

EASEBOURNE PARISH COUNCIL Minutes of Parish Council Meeting held at 7.00pm on Wednesday 10th September 2025 at Easebourne CE Primary School

Councillors Present: M Noble (MN) – chairman, C Sanderson (CS), D Pack (DP), D Kilty (DK), I Milne (IM), J Macdonald-Lawson (JML), G Nichols (GN), E Roberts-Grimsey (ERG), A Dodwell (AD).

In attendance: Parish Clerk - E Tremaine (ET), F Hobbs (FH).

- 1. Visitors questions: no questions.
- 2. Report from District Councillor:
 - a) Working on funding for the hub from CDC, meeting set with Dave Hyland and Emma Bishop on the 23rd September. Could be scope to go over £25k.
 - b) Section 106 still not reached the threshold, keep monitoring
 - c) 26th September annual District Council walkaround, they will be coming to see the MCLT houses on Egmont Road.
 - d) No devolution updates. 2 Unitary options to be put forward one West Sussex Unitary or split North/South into two.
- 3. **Report from County Councillor:** Apologies received.
- 4. Apologies for Absence: T Baker for personal reasons.
- 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 Wednesday 9th July & Monday 18th August 2025 were proposed as a true record and signed by the Chairman. Proposed by ERG, seconded by DP.
 - a) Section 106 (MN waiting to hear from FH) complete (see item 2b). IM added that more building about to begin at KEV (50 houses).
 - b) DK to send Risk Management Policy to ET for publication in progress, carry over
 - c) MN to organise a date with MTC for a get together 30th September time tbc.
 - d) Defib training ongoing, carry over, JML speaking to the trainer and Cowdray to book the Hall.
 - e) DK, MN & CS to draft response to SDNPA Partnership Management Plan Review complete, DK submitted the response (see report in appendix one). SDNPA will publish the revised Plan in January.
 - f) Biodiversity survey mentioned by FH at previous meeting to be discussed at C&E ACTION.

7. Chairman's Report:

- a) Extra signage has been put up on North Mill Bridge
- b) Has met with Yvonne Graveley during the SGN works. She has now turned attention to the Angel to encourage progress following the meeting with stakeholders that she chaired (updates were posted on her social media page).
- 8. Correspondence and invitations received:
 - a) SDNPA Planning Committee Meeting 11/09/25 10am Memorial Hall
 - b) SDNPA Rover Rother Communities & Parishes Event 7/10/25 6pm Memorial Hall JML, DK & AD to attend

- c) Home Start Annual Review 9/10/25 11.45am The Council House, North Street, Chichester
- d) CDC All Parishes Meeting 13/10/2025 5pm East Pallant House TB to attend
- e) Midhurst Community Forum 19/11/2025 10.30am 2pm The Grange

9. Community Hub Project

- a) IM has created a questionnaire for groups and organisations.
- b) Bat surveys underway
- c) Quotes received for project management, another to approach for a quote
- d) ACS are going to visit to discuss whether the car park could be extended in the grass area next to the small car park
- e) School have agreed that outside area could be used if the music room is screened off and are happy with the overhanging roof
- f) Charity Expert instructed to help with decisions on Trustees and charity set up
- g) MN looking at branding, marketing materials etc. ERG suggested looking at Fiver but need a detailed brief to begin with
- h) The Easebourne Magazine is doing a feature on the Hub in the next issue
- i) Q&A document has been uploaded to website. Survey results are positive so far.
- j) Meeting with CDC on 23rd September re funding as mentioned before
- k) MN & TB meeting with another potential project manager to help with the planning application
- I) Neil Sore working on updating the Business Case document, including consultation and comparisons with other similar areas/buildings
- m) MN has asked AD to look into a platform for comms

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 6th August 2025 (appendix two).
 - i. Rospa report recommendations are now complete
 - ii. 4T of bark was delivered to top up the play areas, another delivery required in the Spring.
 - iii. JML commented that the steps by the noticeboard have eroded alongside and the weed sheet is exposed trip hazard. IM to investigate ACTION
 - iv. JML also commented that the noticeboard seal has gone, IM to investigate ACTION.
 - v. Midhurst Milers are hosting an event on Saturday 20th September, with the park as a base.
 - vi. The two TROs submitted have gone past the first checks, some more info requested for Wheelbarrow Castle.
 - vii. Speed data has come back for the area proposed in the CHS, that speed compliance is relatively good, therefore the buffer zone suggested is unlikely to go ahead. Focus on the crossing/island at Egmont Road. JML asked if the footpath crossing was included but MN noted that it was not. Speed indicator devices on hold for now.
 - viii. JML has written to Tom Richardson about Upperfield drainage.
- b) Finance Committee: See minutes of 6th August & 3rd September 2025 (appendix three).
- c) GreenHEAL
 - i. Coverage in the Easebourne Magazine
 - ii. Swifts project in the last phase, most boxes delivered. Quote given to the Church for bespoke boxes for the Church. Quote received for Swift tower.
 - iii. Next project looking at energy efficiency.

- iv. Beginning to look at next fruit tree project.
- v. Continuing to work with CDC and FH on future project ideas, including repair shops, recycling and waste etc.

11. Planning

a) Planning Applications –

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SDNP/25/0280 6/TPO	Land North of 11 Hurst Park Easebourne West Sussex	Reduce south, south-west and west sectors by 1-1.5m (overhanging over neighbouring properties) on 1 no. Oak tree (quoted as T1, TPO'd as T17) subject to EB/03/00415/TPO.	While the PC has no immediate objections, they are concerned that the owner of the tree does not seem to appear anywhere on the application.
SDNP/25/0307 6/TPO	10 Brackenwood Easebourne West Sussex GU29 0FB	Crown reduce by approx 0.30m on 4 no. variegated Ligustrum trees within Woodland, W1 subject to EB/04/00013/TPO.	The PC is resolved to make no objection.
SDNP/25/0289 9/HOUS	74 Henley Old Road Henley Easebourne West Sussex GU27 3HQ	Stationing of a shepherd's hut for ancillary space to the main dwelling.	The PC is resolved to make no objection.
SDNP/25/0307 7/HOUS	81 Henley Old Road Henley Easebourne West Sussex GU27 3HQ	Demolition of existing single storey front extension and rear conservatory. Addition of a two storey front extension, and associated works.	The PC is resolved to make no objection but would like to support all recommendations made regarding wildlife and dark skies.

12. Review of Documents - Memorial Policy -

- a) Edit in trees section to "responsible during first watering season".
- b) Add in "will be reviewed".
- c) Any additional decoration to be approved by the PC, same on trees.
- d) Update address.

13. Dates for Next Meetings:

01/10/2025	6.00pm	Community & Environment Committee
01/10/2025	7.00pm	Planning Committee
01/10/2025	To follow	Finance Committee
05/11/2025	7.00pm	Planning Committee
05/11/2025	To follow	Finance Committee
12/11/2025	7.00pm	Easebourne Parish Council Meeting

The meeting closed at 20.03	Т	he	meeting	clos	ed a	t 2	20	.0	13	١,
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Signed	Date
Chairman	

Report to Easebourne Parish Council re. SDNPA's PMP (2026-31) Review. Date: 05 September 2025.

Background.

- The South Downs National Park Authority (SDNPA) Partnership Management Plan (PMP) sets out the overarching strategy for management of the South Downs.
- PMP's are refreshed and updated approximately every five years. This latest PMP will cover the period 2026-31 and will replace the current PMP (2020-25).
- The PMP review process has been underway since early this year, but the first draft for comment was issued on 9th June 2025, Although the associated Parish Councils PMP Briefing didn't happen until four weeks later, on 1st July 2025.
- The PMP is set out as a hierarchy of Priorities, Aims and Objectives.

Although the naming convention has changed (between the 2020 PMP and the 2026 PMP), these can broadly be compared as follows:

Plan	Vision	Priorities	Aims / Outcomes	Objectives / Priorities	Cross-cutting themes
PMP (2020-25)	none	none	10	21	none
PMP (2026-31)	1	2	7	15	4

At the EPC meeting on 9th July 2025, DK Presented a summary of the PMP briefing to full Council, together with a proposal, that was accepted by the council, that DK and others would draft & submit EPC's response to the proposed PMP (2026-31) document - and report back to the next full Parish Council.

The purpose of this short report is to report back as agreed.

EPC's Response to SDNPA's PMP (2026-31) proposal.

- In the EPC Council meeting (09 July) we discussed a few items from the PMP key themes being that the aims "seem sensible, but that the meaning lies in how these are interpreted". In completing the response, we have tried to apply this philosophy.
- The full detail of EPC's response is in *Parish Consultation template_EPC (v1).doc* but salient points are:

SNDPA PMP Items	EPC's Comment
Vision: "The South Downs National Park is a vibrant place with nature everywhere, for everyone, where wildlife flourishes, clean water flows and the dark night skies are filled with stars ETC."	Strongly agree with the principle of the Vision – who wouldn't, but it is too vague – it lacks realism.

Of the seven aims all were supported except Aim #4 "Young people will have opportunities to access" where we said "No, no one demographic group should be the focus of such an aim - instead it should be "All local people will have opportunities to access training, skills and opportunity to care for and enhance the National Park".

SNDPA PMP Items	EPC's Comment
 Aim 1: Nature, resilience & wildlife. Objective 1.1 improve wild-life rich habitats Objective 1.2 support food & drink producers Objective 1.3 improve nature rich sites. 	Supportive of all of these but proposed widening scope to all producers; and commented that without context (ie. current position) we couldn't comment on the numerical targets.
 Aim 2: Net Zero by 2040 Objective 2.1 support businesses & community Objective 2.2 support land-owners & managers 	Again, supportive of these but highlighted that: Net Zero is only a neutral position, so instead should aim for a positive position. That the target for 2.1 was too low (only 6.5%). That the target for 2.2 was too low (only 7%)
 Aim 3: clean abundant water Objective 3.1 support catchment-based approaches Objective 3.1 improve water environment. 	Again, supportive but (1) highlighted SDNPA's limited ability to influence this dimension; and (2) Why restrict to only catchment-based approaches?
 Aim 4: Young people will have opportunities Objective 4.1 engaging schools Objective 4.2 encourage work placements etc. 	 No – all people should have opportunities. Expand from just schools to all types of orgs (eg. U3A, Friends of groups etc.) Target of 100 placement – over 5 years; within a local population of 2 million is too low.
 Aim 5: SDNP valued and accessible for all Objective 5.1 improve accessibility Objective 5.2 maintain dark skies status 	Again, supportive, but commented that this is very vague and highlighted the key role of the road & transport network – and the challenges already being felt (eg. Midhurst) – in achieving this aim. Suggested the pathways target is increased from 25km & 50 gates to something more suitable for a 1627sq km National Park. On Dark Skies we commented that the objective shouldn't just be to maintain what we currently have but to improve on it.
 Aim 6: Cultural Heritage is understood and conserved. Objective 6.1 Decrease heritage assets at risk; improve records and increase heritage assets covered. Objective 6.2 work in partnership & support creative arts and heritage projects. 	Again, supportive but suggested more context be provided for the targets – an that SDNPA be more ambitious in this Aim
 Aim 7: A thriving rural economy & local communities. Objective 7.1: Growth in Green Economy and Visitors to the National Park. Objective 7.2: Affordable housing – 60 per year plus other targets, 	Agreed with the Aim, but noted that this should not be at the expense of other Aims (eg. Cultural heritage, nature conservancy etc). • We agreed with the growth objectives. • On the affordable housing objectives, we commented that the objective was very

SNDPA PMP Items	EPC's Comment
	important but that the target was woefully low, given the 120,000 people that live in that National Park.

We didn't comment on the Planning Principles proposed – or on the General Principles; but did comment generally that (1) the PMP is of value, but that (2) earlier engagement would have been helpful and (3) that the PMP should be more ambitious in several areas.

Daniel Kilty

Cllr. Easebourne Parish Council.

Easebourne Parish Council Community & Environment Committee Minutes of a Meeting Held at 6.00pm on Wednesday 6th August 2025 At Easebourne CE Primary School

Present – M Noble (MN) – chairman, D Pack (DP), G Nicholls (GN), F Davies (FD) **In attendance** – E Tremaine (ET) – Parish Clerk

- 1. Public Question Time No members of the public were present.
- **2. Apologies and Reasons for Absence** J Macdonald-Lawson, I Milne & E 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 4th June were agreed as a correct record and signed. Proposed by GN, seconded by DP.
 - JML/ET to speak to Cowdray about shop sign Cowdray refused permission, potentially going to look at an A board, MN to speak to shop ACTION.
 - MN to research VAS costs ET speaking to other local Parishes who have recently had one installed, CARRY OVER
 - ET to post SGN updates on website & social media ET & MN have completed this, works to finish within the next week
 - ET to review feedback slips from AVM complete
 - IM and MN to design brief and gather quotes for PM see item 5b
 - ET to write to Cowdray Forestry department to thank them for their assistance with the fallen branch complete
 - ET to chase Cowdray for a response re Winters Lane footpath permission to re-site was refused.

5. Verbal/Written Panel & Project Group Reports -

a. Communications (Volunteers and Staffing)

- i. Noticeboards need to be updated
- **ii.** FD said that someone has been posting adverts on the fingerpost signs which need to be removed
- **iii.** Website page for the community hub project, MN has added a page to the website to be updated when there is more information.
- **iv.** Comms team needs to have a side discussion about community hub project, consultation methods etc.

b. Community Hub Project

- i. Neil has produced the Business Case document and a session has been held to brainstorm tasks etc.
- ii. Met with several potential project managers, architects etc.
- **iii.** Briefing document was sent out after the last meeting and a business plan document will follow shortly.
- **iv.** Timelines could be operational by next summer but could be held up by presence of bats. Surveys are imminent.
- v. Possibly going to need to call an EGM soon tbc.

c. Easebourne Park

- i. FD said that Frep have removed a few dead trees
- ii. Repairs scheduled from Rospa inspection
- iii. ET sourcing play bark for topping up
- **iv.** Madhurst event in the park last Saturday, open air theatre which worked very well.

d. Emergencies and Winter Planning

- i. Salt audit complete
- e. Footpaths nothing to report
- f. Highways
 - i. The two TRO's and the CHS have been submitted.
 - ii. The A272 TRO has passed the first check
 - **iii.** Wheelbarrow Castle TRO some speed data is being commissioned by Highways.
 - **iv.** SGN works almost complete on North Street, hoardings are being replaced early next week and lights should be lifted by Wednesday of next week.
 - v. Group being formed to look at traffic issues in the town, with a view to minimising issues when work on the Angel is done, MN to keep in touch for updates.
 - vi. It was discussed whether to write a letter about traffic management during works on the Angel, it was agreed to wait for a planning application.
 - vii. DP noted that traffic management for the Gold Cup was good this year.

g. Parishes Environment Group (Greenheal)

- i. ERG sent an update the swift box project has been progressing well and we have sold 8 boxes and helped most purchasers with installation. The church has been measured up and we are awaiting a quote for 6 boxes to be fitted there. We are also awaiting a quote for a swift tower for the park which would be made by Paul Stevens.
- **6.** Proposals to Full Council none.
- 7. Matters of Report none.
- **8.** Date of Next Meeting 6.00pm Wednesday 1st October 2025.

Meeting Closed	at 18	.40
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Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
Easebourne CE Primary School
On Wednesday 6th August 2025
Following on from Planning Meeting

Present – C Sanderson (CS) – chairman, M Noble (MN), D Pack (DP), D Kilty (DK). **In attendance** – E Tremaine (ET) – Parish Clerk

- 1. **Public Question Time** no members of the public in attendance.
- 2. **Apologies and Reasons for Absence** J Macdonald-Lawson & T Baker 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 2nd July 2025 were agreed as a correct record and signed. All actions have been completed. Proposed by DK, seconded by DP.
- 5. Finance Report Review
 - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
 - i. Payments for the month were approved as shown in the appendix
 - ii. It was noted that the invoice from Neil Sore was higher than the quote. The work had over run and was more complex than initially anticipated. The document is also evolving and so there will be further cost to complete. He has also been asked to produce a revised version which will be shorter as a consultation document. After a discussion it was agreed that Neil will continue to work at a cost of £35/hour which will be capped at £2000, proposed by DK, seconded by DP. If costs exceed the cap then further approval must be sought from the Finance Committee.
 - iii. A bat survey of the community hub building has been carried out and further surveys are required immediately. This is quoted at £3150 + VAT. Proposed by MN and seconded by DK.
 - b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - c) Bank Balances as at 31/07/25
 - i. Community Account £37,104.60
 - ii. Reserves Account £51,991.77
 - iii. Capital Projects Account £51,388.30
 - iv. Hampshire Trust Account £85,000
 - v. Hinkley & Rugby Account £85,000
- 6. Forecast Spend
 - a) Sub Committee/Working Parties forecasts (including Requests for Funding) none
 - b) Notification of Increase to Clerk Salary due to National Pay Award accepted.
- **7.** Proposals to Parish Council none.
- 8. Date of Next Meeting Wednesday 3rd September 2025 to follow 7pm Planning Meeting.

Signed:	Date	,•
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Chairman

Appendix

Payee	Detail	Power	Amount	
Clerk	Salary - July	LGA 1972 s.112	UNDISCLOSED	
WSCC	Clerk Pension - July	LGA 1972 s.112	UNDISCLOSED	
HMRC	Tax - July	LGA 1972 s.112	UNDISCLOSED	
Clerk	Parish Office - July	LGA 1972 s.111	UNDISCLOSED	
Clerk	Parish Phone - July	LGA 1972 s.111	£ 6.00	
Clerk	Reimbursement for Microsoft 365 subscription	LGA 1972 s.111	£ 84.99	
Greenscape	Invoice 300 - inspections and grass cutting	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 552.00	
Wettons	Invoice 163525 - toilet maintenance	Public Health Act 1936 s.87	£ 708.60	
Pro-Tec	Invoice 2828 - park security	Local Govt & Rating Act 1997 s.31	f 221.08	
Neil Sore	Work on Community Project	LGA 1972 s.133	£ 700.00	
Mike Noble	Reimbursement for stationery	LGA 1972 s.111	£ 7.64	
Surrey Hills Solicitors	Invoice 12023 - proffessional services	LGA 1972 s.133	£ 360.00	
GPM Ecology	Invoice 3540 - bat assessments	LGA 1972 s.133	f 512.00	
Judith Macdonald- Lawson	Reimbursement for dog show rosettes PAID	LGA 1972 s142	£ 16.09	
Mike Noble	Reimbursement for fete supplies PAID	LGA 1972 s142	£ 359.84	
Mike Noble	Reimbursement for community project expenses PAID	LGA 1972 s.133	£ 30.60	
Mike Noble	Reimbursement for flip chart etc PAID	LGA 1972 s.111	£ 98.70	
Ian Milne	Reimbursement for fete music PAID	LGA 1972 s142	£ 210.00	
lan Milne	Reimbursement for zip wire repair PAID	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 4.38	
Gallagher	Invoice 546480674 - insurance PAID	LGA 1972 s.111	£ 2,173.73	
IONOS	Invoice 2032049664017 - DD PAID	LGA 1972 s.111	£ 29.03	
TOTAL PAYMENTS			£ 7,534.35	

Finance Committee Minutes of Meeting held at Easebourne CE Primary School On Wednesday 3rd September 2025 Following on from Planning Meeting

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

In attendance – E Tremaine (ET) – Parish Clerk

- 9. **Public Question Time** no members of the public in attendance.
- 10. **Apologies and Reasons for Absence –** T Baker 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 6th August 2025 were agreed as a correct record and signed. Proposed by DK, seconded by MN.
- 13. Finance Report Review
 - d) Report on Previous Month Spend, Cash Flow and Spend Approvals.
 - i. Payments for the month were approved as shown in the appendix.
 - e) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. £34.07 received in donations in August
 - ii. CIL application for the Hub was rejected, window to re-apply later in the year.
 - f) Bank Balances as at
 - i. Community Account £31,966.06
 - ii. Reserves Account £51,991.77
 - iii. Grants Account £51,388.30
 - iv. Hampshire Trust Account £85,000
 - v. Hinkley & Rugby Account £85,000

14. Forecast Spend

- c) Sub Committee/Working Parties forecasts (including Requests for Funding) £795 proposed spend on Charity Expert, proposed MN, seconded JML.
- **15.** Proposals to Parish Council none.
- **16.** Date of Next Meeting Wednesday 1st October 2025 to follow 7pm Planning Meeting.

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Signed:	Date:		
Chairman			

Appendix

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

Clerk	Parish Office - August	UNDISCLOSED	
Clerk	Parish Phone - August	£	6.00
Clerk	Reimbursement for signs	£	9.75
	Invoice 301 - inspections and grass		
Greenscape	cutting	£	552.00
Wettons	Invoice 164032 - toilet maintenance	£	708.60
Pro-Tec	Invoice 2890 - park security	£	245.64
lan Milne	Reimbursement for ink	£	36.76
WSALC	Invoice 2009 - training	£	96.00
Playsafe Playgrounds Ltd	Invoice 9149 - equipment repairs	£	3,518.40
Eurogreen Environmental	Invoice 0000238062 - bark PAID	£	531.60
IONOS	Invoice 203050233875 - DD PAID	£	29.03
TOTAL PAYMENTS		£	7,433.61