

**Minutes of the Meeting of West Hoathly Parish Council held on
Monday 30th April 2011 at 8:00pm in West Hoathly Village Hall**

Members

Mr D Bartlett
Mr P Brown
Mr D Cunningham
Mr R Denny *
Mrs R des Forges
Mrs J Kingsley-Monks *

Mrs L Brough *
Mr W Buckley
Mr R Darvill
Mr J Downe (Chairman)
Mr P Hartley (Vice Chairman)

Also Present:

Mrs H Schofield (Clerk)

Cllr Christine Field (WSSC)

* denotes absence

There were 5 members of the public present and 5 members of the Youth Forum

The Community Shop Committee wished to consider their next steps. The committee felt the Parish Assembly was a success and liked the format with a lot of interest in the Community Shop Stand. A straw poll was in favour of a community shop. The committee are in discussions with MSDC with regard to planning issues. One issue identified is that the committee believe MSDC would give preference to a proposal combining the football pavilion and the community shop. Why has this been kept separate?

MSDC had suggested a planning consultation. The Committee have suggested that the results of the questionnaire survey done 18 months ago could be used and are awaiting MSDC view of this. The committee feel they need to know from the Parish Council if legally it is in a position to enter into a tenancy agreement.

It was believed the separation of the 2 projects came about because, at the time, work on the community shop seemed to be moving faster than the football clubs plans. This may have changed and the football club had been moving more quickly.

The Parish Council is the custodian of North Lane Recreation Ground on behalf of the parish and there needs to be a consultation on whether the community wish part of this piece of land to be used for the purposes of a community shop.

It was agreed that Mr Darvill, Mrs des Forges and Mr Hartley should meet again with the community shop committee and agree what needs to be brought to the Parish Council and then an item can be added to the agenda for a future meeting.

A question was raised about the Parish Council considering Dog Control Orders on North Lane Recreation Ground and whether this could be extended to footpath 2a/2b. Any order would currently only be on North Lane Recreation Ground and is at an initial consultation stage.

Could footpath 2a/2b be included in the Parish Tidy up? Footpaths are only included if there are enough volunteers on the day. This year's Tidy Up day has already taken place but this will be borne in mind for next year

Would it be possible to find out the situation regarding footpath 5 which is inaccessible? The clerk will look into this.

2 members of the public left the meeting

201) To receive feedback from the Youth Forum meeting

The members of the Youth Forum were thanked for their interest. The first official meeting had taken place. The group had agreed that they could think of no better name to use than Youth Forum. A Facebook page had been set up to help communicate what the Forum did.

A discussion had taken place about the bus services about the poor frequency of the buses and also the times of the buses that didn't fit with how young people wanted to use them. They considered what they could do to make their views known.

The Forum also discussed the skateboard ramp in North Lane Recreation Ground and how this might be developed and whether those young people who used the current ramp could help fundraise towards the cost of a second ramp.

The Forum also discussed some of the issues currently being considered by the Parish Council. Cllr Field mentioned the WSCC Community Initiative Fund that could be applied to for support in funding the skateboard ramp (especially if it could be demonstrated that there was local fundraising taking place). The next opportunity for applying would be September.

Mr Brown mentioned that at the Localism Conference it was mentioned that one parish council had done workshops with children thinking about how they saw themselves and their parish in 40 years time.

The forum were thanked for their time and left the meeting

3 members of the public left the meeting

202) To receive apologies for absence.

Apologies were received from Mrs Brough, Mr Denny, Mrs Kingsley-Monks and Cllr McMenemy

203) To receive declarations of interest from Parish Councillors

Mr Downe declared an interest in the approval of the accounts.

204) To approve minutes of the Meeting of West Hoathly Parish Council held on 26th March 2012 (Document Reference 1224)

185.a.ii. Highways "Issues with Highways response *was settling down*" should read "Issues with Highways response *were improving*"

With this amendment the minutes were approved and the chairman signed them as a true record

205) To note any matters arising

- a) **Access Protection Lines at North Lane pinch points** The request for lines opposite Fountain Cottage and outside Providence Cottage has been received. Payment is part of this month's cheques. It should take 6-8 weeks.
- b) **Meeting with Pre-School Treasurer.** A meeting requested, date to be confirmed by Pre-School.
- c) **Refurbishment of the Pavilion.** Agreement for the football club to submit the planning application subject to appropriate storage has been acknowledged by the football club. Awaiting the planning application.
- d) **Request by Church to erect cross at top of Station Road.** Clerk fed back views. The Church decided to erect a cross outside the Sharpthorne Church Hall.
- e) **Community Infrastructure Levy Consultation** Feedback has also been received from MSDC regarding the questions raised by the Parish Council.
- f) **Possible redirection of footpath due to pavilion extension.** The clerk was asked to write to WSCC to check what needed to be done.
- g) **Public Notices for West Hoathly Parish.** WSCC believe that the paper to report public notices is the Mid Sussex Times, however the Parish Council view is that very few local people buy this paper, most buy the East Grinstead Observer & Courier. Cllr Field agreed and said that she had several times told the WSCC Press Office. The clerk will write formally to WSCC press office stating the Parish view.

206) To receive Councillor reports

a) West Sussex County Councillor Report

- i) **Bus Subsidies Report.** This has been issued today. Cllr Field will be reviewing its impact locally. With respect to the Youth Forum discussion WSCC consider vulnerable groups and bus subsidies whilst Metrobus consider the viability of routes. Cllr Brown said that he had heard a rumour that the 18:00 bus from Crawley was going to be removed. If this is true then it will impact local people who work in Crawley. This is an example of an issue that Metrobus would consider.

- ii) **Highways.** The backlog of potholes etc. has now been cleared. If the response is not what is quoted then please let Cllr Field know.
- iii) **Philpots Quarry.** Cllr Field is being told when deliveries of sandstone are expected and informing the clerk. The deliveries are not always when they say but the clerk is logging when expected and also, if aware, of actual deliveries. A current application has been submitted to extend the time on existing works. A new application is being prepared which will be discussed with the Liaison Committee and the Parish Council. The bringing in of stone to cut is a major change of use since the original application.

b) Mid Sussex District Councillor Report.

There was none

207) To review the Financial Statements

a) Parish Council

Income

£80 income has been received this month primarily for adverts in the Diamond Jubilee Souvenir Programme

Notification has been received that the first half of the precept has been paid by MSDC

A meeting has been arranged in May with the Internal Auditor to review the end of year statements

Payments

Payments of £ 3,281.16 have been issued in April (to be approved).

These include:

- Annual subscription to the Sussex Association of Local Councils
- Payment for printing of the Diamond Jubilee Souvenir Programme
- Payment for printing of the Neighbourhood Plan Initial Consultation Survey
- Payment for the Access protection Lines at the North Lane "pinch points".

b) Trustees of West Hoathly Village Hall

Income

£1,365.60 has been received this month with £815.60 being for hall hire. The termly invoices to regular users have been issued

Payments

Payments of £ 585.81 have been issued in April (to be approved). These include the annual maintenance of the Hall and Flat boilers.

208) To approve the accounts for Ratification and Payment

It was noted that membership of the Sussex Association of Local Councils seemed expensive. The Parish Council Accounts were proposed by Mr Brown and seconded by Mrs des Forges

It was agreed to ask the Finance and Admin Committee to review the maintenance of the boilers.

The Trustees of West Hoathly Village Hall were proposed by Mr Brown and seconded by Mr Buckley

209) To receive Committee Reports

a) To note Minutes of Meetings taken place

- i) **Planning** 2nd April 2012 (document reference 1227)
- ii) **Rural Management** 2nd April 2012 (document reference 1228)
- iii) **Village Hall, Finance & Admin** (document reference 1229)

b) Planning.

- i) **Tree Preservation Orders.** Concern was raised that a yew tree discussed by planning last month has been issued with a Tree Preservation order. However trees in the next door garden (including a similar yew tree) have been cut down and haven't needed permission. The clerk was asked to contact MSDC and ask what the situation was.

c) Rural Management

- i) **Jubilee Scarecrow competition.** Please remind people to enter the scarecrow competition. Entries need to be received by May 31st.

d) Highways and Transport

- i) **To approve the work and expenditure required to fill in the pot holes at Finche Field car park.**

For 2012-13 the Highways & Transport Committee budgeted a sum of £250 to fill in the pot holes in Finche Field. A scope of work was sent to 3 companies and a quote requested.

One company did not respond.

The work came within the minimum charge of £820 + VAT for the second company.

The third company quoted a cost of £520 plus VAT.

The next meeting of the Highways & Transport Committee is in June and the committee would like to have the work undertaken as soon as possible. The cost is also outside the budgeted amount.

It was agreed to accept the quote for £520 + VAT and spend the additional money to ensure the work was carried out correctly.

e) Village Hall, Finance & Administration

- i) To ratify the minutes of meeting document reference 1229.** The minutes of the meeting were ratified. A question was raised about the lagging of the radiator pipes. It was stated that no decision had been made but an estimate of the cost was to be sought to help with the discussion.

210) Neighbourhood Plans

- a) Update on current status.** The questionnaire has been distributed and the consultation extended by a further week. To date there have been 200 responses. A certain amount of analysis has to be done of the comments but there is largely support for the statements. The next steps are to:

- Review the comments and produce a finalised Vision Statement
- Prepare a Sustainability Appraisal which provides the scope and objectives for the plan
- Carry out a Call for Sites to identify any possible development sites (not just for housing but to include business or open spaces)
- Carry out a Housing Needs Assessment
- Review the needs of an ageing population

- b) To confirm the formal designation of the West Hoathly Neighbourhood Plan Area**

It was proposed that the designation of the West Hoathly Neighbourhood Plan would be the parish of West Hoathly and that a formal application would be submitted to MSDC. All agreed.

- c) To confirm the draft small housing land allocation**

The small housing land allocation sites were agreed subject to the feedback as to whether MSDC had taken into account the impact of the extension of Ibstock clay pit.

211) To consider the request for funding towards night vision goggles for use by the Police Community Support Officer.

It was suggested that the police should be able to request funding from the Community Safety Partnership who have money allocated from the Home Office. With a majority the Parish Council agreed to fund up to £100 for night vision goggles to be used by the PCSO if an assurance could be received that money from all other channels had been exhausted.

Cllr Field left the meeting

212) To review the progress achieved by the Parish Council during 2011/12 and consider the strengths and weaknesses of how it operates as a Council.

Considering the issues identified a year ago it was felt that the sustainability of the village school was an issue. This view had come through the Neighbourhood Plan discussions and questionnaire and a way to support this would be to promote growth of the community.

The Parish Council has lively debates and often had entertaining meetings.

Progress this past year has been pretty good and communication of what is being done is also much better.

It was felt that the Parish Council was under-resourced both financially and in people resource to get projects going and maintain them.

Perhaps there is a perception that the Parish Council is capable of doing more on its own without the involvement of other people within the parish.

The Parish Council is not good at planning for the maintenance of the material buildings it owns. The approach to the buildings is responsive rather than pro-active.

The Jubilee celebrations have seen the community rallying round and getting involved. The end of this may be an opportunity to get people involved in the proposed improvements to the Village Hall kitchen and storage facilities.

Recognising that some councillors have full time jobs and there are other commitments it may at times be beneficial to have extra meetings or set up working groups more to help progress things more quickly.

213) To receive report from Parish Assembly and agree any topics to be considered further

It was agreed that the format this year, of having stands, worked well and produced much more interaction between people.

The feedback on the Highways & Transport recommendations was generally very positive once the idea had been talked through. A meeting would be set up with WSCC Highways to discuss the report with them in detail.

**214) To receive correspondence
Letters**

- Disability Awareness – request for donation. No
- Open Spaces Society – request for grant. No
- Extension re East Sussex, South Downs & Brighton & Hove waste and minerals plan – 2 week extension to representations on soundness.
- Resident email expressing concern regarding the cross outside a village hall. Asking what Parish Council was going to do about it. Clerk has made Church aware of the resident's concern and it will be raised with PCC. Informed resident that St Margaret's are responsible for the Hall and that I have passed the concern on to them.
- Email from resident raising 2 points.
 - Could an access protection line also be put at the bottom of North Lane at the junction with The Hollow to try and deter cars from parking close to the junction. The Parish Council will wait until an idea of whether the ones at the pinch point have the desired effect before considering anywhere else. The issue of cars parking close to the junction will be raised with the PCSO.
 - Can the trees opposite Forge Cottage be looked at again to assure the owner that they are still safe. These were looked at last year and the Parish Council do not feel there is a need to look at them annual.
- Resident letter concerned with the possible relocation of the football pitch towards The Ridleys and the higher likelihood of damage caused by footballs hitting properties close to the Rec. Noted.
- Members Code of Conduct. MSDC are reviewing this in May. It is proposed that the Parish Council consider this code to adopt. It is hoped a version will be ready for review in June.

Newsletters/Magazines

- Farming & Wildlife Advisory Group News

215) Items to report in The Chronicle magazine

- a) Youth Forum
- b) Neighbourhood plan Survey Consultation
- c) Consultation on Dog Control Orders
- d) Access Protection Lines at North Lane pinch points

216) To receive reports from external meetings attended by councillors

- a) **Jubilee.** The last big meeting took place on 26th April. Thanks to councillors for helping deliver the programmes. A Risk Assessment has been done and will be sent to the insurers. The budget has been updated and shows a small projected budget. More teams are required for the games, people need to be encouraged to send back their quiz entries. The Parish Council have been given some jubilee hand flags to use at the celebrations.
- b) **Localism Conference attended by the clerk and Mr Brown**
The chairman of Ringmer Parish Council gave an interesting presentation on their Neighbourhood Plan. They have reviewed their list of heritage buildings. They are keen to define what was affordable housing and wanted village scale developments of 10-20 houses. AiRS discussed their use of a web based support tool which could help parishes and also allow parishes to see what neighbouring ones had done.

The Undersecretary of State provided a keynote talk on the Localism Bill. Government is considering what to do about precept increases at Parish level. Currently they are not subject to referendums if the increase is over a particular level. This could change.

An overview of the current legislation was given although this is moving fast. Points mentioned were that parishes could hold shares in shops, development orders would be pro-development and shops and pubs could be treated a community assets.

217) To note information for Councillors

Date of next meeting 28th May 2012 (please note this is the Statutory Annual Meeting)

There being no further business the meeting closed at 10:30

Chairman-----