



EASEBOURNE PARISH COUNCIL
Minutes of Parish Council Meeting
held at 7.00pm on Wednesday 13th March 2024
at Easebourne CE Primary School

Councillors Present: M. Noble – chairman (MN), C. Sanderson (CS), I. Milne (IM), D.Pack (DP), J.Macdonald-Lawson (JML), T. Baker (TB) & E. Roberts Grimsey (ERG).

In attendance: Parish Clerk E Tremaine (ET), F Hobbs (FH), Gary Nicholls, Daniel Kilty.

1. **Visitors questions:** no questions.
2. **Report from District Councillor:** Street naming – FH has already fed his thoughts in to SDNPA which align with the opinions of the PC (the suggestions are not in line with local language etc). Commented that the park loos are excellent and he has heard lots about how wonderful the park is from other district councillors. IM gave a quick update to FH on where the kiosk project is. FH very keen to highlight the potential of developing the park further. DP asked FH about the Angel, he cannot comment but there are developments. He is confident that there will be a positive outcome. No further developments on the Grange site.
FH left the meeting.
3. **Report from County Councillor:** Not present and no report sent.
4. **Apologies for Absence:** none.
5. **Declarations of interests in any matters on agenda:** None.
6. **Confirmation of minutes of meeting and review of actions:** Minutes of the meeting held on 10th January 2024 were proposed as a true record and signed by the Chairman.
Proposed by DP, seconded by CS.
 - a) MN to contact Metis re allotments – carry over.
 - b) JML to get invoice for license fee for pointers – there is no charge.
 - c) IM has visited Alex Penny to thank him and will return to award community star.
 - d) ET checked and the All Parishes Meeting will be one meeting per year online and the other in person.
 - e) MN to speak with FH regarding section 106 with the developers – carry over.
 - f) PPS was submitted and SDNPA sent their thanks
 - g) ET has checked policies and now has a list of which are in most urgent need of review
7. **Chairman's Report** – MN reported that following the last meeting the Code of Conduct and Participation Policy have been sent round. He also reminded Councillors that all Council business should be done on Council emails and anything more general can be done from private emails. Correspondence on behalf of the Council should come via the Clerk so anything in that remit to be sent to ET to send on to relevant party. Parish Mag – next focus will be on volunteering so can all Councillors send a line on why they volunteer to ET to go to Jan. Henley TRO – ongoing, there was an objection at public consultation which is now being investigated. Parish Meeting – need to set a date, IM MN JML & ET to organise, try and make it more of an event this year.
8. **Correspondence and invitations received:**
 - a) National Trust – ET to resend invite.
 - b) Planning SDNPA - tomorrow 10am.

- c) CS – police invite, will send round.
 - d) TB attended the All Parishes Meeting (at short notice)– presentations from Hyde (useful to keep on top of affordable housing within the new developments), police (fly tipping, rural crime, unauthorised encampments escalation process). **ACTION - TB to keep on top of the affordable housing for Easebourne residents with Metis.**
9. **Notice of Audit Conclusion** – the audit for Year End March 2023 was completed and accounts have been published. Formally announced on 26th September 2023. Auditors confirmed for this year.
10. **Minutes and Reports from the Committees, Working Parties and External Meetings:**
- a) Communications & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): See minutes of 7th February 2024 (appendix one).
 - b) Finance Committee: See minutes of 7th February & 6th March 2024 (appendix two).
 - i. Proposal from Committee for Stadium Seating – approved. Proposed by MN, seconded by JML. **ACTION – IM to contact ACS to give them the go ahead.**
 - c) Planning Committee (King Edward VII Liaison): See agenda item 11.
 - i. Street Naming Applications – it is unanimously agreed that the suggested names for both developments are not appropriate and feel that they are being chosen to inflate the sale price. School site suggestions – Easebourne Hundred, something including School or Old School. Egmont site – Farriers fine but not Court, could be Field or Close or Terrace. Or Egmont Close or Terrace. **ACTION – ET to draft replies.**
 - d) Parishes Environment Group – ERG sent notes around (see appendix three). Swift boxes to come first. Fruit trees will be revisited to be ready for planting by residents this time next year.

11. **Planning**

a) **Planning Applications –**

Number	Address	Description	Comments
SDNP/23/05089 /LIS	1-3 Laundry Cottages Cowdray Ruins North Street Midhurst West Sussex GU29 9AL	Internal alteration and refurbishment. Renewal of failing foul and surface water drainage systems below ground together with new connections, package treatment plant and soakaways. New landscaping to residential curtilage of existing cottages including fencing, hedging, and paving. Two new bollards to protect existing gas valve from vehicular collision and new gate with freestanding posts.	The Parish Council is resolved to make no objection but would like to support any requirements put forward by Liz Annalls.
SDNP/23/05232 /HOUS	Pilsdon 11 Vanzell Road Easebourne West Sussex GU29 9BA	Proposed rear extension and dormer, replacement garage with solar panels.	The Parish Council is resolved to make no objection but would like to support any requirements put forward by Liz Annalls.

SDNP/23/04424 /HOUS	Mint Cottage Easebourne Lane Easebourne West Sussex GU29 9AZ	Demolition of 1 no. existing outbuildings and erection of single storey rear and side extensions.	The Parish Council is resolved to make no objection but would like to support any requirements put forward by Liz Annalls.
SDNP/23/05459 /FUL	Knightsfield Water Storage Reservoir Wick Lane West Sussex GU29 0AB	Proposed site extension to Knightsfield WSR to include installation of a Break Pressure Tank and associated works.	The Parish Council is resolved to make no objection but would like to support the comments made by the CDC Case Officer.
SDNP/24/00098 /HOUS	Mayfield Upperfield Easebourne West Sussex GU29 9AE	Construction of a detached triple garage/store	The Parish Council is resolved to make no objection.
SDNP/24/00413 /FUL	Birch Trees Nursing Home Hollist Lane Easebourne West Sussex GU29 9AD	Proposed change of use and conversion from Class C2 residential nursing home, to Class C3 single dwellinghouse, with demolition, alterations and landscaping works including garden room.	The Parish Council is resolved to make no objection.
SDNP/24/00005 /TPO	Magnolia House Hollist Lane Easebourne West Sussex GU29 9AD	Reduce heights by 5m, reduce widths by 2.5m, crown lift by up to 5m (above ground level) and crown thin by up to 20% on 2 no. Lime trees (quoted as 1 and 2). Reduce height (to previous pruning points), reduce north and south sectors by 1m on approx. 6 no. Beech trees (quoted as 3). All 8 no. trees are within Area, A1 subject to EB/72/00402/TPO.	The Parish Council is resolved to make no objection.
SDNP/24/00620 /TCA	Merricks Easebourne Street Easebourne Midhurst West Sussex GU29 0BQ	Notification of intention to re-coppice on 1 no. Hazel tree (marked in blue) and crown reduce by 25% and crown lift by up to 2m (above ground level) on 1 no. Crab Apple tree (marked in yellow).	The Parish Council is resolved to make no objection.
SDNP/24/00599 /HOUS	Highclere Easebourne Lane Easebourne West Sussex GU29 9AY	Two-storey rear infill extension with doors and windows to match existing.	The Parish Council is resolved to make no objection.

12. Review of Documents – Grants & Donations Policy

- a) Proposal from Finance Committee to assess bi-annually in April and October.
 Approved. No other changes. Proposed by MN, seconded ERG.

13. Co-option of New Councillor – Daniel Kilty & Gary Nicholls both gave a short introduction.
 Both approved for co-option subject to Gary returning his form. Proposed by CS seconded
 by ERG.

14. Dates for Next Meetings:

03/04/2024	6.00pm	Community & Environment Committee
03/04/2024	7.00pm	Finance Committee
03/04/2024	7.30pm	Planning Committee
01/05/2024	7.00pm	Finance Committee
01/05/2024	7.30pm	Planning Committee
08/05/2024	7.00pm	Easebourne Parish Council Annual Meeting

The meeting closed at 20.03 .

Signed..... Date.....
 Mike Noble – Chairman

**Easebourne Parish Council
Community & Environment Committee
Minutes of a Meeting Held at
6.00pm on Wednesday 7th February 2024
At Easebourne CE Primary School**

Present – Mike Noble (MN) – chairman, J Macdonald-Lawson (JML), D Pack (DP), I Milne (IM)

In attendance – E Tremaine (ET) – Parish Clerk

- 1. Public Question Time** – No members of the public were present.
- 2. Apologies and Reasons for Absence** – Elaine Roberts-Grimsey for personal reasons
- 3. Code of Conduct**
 - a. No declarations of interest
 - b. No dispensation requests
- 4. Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 6th December 2023 were agreed as a correct record and signed. Proposed by IM, seconded by DP.
 - **Carry over action – Hooli/Stripe – MN to nudge Hooli.**
 - The meeting with Tom was set up but had to be cancelled, **ACTION – MN to re-arrange.**
 - Trees action complete.
 - JML asked about the meeting with the Church but this has not taken place yet.
- 5. Verbal/Written Panel & Project Group Reports –**
 - a. **Communications (Volunteers and Staffing)**
 - i. Discussion about the Parish Magazine and who is contributing from the PC, to come back to after the scheduled meeting with the Church and Magazine team.
 - ii. The Parish newsletter has gone out and positive feedback received from the community. It was commented that it should be started sooner next year.
 - iii. A few bits and bobs have been put up on the website. Need to keep pushing for new Councillors. IM has found a potential lead **ACTION - ET to follow up with good Councillor guide etc.**
 - b. **Easebourne Park**
 - i. Fete in the park – Sunday 7th July – first meeting with the PTA has gone ahead, jobs all delegated out. Much bigger event than previous with lots of elements. IM & MN have made a good start on their actions. JML would like to be involved too.
 - ii. Loo repair – IM has spoken with Artizans, they have come and put in some posts to stop the door swinging too far but are yet to repair.
 - iii. Stadium seating project – quotes have been sought. £16.5k plus VAT for 5 rows. £12k for 4 rows. £10k for 3 rows. With steps down the middle and a central rail and a rail at the top. 2 more quotes need to be sought before proceeding. **ACTION – IM to seek more quotes.** The quotes can then go ahead to be approved by the Finance Committee.
 - iv. Defibrillator – there is a problem with the door of the new defib which IM is following up with the Heartbeat Trust. **ACTION – IM to sort defibrillator door.**
 - v. Lawrence from Wildwood is going to do an inspection at the park for dens and trails next month.

**Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
7.00pm on Wednesday 7th February 2024
At Easebourne CE Primary School**

Present – C. Sanderson (CS) – chairman, M Noble (MN), D Pack (DP) and J Macdonald-Lawson (JML).

In attendance – E Tremaine (ET) – Parish Clerk

1. **Public Question Time** – no members of the public in attendance.
2. **Apologies and Reasons for Absence** – E Roberts-Grimsey & T. Baker for personal reasons.
3. **Code of Conduct**
 - a) Declarations of interest – JML declared an interest against agenda point 6.b.i as the named person on the application is a personal friend.
 - b) No dispensation requests.
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 3rd January 2024 were agreed as a correct record and signed. Proposed by DP, seconded by MN.
5. **Finance Report Review**
 - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
 - i. Payments for the month were approved as follows:

Payee	Detail	Amount
Clerk	Salary - January	UNDISCLOSED
WSCC	Clerk Pension - January	UNDISCLOSED
HMRC	Tax - January	UNDISCLOSED
Clerk	Parish Office - January	UNDISCLOSED
Clerk	Parish Phone - January	£ 6.00
Clerk	SLCC membership & ILCA course - PAID	£ 339.00
IONOS	Invoice 203040282070 - Direct Debit	£ 18.72
Wettons	Invoice 154797 - toilet maintenance	£ 620.92
Rotherhill Nurseries	Acer Campestre Tree - PAID	£ 121.60
Easebourne School	Invoice EPS00016 - Room Hire Autumn Term	£ 96.00
Greenscape Services	Invoice 287 - Playground Inspection	£ 96.00
Pro-Tec	Invoice 1749 - Park Security	£ 187.20
Hooli	Invoice 16339 - IT help	£ 24.00
Midhurst Local	Newsletter delivery	£ 31.00
Mike Noble	Newsletter printing	£ 94.51
JRB Enterprise	Invoice 26465 - dog gloves	£ 165.70
Frank Davies	Trees & planting equipment - PAID	£ 58.50
Frank Davies	Compost & planting equipment - PAID	£ 24.76
TOTAL PAYMENTS		£ 3,253.57

- b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. £200 received from the Church for their contribution to the new defibrillator.
 - ii. MN reported that the outcome of his conversation with the CIL department was that there is CIL money to come from the new developments so it would likely not be worth the time to make an application.

- c) Asset Register – no changes
 - d) Bank Balances as at 31/01/2024
 - i. Community Account – £61,396.95
 - ii. Reserves Account – £44,440.70
 - iii. Grants Account - £58,029.58
- 6. Forecast Spend**
- a) Sub Committee/Working Parties forecasts (including Requests for Funding)
 - i. Finger posts – JML reported that Wests are happy to honour their original quote of £1699 inc VAT. The quote from Acorn (based in Bognor) was £1600 inc VAT. The third company approached for a quote did not respond despite chasing so a third quote could not be sought. Although a formal RFF form has not been supplied the resolution can be passed this evening to go ahead with Wests and the RFF is to be submitted retrospectively. Proposed MN, seconded CS. **ACTION – JML to obtain quotes for installation.**
 - b) Review Requests for Grants/Funding and Actions
 - i. Midhurst Milers – it was noted that there is only £100 remaining in the budget for grants. There was a discussion and it was resolved that the application will be declined on the grounds that the application leans too much towards supporting an individual than an organisation. Proposed by MN, seconded by CS.
- 7. Proposals to Parish Council – none.**
- 8. Date of Next Meeting – 7.00pm Wednesday 6th March 2024**

Meeting Closed at 19.30

**Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
7.00pm on Wednesday 6th March 2024
At Easebourne CE Primary School**

Present — M Noble (MN) - chairman, D Pack (DP) and E Roberts-Grimsey (ERG)

In attendance – E Tremaine (ET) – Parish Clerk, Gary Nicholls (potential Councillor).

- 9. **Public Question Time** – no members of the public in attendance.
- 10. **Apologies and Reasons for Absence** – C Sanderson, T Baker & J Macdonald-Lawson for personal reasons.
- 11. **Code of Conduct**
 - a) No declarations of interest
 - b) No dispensation requests
- 12. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 7th February 2024 were agreed as a correct record and signed. Proposed by DP, seconded by ERG.
 - a) **Carryover action** – JML still working on quotes for installation of finger posts.
- 13. **Finance Report Review**
 - e) Report on Previous Month Spend, Cash Flow and Spend Approvals.
 - i. Payments for the month were approved as follows:

Payee	Detail	Amount
Clerk	Salary - January	UNDISCLOSED
WSCC	Clerk Pension - January	UNDISCLOSED
HMRC	Tax - January	UNDISCLOSED

Clerk	Parish Office - January	UNDISCLOSED
Clerk	Parish Phone - January	£ 6.00
Clerk	Give WP Donation Plugin \$149 plus £3.52 non sterling transaction fee	£ 121.27
IONOS	Invoice 203040795106 - Direct Debit	£ 18.72
Mike Noble	Invoice 1547541 - Gazebo	£ 324.95
KLG Services	Invoice 16358 - Empty WC PAID	£ 230.00
Pro-Tec	Invoice 1656	£ 187.20
Mulberry and Co	Invoice 51475 - AGAR Training	£ 54.00
Anywhere Deckchairs	Invoice 0765 - deposit PAID	£ 180.00
TOTAL PAYMENTS		£ 2,491.80

- f) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. CDC Tree Money received 09/02/2024 - £494.35.
 - ii. VAT return received 19/02/2024 - £1060.92.
- g) Asset Register – no changes
- h) Bank Balances as at 29/02/2024
 - i. Community Account – £60,012.51
 - ii. Reserves Account – £44,440.70
 - iii. Grants Account - £58,029.58

14. Forecast Spend

- c) Sub Committee/Working Parties forecasts (including Requests for Funding)
 - i. Finger Posts – RFF approved to go to full council. Proposed ERG, seconded MN.
 - ii. Stadium Seating Project – discussion concerning the number of tiers in the quote, RFF rejected, to be resubmitted with quote for less tiers. **ACTION – MN to ask IM to re-submit.**
- d) Review Requests for Grants/Funding and Actions
 - i. Frequency of Grant Application Assessments – following discussion it was resolved to assess applications bi-annually in April & October. Proposed DP, seconded ERG.
 - ii. Air Ambulance KSS – postpone to April.

15. **Proposals to Parish Council** – Finger posts RFF (see item 6.a.i), frequency of grant applications (see item 6.b.i).

16. **Date of Next Meeting** – 7.00pm Wednesday 3rd April 2024

Meeting Closed at 19.27

**Easebourne Parish Council
Finance Committee 13th March 2024
Minutes of Meeting held at
6.30pm on Wednesday
At Easebourne CE Primary School**

Present – C Sanderson (CS) – chairman, M Noble (MN), D Pack (DP), T Baker (TB), J Macdonald-Lawson (JML), E Roberts-Grimsey (ERG).

In attendance – I Milne (IM), G Nicholls (GN), E Tremaine (ET) – Parish Clerk.

1. **Public Question Time** – no public
2. **Apologies and Reasons for Absence** – none.
3. **Declarations of Interest** – none.
4. **Stadium Seating RFF** –
 - IM gave a brief sum up of the RFF and the situation.
 - The best option is for 4 terraces (5 rows).
 - Step height – 600mm or above has to have fall protection so each terrace will need to be 500mm.
 - One row needs to be DDA compliant (bottom row).
 - Post and rail protection at the top and on each edge.
 - Stairs in the middle, kissing gate at the top.
 - Width to be checked as must be below 2m.
 - Not much in terms of maintenance costs.
 - Track from the main path to be considered further down the line.
 - Time frame – 5 working days.
5. **Proposals to Full Council** – proposal to take ACS quote through to full council – proposed by TB, seconded by ERG.
6. **Date of Next Meeting:** 7.00pm, Wednesday 3rd April 2024

Meeting Closed 6.50pm

Signed..... Date.....
Colin Sanderson – Chairman

Author	Cllr I A Milne	Version	2	Date	10 Feb 24
Project Name	Stadium Seating for Easebourne Park				

Budget allocation	EPC Budget
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Justification (Why should we do it and who it will benefit)	Thus is a long-standing ambition of EPC and was always envisaged as complementary to The Roundhouse as spectator/audience seating. Additionally, will provide much needed seating for visiting families. Obtaining groundworks quotes has proved problematical with companies declining to quote for this work, citing order schedules that are full and would not support the EPC timescales.
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Method of Work (What are the steps to be undertaken)	The bank overlooking the Roundhouse to be fashioned into seating with a central staircase, with handrail. The seats to be formed of oak sleepers, fixed with metal pins, and turfed between the seating steps. The ends of the seating at each end protected by post and rail fences. The area above the seating and steps to be protected by post and rail fences, with a kissing-gate style opening above the steps, preventing direct access by bikes etc, to the steps below. Gaps in treads in steps to be filled with Fittleworth Stone in keeping with the rest of park paths/steps etc. It has been established that with 3 tiers, vice the original design of 4, there could be dangerous drops at the top of the tiers (level grass to the first tier), bottom of the tiers (bottom
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	tier to existing path), or, if evenly spaced, a large drop between the tiers. Thus, primarily for safety but also for seating capacity, 4 tiers recommended over 3. The area available does not support 5 tiers. DDA access to be finalized with the chosen contractor but likely to lowest tier only.
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Post Installation Assets	Secure, long-term sustainable seating supporting events in The Roundhouse. In addition, these seats will form additional seating for families day-to-day.
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Quotations	Summarise your 3 supplier quotes below:			
		Quote 1	Quote 2	Quote 3
	Supplier Name	John Britten Ltd	ACS	JPG Building and Groundworks Ltd
	Carriage	n/a	N/A	No capacity, so...
	Total	£16,500 + VAT	£15,809.20 + VAT	Declined to quote

Funding Plan	Sum to be taken from EPC Funds.
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Contractor recommendation and why	ACS, a local company, as best VFM and as a respected local groundworks company used successfully by the PC in the past. Further, ACS has included a 10% Community discount in the final costings
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Communication Plan	Comms lead - Judith Mc-L to create; however, anticipate Village Magazine, local press, and usual social media outlets utilized by EPC.
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Please complete and ensure sent to the Clerk for filing

Contract Selected	
Justification	

Approval	Finance	Communications	Chairman
Name			
Date			

Appendix 3

Greenheal Update

Dear All

Key actions agreed last night:

1. **SH and JS to conclude on a final version of a proposed CIO document which all can run a final check over before submission to the Charities Commission. Likely trustees are representatives from each parish ie JS, SH and ERG with the potential for a fourth in the possible new councillor for Easebourne PC. ERG to approach JS agreed to handle any financial management of Greenheal and also accounts submission to the Charities Commission. ERG agreed to handle administration and also help with project management, hopefully with another trustee as well.**

2. It was also agreed that we need to finalise and agree a logo/identity design for Greenheal. This must reflect that this is a community/parishes initiative. **ERG to go through all responses from Fiver and propose a shortlist to this group asap. Any modest costs involved can be paid by ERG and then reclaimed.** All were reminded that we have seed capital of £1 per household from each of the parishes which gives us a starter fund tbc but probably just over £1k. **We need to resolve a bank account for Greenheal and ERG will approach Petersfield to see how they have handled this.**

3. We discussed the need to now approach **Nick McDonald of Cowdray (to be invited by ERG to the next Greenheal meeting)** and also the individual with responsibility for ecology at South Downs National Park. **ERG to get back to Paul Stevens of Sussex Swifts to finalise a date for a local presentation to the community on how the Greenheal swift box project might work.** ERG has already approached Derek Welsman for support in helping to promote such a meeting. **ERG to approach Cowdray with a view to securing the use of either Cowdray Hall or the Walled Garden for such a presentation to take place.**

4. It was agreed that the Swift Box project should be the first Greenheal initiative. We may be too late this year to get the subsidised fruit tree project off the ground as Petersfield will already be doing collections now to meet sensible planting times. We can look at the fruit trees project for pushing late Autumn this year.

5. Next meeting agreed as 15th April 6.30pm White Horse, Easebourne.