

# ALBOURNE PARISH COUNCIL [2019]

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## Minutes of the Annual meeting of Albourne Parish Council

held on: Tuesday, 14<sup>th</sup> May 2019, at 7.00 p.m.

*Present:* Cllr Graham Stafford (GS) – Current Chairman  
Cllr Nikki Ernest (NE)  
Cllr Di Smith (DS)  
Cllr Suzi Sawyer (SS)  
Cllr John Drew (JD)  
Cllr Joy Parks (JP)

*In attendance:* Iain McLean (Parish Council Clerk), 9 members of the public (for all or parts of the meeting), Councillor Judy Llewellyn-Burke (MSDC), and Councillor Joy Dennis (WSCC) (from 8.05 p.m.)

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- 1. (2019/044) - Election of Chairman for the ensuing municipal year.** This being the first meeting of the Parish Council for the new Council year, and the first meeting of the new Parish Council since the uncontested election held on 2<sup>nd</sup> May 2019, nominations for the office of Chairman of the Parish Council for the Council year 2019/20 were called for. Councillor Stafford was **PROPOSED** by Councillor Ernest and **SECONDED** by Councillor Sawyer. There being no other nominations, Councillor Graham Stafford was duly and unanimously **ELECTED** to serve as Chairman of the Parish Council for the Council year 2019/20.
- 2. (2019/045) – Councillor GS then formally opened the meeting, welcomed those present, and received apologies for absence.** Apologies for absence were received from Councillor Jerry Butler, and the reason accepted. An apology for absence was also received from West Sussex County Councillor, Joy Dennis, but it was hoped that she may be able to attend the meeting later on.
- 3. (2019/046) – New Chairman signs Declaration of Acceptance of Office.** Councillor Stafford duly signed the Declaration of Acceptance of Office, in the presence of the Clerk, who also signed and dated the document.
- 4. (2019/047) – Election of Vice Chairman for the ensuing municipal year.** Councillor Stafford, having duly taken the Chair, called for nominations for the office of Vice Chairman of the Parish Council for the Council year 2019/20. Councillor Butler was **PROPOSED** by Councillor Sawyer and **SECONDED** by Councillor Smith. There being no other nominations, Councillor Jerry Butler was duly and unanimously **ELECTED** to

serve as Vice Chairman of the Parish Council for the Council year 2019/20.

5. **(2019/048) – Declarations of interest.** None were declared. However, it was noted that the Clerk had advised that membership of the Wickwoods Country Club and Spa did not preclude those members from taking part in the planning applications below for those premises.
6. **(2019/049) – Adjournment for any questions or issues raised by members of the public.** A comment was made from the floor about whether if the Retirement Homes planning application was approved, it could simply be banked, and then changed to normal residential use at a later date. In such circumstances however, a further planning application would be required.
7. **(2019/050) – Approval of Minutes.** The minutes of the Parish Council meeting held on 2<sup>nd</sup> April 2019 were duly approved and signed, as a true record, by the Chairman.
8. **(2019/051) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB).** JLB said MSDC are still pursuing the enforcement issue at the Barn (see previous minutes), but the owners are being given an opportunity to put in a planning application (Cllr NE thought the deadline for this had passed). JLB said that the enforcement notice has been drafted in readiness. The Equestrian Centre floodlights issue is still under consideration, and there may now be a change of use aspect. There is an update email on the A2300 that needs to be forwarded. MSDC is still in firm opposition to the MMT housing plan (see further below). The next leader of MSDC is likely to be Jonathan Ash-Edwards. JD noted that traffic issues had already been discussed. However, she referred to the lengthy closure of the Hurstpierpoint road for utility work (July/August/September), and the problems that this would inevitably create. It will need careful traffic management. There are efforts ongoing with the PCC to improve parking at the Church. The Speed Indication Device will be available for Albourne again shortly, and the PC will wish to take this up again. Finally, JD will look into a point raised by Councillor NE about WSCC's recently publicised joint business approach.
9. **Appointment of the Village Hall Management Committee (VHMC).**  
Under its constitution, it was **RESOLVED** that the VHMC for the municipal year 2019/20 should comprise a membership of Councillors Stafford, Butler, Smith, Sawyer and Parks. The three appointed co-opted representatives on the Committee were confirmed as Mick Gratton, George Hammond, and John Parks.

#### 10. (2019/052) – Planning matters.

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

PROPERTY	PROPOSAL	AGREED RESPONSE
AE/DM/19/1001 Site Of The Former Hazeldens Nursery,	Outline application for an extra care development of up to 84	Albourne Parish Council strongly opposes this application. Little has changed from the previous

<p>London Road</p>	<p>units (comprising of apartments and cottages) associated communal facilities, 2no. workshops; provision of vehicular and cycle parking together with all necessary internal roads and footpaths; provision of open space and associated landscape works; and ancillary works and structures. Works to also include the demolition of the existing bungalow on the site. All matters to be reserved except for access.</p>	<p>application DM/17/3784, other than a small reduction in the number of units proposed. The Parish Council's response to application DM/17/3784 therefore also applies equally to this application, i.e. the grounds for the objections are: that it is contrary to the Albourne Neighbourhood Plan, that it is totally out of scale to the size of Albourne village, that it will have an adverse impact on the heritage of Albourne and its demographics, that the development is use class 3 not class 2, that there is no evidence of need, there is poor public transport and a reliance on cars, the excessive distance from facilities, such as GP surgeries and shops. The only substantial change since the last application is that the Mid Sussex District Plan has now been adopted and, therefore the policies within it carry full weight. Indeed, the NPPF requires authorities to have a plan led system. In that respect, this application is contrary to all the relevant policies in the Mid Sussex Plan. Indeed, the site was submitted to the SHELAA process and not taken forward, as it was assessed as being contrary to policy. The relevant policies that this proposal is contrary to are: DP4 – this site has been assessed and not taken forwards to the Site Allocations DPD, DP6 – it is not contiguous to the built up area, greater than 10 units and not appropriate in relation to the settlement hierarchy, DP12/DP15 – this site is in a countryside area of development constraint, DP30 – this site was considered for the site allocation document but following assessment was not taken forward, DP34 – the adverse impact on listed buildings and other heritage assets. It should also be noted, in regard to a similar proposal in Bolney recently, that the conclusion included the following statement, which is just as applicable to this application 'The LPA do not accept that all of the accommodation proposed would fall within the Use Class C2. In any event, even if it were to be</p>
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		accepted that all of the accommodation was C2, this does not alter the policy presumption against the development. Policy DP30 in the DP is clear in stating that if a shortfall in specialist accommodation falling within Use Class C2 is identified to meet demand in the District, the Council will consider allocating sites for such use through a site allocations document. The District Plan is a very recently adopted plan and it is clear that in the plan led system of development management it would not be appropriate to support this proposal.
AE/DM/19/1160 The Mill, Truslers Hill Lane	Retention of and proposed works to the existing detached garage to create a home yoga, home gym and home storage space (ancillary use to main dwelling).	Albourne Parish Council has no objections to this application, on condition that the conversion is for private use only.
AE/DM/19/1129 Maples, 5A Leyfield	Erection of a garage.	Albourne Parish Council has no objections to this application, subject to the access restriction point raised by West Sussex County Council Highways, being suitably addressed.
SDNP/19/00948/FUL Wickwoods Country Club and Spa, Shaves Wood Lane	Construction of a single-storey extension to the front elevation to provide additional facilities including spa treatment rooms and kitchen storage. Construction of a first floor extension to provide a bar lounge and additional spa facilities. Fenestration upgrades to include the application of zinc, timber cladding and render to enhance the external appearance.	Albourne Parish Council has no objections to this application.
SDNP/19/01500/FUL Wickwoods Country Club and Spa, Shaves Wood Lane	Construction of an open air Spa Garden.	Albourne Parish Council has no objections to this application, subject to the Planning Authority being satisfied that noise levels to neighbouring properties will not be an issue.

Note: Lee Goossens from Wickwoods attended the meeting and spoke in support of both their applications above. He answered questions on a number of points raised.

10.2 JD said that on the traffic management/highways scheme, there had been a meeting with WSCC held on 3<sup>rd</sup> May 2019. The application is being assessed, but it has initially scored quite low on a number of aspects. However, WSCC has taken away a number of actions to pursue, and the preparation work is now underway. The results of this work are awaited. However, it is accepted that there is a particular need to improve the High Cross triangle traffic concerns, and this may well involve the removal of the triangle. A Traffic Regulation Order will therefore be required. On the Ombudsman complaints, four residents have put in further letters under the WSCC stage process, and one has now received a response. The speed loops have been put down, and the data is awaited. However, one set needs to be reinstalled, having been damaged, and this is being done. The Village Gateway signs will be discussed at the Annual Parish meeting on 21<sup>st</sup> May 2019.

10.3 On current planning and planning enforcement matters, there is one possible, new enforcement matter relating to a new site entrance at a property in Truslers Hill Lane, but as Councillor JB is more aware of the issues, this will be deferred to the next meeting. On strategic planning issues, there is a LAMBS session on 31<sup>st</sup> May 2019 to discuss the new market town proposal put forward by Mayfield Market Towns (MMT), for Parish Councillors, and a public meeting for 14<sup>th</sup> June 2019 in Henfield, which is being well advertised. Prior to this MMT are holding a briefing session on their new housing proposal on 20<sup>th</sup> May 2019. Albourne PC has been invited, and despite some reservations, it was agreed that the PC would be represented by Councillor NE and Anthony Watts-Williams, who will be able to challenge MMT on a number of their claims. The Clerk will accept the invitation accordingly. NE is also chasing up Horsham District Council for a proper response to the points made regarding the review of their District Plan, and has a meeting with their interim Head of Planning in Horsham on 15<sup>th</sup> May 2019.

## 11. (2019/053) – Finance report and matters.

10.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved. It was noted that the first half of the precept for 2019/20 in the sum of £7,511 had been received from MSDC.

10.2 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 (April 2019)	West Sussex County Council
£88-68	Fresh defibrillator pads	The Defib Pad (reimbursement for John Parks)
£57-87	Miscellaneous expenses (receipts filed)	Graham Stafford (reimbursement)
£571-25	Annual Parish Council Insurance renewal	Came and Company
£202-54	Payment 1 of 2 (2019/20) Street lighting maintenance contract	Streetlights
£144-00	Printing of flyers/leaflets for the 2019 Annual Parish meeting of	Action Press

	Electors	
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10.3 The end of year (2018/19) budget monitoring report/outturn (for the financial period from the 01.04.18 to 31.03.19) was received and noted. Overall, the Council had spent quite a bit less than its budget, but this was mainly due to the fact that some budgets were contingent on events, e.g. on the need to obtain expert planning advice.

10.4 It was noted and confirmed that because for 2018/19 the Parish Council had income and expenditure of over £25,000 (mainly due to Operation Watershed grants), it cannot certify itself as exempt for submitting a full external audit, and so must complete a full audit for 2018/19, at a fee of £200 (this is budgeted for).

10.5 It was **RESOLVED** to confirm and agree the recommendation from Came and Company that the Parish Council's annual insurance arrangements should continue with Inspire for 2019/20. All three quotes had the same level of cover, but the one from Inspire was the lowest, and so best value.

**12. (2019/056) – Operation Watershed (OW).** Councillor GS said that there was no firm start date yet from the contractor regarding the Oakvale Cottages, Henfield Road, flood alleviation scheme (see previous minutes).

**13. (2019/057) – Current issues.** On the Common Copse land, Richard Speller (WSCC) has produced a further, different plan of the area, but it has now been marked out on site. It was therefore **RESOLVED** that the Parish Council obtain three quotes for the demarcation/fencing work to be done. On the Millennium Garden issues, which now includes the removal of a protruding spike (where the bench was attached) the Clerk has been in touch with officers at MSDC, and also Barcombe Landscapes Limited. Further progress will be reported in due course. It was also **AGREED** to obtain a sign requesting that people shut the gate from the main road into the Garden, as this was constantly being left open.

**14. (2019/058) - Councillors exchange of information/new matters.** NE said that she had taken a photo of two stuck HGVs along the Henfield Road, and sent it to WSCC. SS referred to a broken fence alongside the Recreation Ground, and also the general state of the fencing along the Village Hall. This reopened the debate about who is responsible for this fence. Also, the flooding at the corner of Church Lane (at the bend) is still a problem, and it was therefore agreed to look into making a further application for OW money to investigate this further (but there will still be the problem of the trees/roots to resolve). The grass verge cutting is overdue, and this needs to be looked into. Finally, the issue of the overgrown vegetation across the footpath near Butts Cottages was raised, and although the issue of ownership remains unresolved, Peter Holding from the Gospel Hall very kindly agreed to carry out some clearance work in the area. (SS mentioned that she would not be at the next meeting in June).

The meeting closed at 8.35 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 4<sup>th</sup> JUNE 2019 @ 7.00 p.m.***