

ALBOURNE PARISH COUNCIL [2018]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 5th June 2018, at 7.00 p.m.

Present: Cllr Graham Stafford (GS) – Chairman
Cllr Nikki Ernest (NE)
Cllr Jerry Butler (JB) – Vice Chairman (from 7.45 p.m.)
Cllr Di Howard (DH)
Cllr Heather Jordan (HJ)
Cllr John Drew (JD)

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

- 1. (2018/059) – Councillor GS formally opened the meeting, welcomed those present, and received apologies for absence.** An apology for absence was received from Parish Councillor Suzi Sawyer, and the reason accepted. Parish Councillor Jerry Butler had indicated that he may be late attending. An apology for absence was also received from Mid Sussex District Councillor, Judy Llewellyn-Burke.
- 2. (2018/060) – Declarations of interest.** There were none on this occasion.
- 3. (2018/061) – Adjournment for any questions or issues raised by members of the public.** There is still an issue with the overgrown footpath/pavement along the London Road from Butts Cottages to the former Kings Head PH (now Softech). Ownership of the land where the vegetation is coming from remains unclear. Both MSDC and WSCC have said they don't own it, but Councillor JD (WSCC) said that she could ask officers to carry out a Land Registry search. The highways road sign opposite the Doe site is completely down now, and needs to be removed. Councillor JD (WSCC) said that she would chase this up with Highways. On the "Common Copse" land, the action needed by WSCC is still awaited, and there is no more the Parish Council can do in terms of taking over the land under license, until that happens.
- 4. (2018/062) – Approval of Minutes.** The minutes of the Parish Council meeting (being the annual meeting of Council) held on 8th May 2018 were duly approved and signed, as a true record, by the Chairman.

5. (2018/063) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB). JD said that the white lines have now been restored after the recent resurfacing work along the B2116. The general policy is not to have reflectors (cats' eyes) put along roads where the speed limit is 30 mph. However, she will be raising this with the Cabinet member for highways, as it seems that these have been installed elsewhere. The issue of putting SLOW signs on the road at appropriate points still needs to be resolved. WSCC are looking into the issue of the need to restore the edging by raising the sets, following the resurfacing. The s.106 funding (see previous minutes) is coming up for release. There is a new Speed Indication Device (SID), and one has been repaired, so these should be available soon. The improved broadband issue along Truslers Hill Lane is ongoing, but progress is being made. Local businesses are also engaged with the programme, and there are grants available to assist. There will be a further residents meeting in due course. The new Science and Technology Park for some land near Hickstead has been approved, subject to planning. The replacement for the closed Sixth Form College at Hayward Heath is being looked into at high ministerial and MP level, and looks to have favourable support. The Olus (Firstrand) application (the removal of establishing a liaison group condition) has not yet been listed for a planning Committee. The issue of Bank Holiday working at the site was raised, and that WSCC seem to just have approved the recent exceptions as a matter of course, in which case what was the point of the condition. The planning process is simply not robust enough.

6. (2018/064) – Planning matters.

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

| PROPERTY | PROPOSAL | AGREED RESPONSE |
|--|---|---|
| AE/DM/18/1786 - Land north of Lanehurst Cottage, Twineham Lane | Reposition steel framed agricultural storage building. Revised application to previous approval DM/17/1968 | Albourne Parish Council has no objections to this application, provided that a condition is attached ensuring that the building can only be used for agricultural use. |
| AE/DM/18/1816 - Magnolia House, Henfield Road | Variation of Condition 1 of planning permission DM/16/4008, to omit drawings 06-816-07, 06-816-02, 06-816-03 and 06-816-01 (as permitted) and add drawings 17/163BP, 17/163/SK10 and 17/163/SK11 (as proposed). | Albourne Parish Council has no objections in principle, to this application, but is concerned at the loss of the garage, particularly if this means that vehicles are then parked on the nearby verge or highway. Therefore, any parking of vehicles associated with the premises should, by condition, be contained within the site. However, it is suggested that West Sussex County Council Highways are also consulted for their views. |
| AE/DM/18/1954 – | Revised scheme to that | Albourne Parish Council has no |

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| Westwinds, 1 Leyfield | previously approved (DM/17/2922 for a first floor rear extension two storey side extension and porch to front) to remove a stack, change existing rear ground floor door to become a window, create a feature open porch to front and instead of a two storey side extension it is now proposed to extend the existing single storey flat roof side extension and insert an additional window. | objections to this application. |
| AE/DM/18/0025 - Kings Head Stud, London Road | Full planning application for the erection of four detached dwellings, each with garaging, along with associated hard and soft landscaping works. To include new highway access to London Road. This application follows the granting of outline planning approval under reference DM/16/4516. (Amended plans received 17th May 2018 showing revised access). | Albourne Parish Council has no objections to the revised access arrangements, but would wish to reiterate its concerns regarding the design of the houses as contained in the previous response, which are repeated here - Albourne Parish Council has a couple of comments on this application. We feel that the design of the 4 dwellings is somewhat unimaginative. This is a sensitive site in open countryside and in the local gap. The dwellings to the south are all of a similar period, but each of a slightly different design. We feel the row of 4, somewhat similar designed dwellings, is out of keeping with the area. On a specific design point on the buildings, it is unclear what the rather large expanse of glass on the front roof is supposed to be. We feel that if this is some sort of glass window then this is not appropriate, and should be removed. |

6.2 JD said that the Working Group had met with the consultant (GTA Civils Ltd) on 22nd May 2018. A fourth and final version of the report had now been produced, and so the matter was now ready to proceed to engaging with WSCC. A further meeting is therefore being organised in order to discuss how best to put the concerns set out in the report to WSCC. The important thing is to decide what can be done about the HGV and traffic issues now. NE thought that the road measurements set out in the report should be validated, and it was therefore agreed that the Council could undertake that task itself. GS and NE agreed to take this forward.

6.3 On current planning and planning enforcement matters, NE confirmed that the B&B Packing Cases, the Nursery, Church Lane application (DM/18/ 0635) was going to MSDC's Planning Committee tomorrow (7th June 2018) with a recommendation to approve. The application for High Cross, Henfield Road (DM/18/1530) had been approved. (See *previous minutes for further details*).

7. (2018/065) – Finance report and matters.

7.1. The financial summary and the Bank reconciliation for the month, were received, noted, and approved. It was noted that since the summary was prepared, the sum of £11,275-85 has been received, being the grant funding from WSCC for the Reeds Lane Operation Watershed project.

7.2 It was noted that there was one further payment to add to the list, being the sum of £25 for Graham Stafford in respect of the repair work carried out to the fencing outside the Village Hall. The invoices were presented for payment, and it **was RESOLVED to agree and to make the following payments:-**

| AMOUNT | PROCUREMENT | PAYEE |
|---------|---|---------------------------------|
| £427-83 | Clerk's salary + on costs (May 2018) | West Sussex County Council |
| £163-20 | Internal audit fee for 2017/18 | Mulberry & Co. |
| £405-60 | Home office allowance plus stationery expenses | Iain McLean |
| £551-20 | Parish Council insurance renewal premium (+admin charges) for 2018/19 (Inspire) | Came & Company |
| £25-00 | Fence repair outside front of VH | Graham Stafford (reimbursement) |

In respect of the last item, WSCC having denied responsibility for the fence, it was noted that their Legal Department had still not responded on the terms of the Deed of Dedication, which the Clerk had supplied to them (see previous minutes).

In respect of the fourth item, it was therefore **AGREED** to accept the recommendation from Came & Company to insure for 2018/19 with Inspire (three competitive quotes having been considered).

7.3 **Internal Audit**. The annual Internal Audit for 2017/18, carried out by Mulberry & Co on the 18th May 2018, was received, noted and approved. There are no financial issues, but actions required are a review of the Risk Assessment (later on this Agenda), a review of both Standing Orders and Financial Regulations, and the Clerk to catch up with the VAT reclaim.

7.4. **External Audit**. The Chairman and Clerk were authorised to sign the Certificate of Exemption with regard to the External Audit, on the basis that the gross income and gross expenditure for 2017/18 did not exceed £25,000.

7.5. **External Audit**. The Annual Governance Statement for 2017/18, was received, noted

and approved, and the Chairman and the Clerk were duly authorised to sign the document accordingly.

7.6. External Audit. The Accounting Statements for 2017/18, were received, noted and approved, and the Chairman and the Clerk duly were authorised to sign the document accordingly.

8. (2018/066) – Current issues. The latest work being carried out at Pondtail Wood was noted, and that the South Downs National Park Authority has been notified. It may be that the work is being done under existing approvals, but the SDNPA is looking into it. It was noted that the Parish Council has not heard anything further on the proposed camping issue on the Hunters Mead Green in connection with a resident's party, but that this was a matter for MSDC. In terms of various traffic management solutions proposed in an SDNPA document (on their website), for example white lines and gateway signs, it was agreed that these should be looked at in the context of the work that Councillor JD is doing through the Working Group and consultants. However, there needs to be clear evidence of what works, and what doesn't.

9. (2018/067) – Parish Council Governance documents. It was noted that the current Risk Assessment document needs to be updated, particularly by reference to the new General Data Protection Regulations. The Clerk said that he would circulate an amended document prior to the next meeting, so that it can be formally approved then.

10. (2018/068) – Operation Watershed (OW). Councillor GS confirmed that (as above) the grant funding cheque for the Reeds Lane project had been received from WSCC, and so the contractor (Landbuild) could now start the work. This will be advised in due course, particularly as there needs to be road closure Order. The Chairman was authorised to sign the necessary Highways License Agreement with WSCC. On the other intended project (for the stretch along the B2116) he had written to the Equestrian Centre regarding the ownership issues, and the need for relevant owners to come on board.

11. (2018/069) - Councillors exchange of information/new matters. NE updated the Council on the briefing seminar that she and the Clerk had attended on 23rd May 2018 regarding the now adopted District Plan (DP), and its effect on Neighbourhood Plans (NPs). MSDC set out how it intends to meet the overall shortfall of 2,500 homes over the Plan period. Nine NPs are not in conformity with the DP. One of these is Albourne's NP. Therefore, NE, Mick Gratton, and the Clerk are meeting with MSDC on 29th June 2018 in order to discuss the matter, and to consider the options for correcting the Plan if this proves to be necessary. *(Note: this matter should have been taken under item 6.3 of the Agenda).* It was noted that the inter-Parishes meetings are re-starting in July and it was **AGREED** that as before, these would take place in the Village Hall, and that there would be no charge in view of the benefits to the local community. The Horsham District Plan is now under review (as required by the Inspector after 3 years). HJ mentioned the allotment vacancy at the end of August, and that this has been advertised on both the notice board and website. One of the existing allotment holders had expressed an interest. It was noted that despite the Agreements, there is no water tap on the site. However, HJ will look into providing some sort of water source, e.g. by way of a water butt. DH raised an overgrown footpath issue, and HJ mentioned that WSCC policy was only to clear footpaths once a year. However, it can be reported on the WSCC

website as a one off. JB confirmed that the Pop up Pub would be re-opening on Friday (8th June 2018) and that it was hoped that this would be the start of regular openings. Some refresher training is needed, and various updates to procedures and documents are required under the new licensing arrangements. JD asked about progress with the climbing frame for the play area. It was noted that this has been ordered by MSDC, and it is hoped that it can be installed before the summer holidays. (SS – had raised an issue in correspondence with the Clerk. This is the state of the long grass at the Recreation Ground (also at the Barleycroft Green – raised by a local resident). The Clerk has taken up these matters with MSDC, and a response is awaited.)

The meeting closed at 8.25 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 3rd JULY 2018 @ 7.00 p.m.