to request an update on progress regarding the flooding issue related to the lack of surface drainage on Upperfield which collects on Hollist Lane and into Dodsley Grove (see 5e below).

Carry-over Action in progress: SH has received advice from WSCC highways regarding the potential re-siting of the bus stop, north of Kings Drive, this information will be reviewed.

All other actions complete.

5 Verbal/Written Panel/Project Group Reports

- a) Communications (Volunteers and Staffing):** MN reported that he will be working with Hooli in the review and update of the website up to a budget limit of £350. SH asked for the new year (2023) to added for the upload of minutes.

Action: MN to work with Hooli on the website, ensure the new year date is added for the upload of minutes.

MN reported that the current editors of the United Magazine were yet to find replacement editors but had given the deadline of July 2023 for their final edition. Should a new editor/s not be found by this date, the magazine will cease to be published.

The Coronation was discussed with regards to plans for celebration taking place in Midhurst. IM reported that plans were taking place for the King Edward estate to hold its own event. It was concluded currently to ensure that Easebourne Parish residents were aware of Midhurst event (public screen in Market Square) and publicise how to apply for a road closure for celebration.

AT also suggested establishing a WhatsApp group/s within the parish for easy and quick communication between residents, citing the parish of cocking as having this facility. Following a discussion regarding the potential need for administration, and lack of resources for this, it was concluded that this will not be pursued currently.

SH reported that we had been requested by John Godfrey, Deputy Lieutenant, via West Sussex Association of Local Councils to provide some details of our Easebourne Park fruit trees, planted for 'The Queen's Green Canopy', to mark the Platinum Jubilee for his report.

Action: SH to forward the email request for details regarding the Platinum Jubilee trees to MN and IM.

- b) Easebourne Park:** IM confirmed a delayed start date of after Easter for Artizans of Wood (AofW) to begin work in Easebourne Park on replacing The Roundhouse sedum roof and installing the public conveniences. AofW will manage the installation of the conveniences and are in communication with both the Cowdray Estate Forestry Team and NatSol the provider of the structure and workings of the building. Due this delay it was agreed that IM should submit a 'Request for Funding' (RFF) form to the Finance Committee for funding for a temporary toilet for the Easter school holidays and possibly post the Easter holidays until the new facility is up and running.

Action: IM to submit an RFF to Finance Committee on 2nd February 2023.

AT suggested that whilst a digger was on site, whether the mound being used as a ramp for bikes next to the scooter track could have its angle reduced/altered to ensure bike riders did not accidentally fall on to the scooter track, which is generally used by younger children, and also if tree roots could be removed on the 'desire' path between the allotments/burial ground and the park.

Action: IM to investigate if the actions to level a mound and remove tree roots is possible and any associated costs.

IM also confirmed that a bench would have to be relocated for the installation of the public conveniences. Removing the bench concrete pad and disposal/use of the resultant hardcore will be considered. Failing this the pad will be covered in earth removed during the excavation of the hole for the tank.

Action: IM to consider disposal/use of concrete pad once bench is removed.

- c) **Emergencies & Winter Planning:** IM reported that the salt bin by the entrance to Madams Farm on Kings Drive is empty.

Action: IM to confirm location of empty salt bin with 'what3words'. SH to request if West Sussex County Council can refill bin/provide salt.

- d) **Footpaths:** AT commented on the 'Lost Ways Project' regarding unrecorded rights of way (see appendix one).

- e) **Highways Panel:** MN confirmed that JML was keen to progress the 'pointers' project focused on two types of signage one to indicate facilities within the parish, and the other to replace A road large urban-style traditional highway directional signs, and therefore would like to organize a meeting with AT. New quotations would now be required for the production of the signs for which a style will need to be selected. Locations will also need to be identified following on from the work undertaken by ERG and JML.

Action: MN to contact County Councillor Tom Richardson to progress the project/establish Potential permissions.

SH explained that she had received a letter from a resident in Hollist Lane regarding the issue of surface water from Upperfield flooding their garage and garden. This issue had been reported to West Sussex County Council highways in November last year, and an acknowledgement received. A video of the flooding had also been forwarded.

Action: SH to write back to the resident to confirm the actions undertaken to date regarding the Upperfield/Hollist Lane junction flooding. SH will seek permission to forward the letter to the Highways officer. SH would also explain that the information on the Parish Council's website relating to flooding would be reviewed. MN will contact County Councillor Tom Richardson, to ask him to request highways officers investigate the issue.

- f) **Parishes Environment Group (previously Parish Environment Group)** – Nothing further to report at this time.

6 Proposals to full Council: None.

- 7 Matters of Report (information only, not for decision):** AT reported that he believed that Ash tree/s within the boundary of Easebourne Park on Wheelbarrow Castle had died, and once trees come into leaf it will be easier to establish if the tree/s have died and should this be so, action will be taken to remove them.

8 Date of Next Two Meetings:

7.00pm, Wednesday 15th March 2023

7.00pm, Wednesday 17th May 2023

Meeting closed at 8.25pm

Signed: _____ Date: _____

Chairman

Appendix One

Lost Ways Project

Since the National Parks and Access to the Countryside Act 1949 established the present-day rights of way system, there has been concern that there were a significant number of unrecorded rights of way, which do not appear on any map.

In an attempt to resolve the situation and bring continuing uncertainty about 'lost ways' to an end, the Countryside and Rights of Way Act 2000 provides that footpaths and bridleways in existence before 1949 but not recorded on the definitive map by 1 January 2026, will be extinguished. Unrecorded higher rights that may apply to a definitive footpath, bridleway or restricted byway will also be extinguished. This will mean that anyone wishing to claim such a right on the basis of pre-1949 evidence, will not be able to do so from 2026.

The Government is providing funding (July 2004) to the Countryside Agency for the establishment of an efficient system of research to rediscover those historic rights of way and higher rights that have, so far, not been recorded on the definitive map.

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday 1st February 2023
in Easebourne CE Primary School

Present: M Noble (MN), D Pack (DP), Chairman C Sanderson.

In attendance: Parish Clerk, S Hurr (SH)

- 1 Public Question Time:** No members of the public were present, or questions received.
- 2 Apologies and Reasons for Absence:** Cllr T Baker and Cllr E Grimsey Roberts due to personal commitments.
- 3 Declarations of Interest:** None.
- 4 Minutes of the last meeting:** The minutes of the last meeting held on 4th January 2023 were agreed as a correct record and signed.

Carryover Action: TB to research the provision of PAT testing and safety testing of electrical installation in The Roundhouse.

5 Finance Report Review:

- a) Report on previous month spend, cash flow, and spend approvals.

Authorisation of the payments was agreed and signed as follows:

Easebourne CE Primary School, invoice 190123 Hall Hire	£96.00	Approved
S Hurr - Parish Phone – January	£16.39	Approved
Public Works Loan Board – Loan Payment	£1,266.18	Approved
IONOS – Webmail Account – January	£7.19	Approved
M Noble – Newsletter Printing reimbursement	£98.32	Approved
Midhurst Local – Newsletter Delivery, invoice 9674	£31.00	Approved
Clerk – Salary (January)	Undisclosed	Approved
HMRC Tax (January)	Undisclosed	Approved
WSCC – Clerk Pension (January)	Undisclosed	Approved
Clerk – Parish Office (January)	Undisclosed	Approved

Receipts: None

Bank Account Balances (31st January 2023):

Bank Accounts -	Community =	£ 48,266.82
	Reserve =	£ 39,543.52
	Grants =	£ 59,351.63

Total £147,161.97

- b) Income review and opportunities (Grants, Events, CIL): MN explained that he will discuss potential resubmission of the previous Community Infrastructure Levy (CIL) funding application regarding the proposed ramp into Easebourne Park from Wheelbarrow Castle, with Cllr A Thomas. MN added that two comments had been received from South Downs National Park in response to the previous submission suggesting gaining planning permission for the works prior to submission would be welcomed and that it may be more suitably considered alongside future development within the village. MN proposed the application should be resubmitted, which was seconded by CS and agreed by DP.

Action: MN to discuss resubmission of CIL funding application with Cllr Thomas and resubmit application for Easebourne Park ramp.

- c) Asset Register: Currently up to date

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): Following on from the discussion at Community and Environment Committee, it was further debated as to whether a temporary toilet should be hired during the Easter school holiday for Easebourne Park, as the installation of the permanent facility had been delayed. It was proposed to fund the temporary toilet by CS, seconded by MN and agreed by DP.

Action: CS to confirm hire of temporary toilet with Cllr Milne.

The Committee also agreed the revised invoices provided by Cllr Milne regarding the toilet construction and reroofing of the Round House.

MN confirmed that Cllr J Galego had obtained further quotations for verge cutting to supplement the cuts undertaken by West Sussex County Council. Following debate, it was agreed to continue with the services of the current contractor Greenscape which was considerably more cost effective.

Action: MN to confirm continued use of Greenscape for verge cutting with Cllr Galego.

- b) Review requests for grants/funding and actions: None received.

7 Proposals to Parish Council: None

8 Next Meeting Date: 7.00pm, 1st March 2023 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.19pm

Signed: _____ Date: _____ Chairman
Easebourne Parish Council

Finance Committee
Minutes of Meeting held at 7.00pm on Wednesday 1st March 2023
in Easebourne CE Primary School

Present: M Noble (MN), D Pack (DP), Chairman C Sanderson (CS), E Grimsey Roberts (ERG) **In attendance:** Parish Clerk, S Hurr (SH)

- 1 Public Question Time:** No members of the public were present, or questions received.
- 2 Apologies and Reasons for Absence:** Cllr T Baker due to work commitments.
- 3 Declarations of Interest:** None.
- 4 Minutes of the last meeting:** The minutes of the last meeting held on 1st February 2023 were agreed as a correct record and signed.

Carryover Action: TB to research the provision of PAT testing and safety testing of electrical installation in The Roundhouse.

All other actions complete.

5 Finance Report Review:

- a) Report on previous month spend, cash flow, and spend approvals (Rialtas reports to be signed at the April Finance Committee meeting)

Authorisation of the payments was agreed and signed as follows:

Pro-Tec Security, October 2022 – invoice 11646	£44.40	Approved
Pro-Tec Security, October 2022 – invoice 116688	£148.80	Approved
Creative Landscapes, planter bulbs – invoice 1003	£266.40	Approved
Loos To You, portaloos hire – invoice (deposit) – invoice 22/1233	£168.00	Approved
S Hurr - Parish Phone – February	£16.39	Approved
IONOS – Webmail Account – February	£7.19	Approved
M Noble – Chairman’s Honorarium, second tranche	£60.00	Approved
Clerk – Salary (February)	Undisclosed	Approved
HMRC Tax (February)	Undisclosed	Approved
WSSC – Clerk Pension (February)	Undisclosed	Approved
Clerk – Parish Office (February)	Undisclosed	Approved
Hooli, website update/training – invoice SI-16119	£414.00	Approved
Pro-Tec Security, January – invoice 1020	£99.90	Approved

Receipts: £396.73 from Glasdon for double payment.

Bank Account Balances (28th February 2023):

Bank Accounts -	Community =	£ 47,039.91
	Reserve =	£ 39,543.52
	Grants =	£ 59,351.63
	Total	<u>£145,935.06</u>

- b) Income review and opportunities (Grants, Events, CIL): MN explained that he will resubmit the previous Community Infrastructure Levy (CIL) funding application regarding the proposed ramp into Easebourne Park from Wheelbarrow Castle. The request had been increased to £80,000 towards the estimated project cost of £100,000. If the bid was successful the remainder of the funds would be sought from other funding sources for example the National Lottery, and further funds would be drawn from the Parish Councils own funds. The project would be aimed at improving the opportunity to walk and cycle within the parish providing greater connectivity, which is the current focus for CIL expenditure. ERG added that there was also potential for additional funds to be drawn from sources focusing on the 'green' agenda for such projects.

Action: MN to submit CIL application for Easebourne Park ramp.

- c) Asset Register: Currently up to date

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): None.
- b) Review requests for grants/funding and actions: None received.

7 Proposals to Parish Council: None

8 Next Meeting Date: 7.00pm, 5th April 2023 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.18pm

Signed: _____ Date: _____ Chairman