

# ALBOURNE PARISH COUNCIL [2017]

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## Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 4<sup>th</sup> July 2017, at 7.00 p.m.

*Present:* Cllr Graham Stafford (GS) – Chairman  
Cllr Nikki Ernest (NE)  
Cllr Nick Wergan (NW)  
Cllr Di Howard (DH)  
Cllr Heather Jordan (HJ)  
Cllr Suzi Sawyer (SS)

*In attendance:* Iain McLean (Parish Council Clerk), Councillor Joy Dennis (West Sussex County Council), and 5 members of the public (for parts or all of the meeting).

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- 1. (2017/080) – Councillor Stafford formally opened the meeting, welcomed those present, and received apologies for absence.** An apology for absence was received from Parish Councillor Jerry Butler, and this was accepted. Councillor Judy Llewellyn-Burke (Mid Sussex District Council) had also sent her apologies.
- 2. (2017/081) – Declarations of interest.** GS declared a personal and pecuniary interest in planning item 6.1 on the Agenda (Moorcroft) as he is the owner and applicant of the property in question. He said that he would therefore leave the room for the duration of the discussion of this item. NE declared a personal interest of a minor nature in the same planning application, as she is a neighbour to the application land. She therefore said that she would also take no part in the proceedings, or decision relating to the determination of this application.
- 3. (2017/082) – Adjournment for any questions or issues raised by members of the public.** A resident of Barleycroft raised the prospect of creating a community orchard for the green, which would encourage wildlife, and also be an education resource. Mid Sussex District Council, who own the land, have been approached and would be happy to consider the idea in principle. The Parish Council would also support the proposal, but felt that all the residents needed to be contacted and give majority approval. GS said that the residents would need to project manage the proposal and seek the appropriate community funding. Councillor Dennis mentioned that this could be available via community funding from the County Local Committee (CLC). Another resident mentioned that there had been further encroachment onto the “common copse” land in the Street. WSCC should have written to all nearby owners advising them that the

land belonged to WSCC. Despite requests, the second demarcation post has still not been put in. Councillor Dennis said that she would take this matter up with officers. However, it was noted and welcomed that MSDC has recently confirmed that the process for putting Tree Preservation Orders on the trees had been commenced. It may also be a good idea for WSCC to carry out some replanting. Finally, a member of the public raised the issue of the tenants of Albourne Court (particularly Unit 5) continuing to breach their planning conditions by working outside the agreed hours, and at weekends. The planning application for Unit 5 would be coming up later, but it was agreed that this needs to be taken up once again, as a planning enforcement matter.

**4. (2017/083) – Approval of Minutes.** The minutes of the annual Parish Council meeting held on 6<sup>th</sup> June 2017 were duly approved and signed, as a true record, by the Chairman.

**5. (2017/084) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB).** Cllr JD said that she had been appointed to a number of WSCC Committees (Planning included), and has been doing the necessary training. She mentioned the Parish-on-line mapping system. She will send the link to the Clerk. She mentioned that the CLC does have money to spend, and grant applications should be encouraged. A meeting is being set up to discuss school parking enforcement. She mentioned the recruitment issue concerning care workers. GS raised the Speed Indication Device (SID) issue. It was noted that WSCC has acquired a new one, and this can be borrowed, but as there is pressure from other Parishes, a rota needs to be discussed at WSCC level, for the deployment of SIDs. However, the Parish Council is very interested in obtaining a SID, particularly for the speeding issue along Truslers Hill Lane. It was also noted that there are s.106 monies available for highways projects, and this needs to be looked into further.

**6. (2017/085) – Planning matters.**

6.1 Five planning applications were considered, and the plans and relevant policies presented and discussed. It was therefore **RESOLVED to comment to MSDC as follows:-**

<b>PROPERTY</b>	<b>PROPOSAL</b>	<b>AGREED RESPONSE</b>
SDNP/17/02314/FUL Wickwoods Country Club and Spa, Shaves Wood Lane	Construction of a single storey detached building to create a “spin studio”.	Albourne Parish Council has no objection to this application, subject to the inclusion of the condition related to noise generation recommended by Paul Bleda (Environmental Health Officer).
AE/DM/17/2181 Moorcroft, Henfield Road	Application for determination as to whether prior approval is required for the change of use of agricultural store buildings to a dwelling house.	Albourne Parish Council has no reason to dispute the contents of the Planning Statement in the application, and is unable to comment on the planning history of the premises. In any event, it has no objections to

		<p>the application in principle, but submits that before the application is determined, all relevant evidence should be provided by the applicants in order to satisfy the Planning Authority on the points made.</p>
<p>AE/DM/17/2344 Unit 5, Albourne Court, Henfield Road</p>	<p>Revised description. Application to vary condition 19 of planning application 05/02117/FUL to read: the use permitted shall not be operated otherwise than between the hours of 7.00 a.m. to 7.00 p.m. Monday to Sunday.</p>	<p>Albourne Parish Council strongly objects to this application. The site is adjacent to residential properties on the edge of Albourne Village, and the road through the office complex is also a public footpath. Condition 19 of the Planning Consent was specifically included to protect the amenity of residents and ramblers, and clearly, Local Plan policy fully justified the position taken by the Planning Authority. The Parish Council's understanding is that the Company only recently occupied unit 5, and so should have been fully aware of condition 19 prior to agreeing their tenancy of the unit. Varying the condition as requested, would result in an unacceptable adverse impact on both residents and walkers, particularly at weekends and public holidays, in terms of excessive and obtrusive traffic noise, light pollution, and noise from staff. Allowing this variation would also set a precedent to the other units in the complex. The original condition was imposed for highly valid planning reasons, where businesses and residences are to co-exist side by side, and nothing has changed. For these reasons the application should be refused.</p>
<p>AE/DM/17/2463 The Old School, Church Lane</p>	<p>Single and two storey extensions to dwelling.</p>	<p>Albourne Parish Council has no objections to this application, but would like to ensure that no materials are stored close to the</p>

		historic Oak tree opposite the site, and that no damage is caused to this tree by the development works. We would also like to ensure that the development works do not cause any damage or obstruction to the nearby drainage works done in the last few years, funded under Operation Watershed in an area of the Parish which is subject to severe flooding.
AE/DM/17/2609 Wick Farm House, Truslers Hill Lane	To replace the single pane glazing installed in the windows of the front north elevation of the house with slim double glazed units using the existing original wooden frames.	Albourne Parish Council has no objection to this application, subject to the approval of the Planning Authority's Conservation Officer.

Note: In accordance with their respective declarations of interest above, Councillors GS and NE took no part in the discussion or decision relating to DM/17/2012, and left the room for the duration of the discussion of this item.

6.2 On the Firsland Industrial Estate HGV issue, a number of residents have also become directly involved with the issue, and have been corresponding with WSCC. There are persistent breaches of planning conditions, and the clear perception is that WSCC don't want to do anything meaningful about them. It was noted that there is a difference of view over the term "no deliveries before 8.00 a.m. or after 6.00 p.m." in terms of HGVs arriving and queuing up at the site outside those times. It was noted that one solution, if planning won't intervene, might be for WSCC to use their contractual position (regarding the waste management position) to exert some pressure. NE reported that there traffic surveys have been carried out now, showing that the estimate of movements in the planning application had been vastly underestimated. The site has grown out of all proportion for this rural area, and is must now be considered to be in completely the wrong place. Further detail and analysis is awaited from John Drew on the surveys, but the number of HGV movements was much greater than estimated at the time that planning went through. In addition to structural damage to houses along the route, DH noted the damage being caused to the roads, and she has reported one particular area of damage to a drain manhole cover. A meeting between all the interested parties (including residents) with WSCC is being arranged, in order to try and resolve the matter.

6.3 On current planning, and planning enforcement matters, it was reported that the application at 4, Oakvale Cottages (DM/17/1500) had been refused by MSDC, and so the Planning Authority will now have to decide what to do next. The decision on the Kings Head Stud (DM/17/1943) is still awaited. The need for action in terms of the breaches at Albourne Court was reiterated, and the Clerk will pursue with the Enforcement Officer. There is a new matter relating to some sheds/buildings on land at Bishops Place. One seems to be being

used for non agricultural storage activity (for a vehicle), and there is a concern about the state of the two listed sheds. The Clerk will also take this up with the Enforcement Officer.

6.4 On the progress of the District Plan, it was noted (as previously reported) that there will be further examination hearings set for 25<sup>th</sup> and 26<sup>th</sup> July 2017 to discuss and finalise the overall housing numbers for the Plan.

## **7. (2017/086) – Finance report and matters.**

7.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved.

7.2 Invoices were presented for payment, and it **was RESOLVED to agree and to make the following payments:-**

<b>AMOUNT</b>	<b>PROCUREMENT</b>	<b>PAYEE</b>
£163-20	Internal audit fee for 2016/17	Mulberry & Co
£321-30	Clerk's stationery + home office allowance	Iain McLean
£427-83	Clerk's salary + on costs (June 2017)	West Sussex County Council

7.3 The internal audit report for the financial year 2016/17 (carried out on 5<sup>th</sup> June 2017) was noted. As previously reported, this gave the Parish Council a clean bill of financial health. However, the auditor had raised two minor issues. Firstly, it was important for Councillors' attendance records that the minutes of meetings record that apologies for absence are accepted. Secondly, the Risk Assessment document needs to be reviewed and updated. The Clerk will bring this to a future meeting.

**8. (2017/087) – Operation Watershed (OW).** Councillor GS said that there had been some recent email correspondence with WSCC. The scoping document for the Reeds Lane ditches is still awaited, although he has received the appropriate plan. In terms of the north side of Reeds Lane, which falls into Hurstpierpoint and Sayers Common Parish Council, WSCCC has said that they have no problem with a joint project led by Albourne under OW. GS therefore needs to liaise with Judith Marsh. It was noted that the time being taken to progress OW was getting unacceptable, despite GS's best efforts to move things along. WSCC often take far too long to respond. It was noted that there are flooding/drainage issues along Truslers Hill Lane, and this may need to be included, in terms of having the drains jetted and cleared.

**9. (2017/088) – Winter Management Plan 2017/18 – WSCC Community Winter Offer.** The documents have been circulated, and the new stricter requirements, particularly with regard to any clearance work carried out by farmers, were noted. GS will carry out the salt bin audit, and has already started the process. This return needs to be made by 4<sup>th</sup> September 2017. Otherwise, subject to the changes to the document that the Clerk will need to make in order to reflect the terms of the offer, the Plan was **noted and Agreed.**

**10. (2017/089) – Village Hall Management Committee.** In the absence of JB, GS reported that the VHMC meeting took place on 27<sup>th</sup> June 2017, but that there had only been a

few members present. It was noted that a resident had agreed to do some training on the use of the defibrillator, and this would be at no charge. The training could take place in conjunction with the Pop up Pub evenings, and this would be advertised. It needs to be ensured that residents at High Cross are included. Ann Higginson, Chair of the Social Group (AH) raised the issue of the 2018 film nights, and the need to get the dates request in to the film night providers. It was noted that the preference was for these to be on a Friday, rather than a Thursday (on 5 nights through the year). However, the Social Group want to run its own bar for those nights, and not have them run in conjunction with the Pop up Pub evenings. The VHMC had agreed the date requests, but felt that the bar issue should be discussed by the Parish Council, as it had not been possible for the VHMC to reach a decision, and there was now some urgency. However, it was noted that whilst the Parish Council would also agree the dates, it could not agree the bar issue, since it needed input from JB (who had raised some issues). In the absence of JB therefore, the issue should be deferred until his return. AH mentioned that there was a sufficiently trained number of bar staff on the Social Group. However, DH said that she wasn't sure about this, and so AH agreed to provide the necessary evidence.

**11. (2017/090) – Current issues.** (i) On traffic issues, the issue of the speed of traffic that comes along Truslers Hill Lane was discussed. However, it was noted that this is a 60 mph road, and enforcement is always going to be an issue. It may be that a SID could be deployed here, in terms of gathering the appropriate evidence. However, it was agreed to defer this to the forthcoming “traffic” meeting that Cllr Joy Dennis is having with WSCC officers, as she has said that she will raise the issue in that forum, (ii) on the waste bin installation issue, despite several attempts to contact him, Tony Steer has still not responded. Cllr Joy Dennis said that she had a mobile telephone number for him, and agreed to let GS know this. However, if nothing happens soon, the Parish Council will have to make alternative arrangements.

**12. (2017/091) - Councillors exchange of information/new matters.** SS said that the state of the new Beech hedge along the boundary of Barn Croft with the Village Hall did not look too good, and some damage may have been caused when the front area was strimmed recently. The Clerk will pursue this with MSDC. HJ updated the meeting on some footpath issues. No. 14 has been cleared apparently, 9a has a rocky stile, and this has been reported. It is being assessed with a high priority. The stile opposite the Church has lost a step, and so is difficult to use. It has been reported. She also asked about the plaque for the Cedar tree, and GS responded that they would need to liaise in terms of where it is to be positioned. The correspondence regarding the Oak tree in Church Lane, regarding the possibility of a Tree Preservation Order, was noted, and Cllr Judy Llewellyn-Burke has been in touch with the Tree Officer. The matter needs to be kept to the fore. NW mentioned that he had decided with regret to step down from the Parish Council from early September. DH asked about the progress with the climbing frame in the children's' play area. The Clerk said that he had recently written to MSDC about this in terms of them obtaining a final quote, and was awaiting a reply. GS raised the issue of the overgrown state of the Medieval Pound (which the Parish Council owns) and had arranged to have it cleared at a cost of £40-00. This was agreed. However, it was noted that someone is dumping grass cuttings there, and this needs to be watched. He also mentioned that work carried out by (it is believed) BT in Church Lane risked damaging or affecting the recent OW drainage works completed recently, and the Parish

Council needs to keep an eye on this in terms of monitoring any works being carried out in and around that road, so as to ensure that the OW work is not undone.

The meeting closed at 9.10 p.m.

SIGNED.....Graham Stafford/Jerry Butler  
Chairman/Vice Chairman

***NEXT ORDINARY MEETING: TUESDAY, 8<sup>th</sup> AUGUST 2017 @ 7.00 p.m.  
(provisionally for planning matters only and any urgent business).***