



Minutes of the meeting of Lynchmere Parish Council held

On Tuesday 2nd September 2014 at 8pm in Camelsdale School

Present: Cllr. S. Bennett, Cllr E. Chant, Cllr. C. Duckworth, Cllr. H. Elliott (*Co-opted under agenda item no.2*): Cllr. S. McCallum (Chairman) Cllr. S. Moore (Vice-Chairman) Cllr. D. Sellar, Cllr. A. Thornhill.

In attendance: 5 visitors Mr & Mrs Bithell, Mr. Pooley, Mr. Scott (**Chair of Marley Lane West Residents Association**) Mr. Barcher, Clerk K. Bain, District Cllr. N. Graves.

1. **Apologies:** Cllr. E. Hackett D. Pappa, County Cllr. M. Brown.

2. **Co-option of new Councillor**

It was proposed by S. McCallum and seconded by D. Sellar that Hazel Elliott be Co-opted onto the Parish Council to fill one of the 2 vacancies. H. Elliott accepted and signed the 'Acceptance of Office and Code of Conduct forms', she also returned her completed Register of Interests which will be forwarded to CDC.

3. **Visitors' Questions**

All visitors present asked about the situation with the Wits End footpath.

It was noted that the last communication from Mr the owner of Wits End (Mr Tsiknas) had been received in August (this had also been copied to all present).

It was noted that the nearest footpath to the disputed land is no; 1239 which is approximately 170m away to the South West.

The issue has arisen as the use of the path seems to have been a permissive right, not a right by prescription.

~The owner of Wits End has created an alternative path, but the ownership of the land is unknown and it is currently not safe as there is no barrier and there is a direct drop down. If this alternative was to be accepted, the ownership would need to be confirmed to ensure that the path could be re-routed and also an agreement of who maintained the path would need to be agreed.

3. It was also noted that a telegraph pole has been removed and left as a dangerous stump.

The Council will request an on-site meeting with a WSCC Footpaths officer to try and determine the way forward. Tom Scott (Chair of Marley Lane West Residents Association) will be notified of the date for this meeting.

ACTION: CLERK

4. **Code of conduct – Declarations of interests**

E. Chant noted that she has become a board member of Haslemere Hockey Club.

5. **Minutes - To agree and sign the minutes of the meeting held on 1st July 2014**

Approved: Proposed by D. Sellar, seconded by S. McCallum

6 Matters Arising - Matters arising from the minutes - not included on the agenda

-Tour of Britain – noted that it was going on the A286, not through Camelsdale. S. Bennett has registered to be a Marshall for the event.

-The B2131 petition; H. Elliott noted that the deadline for Petition has been extended until 10th September as she is expecting to get more signatures.

The Parish Council agreed to write a letter in support of the petition which will also re- suggest that the speed signs are moved further up the hill.

It was suggested that the Schoolchildren could design some signs to be put up.

She will investigate the criteria for 30mph signs and report back.

ACTION: HAZEL ELLIOTT

-The Clerk noted that she has a meeting with a Highways officer on 10th September and asked for all Highways matters to be emailed through; the following were reported immediately:

- 30mph signs coming down the hill are obscured

-The trees on Camelsdale Road still need clearing and cutting,

-The signs on Linchmere Road by the no-entry turning to Copse Road are obscured and need cleaning.

The Hammer Hill dip is silted and dangerous and the hedges still need cutting.

It was suggested that the Parish Council suggest to WSCC that the Parish Council arranges this and bills Highways. It was noted that the Lynchmere Hamlet Association and the Lynchmere Society have complained about the drainage and lack of cutting in the dip.

- The drains BY Watchers' Hall on Linchmere Road by Hammer Lane are blocked.

-It was noted that Highways and Cowdray have been asked to ensure that large vehicles supplying the candle factory are not directed through Lynchmere Hamlet.

It was noted that Highways had failed to respond to communications from A. Thornhill and since a site meeting two months ago – nothing had progressed. It was stated that on-site meetings with Highways officers is a waste of time as no action seems to be taken.

-Noted that the B2131 review has still not happened.

7. County Councillor's report – M. Brown – He noted in his apology that he would support any decisions taken by the Parish Council. – No further report received.

8. District Councillor's report-N. Graves

~ On 23rd September, CDC will sign a commitment to support the armed forces locally as a result a number of forces families have been prioritised on the housing register.

~ The Sport in the Community events held over the summer were all very popular.

~ There will be a 'Get Active' event in Oaklands Park, Chichester on 7th September – for more information call: 01243 534857.

~ New procedures for the Planning Enforcement Team are being implemented, which will hopefully mean that developments will be more closely monitored. The Team is still looking to recruit another officer.

~The Novium recorded an excellent number of visitors in July and has run many events including a very popular 'sleepover in the museum'; The 'Great War' Exhibition will be on until December.

~ S. Bennett thanked N. Graves for the Council Tax leaflets which he had now received.

~ S. Bennett noted that he was concerned by a letter received regarding changes to registering to vote. The new systems will automatically re- register household voters, which will result in inaccuracies.

N. Graves noted that it was a national directive and agreed that it did not seem to be an appropriate method of keeping the Electoral Register accurate and up-to date.

District Councillor's report contd.

~ A. Thornhill reported that she had been made aware of a 'spam Council Tax call' being received in August; on further investigation it had transpired that the calls were coming from premises in Nutborne, Chichester. This had been reported to CDC and A. Thornhill requested an update on action that had been taken. N. Graves will look into this.

ACTION: N. GRAVES

~ S. Moore asked for more information on a '10 Saturday' football event advertised in the local paper. She will ask Ben Polehill about this.

ACTION: S. MOORE

9. Planning

(i) Applications and decisions – 01/07/14-02/09/14

Applications

<u>APP NO</u>	<u>PROPERTY</u>	<u>DETAIL</u>
SDNP/14/03452/CND	Woodend Cottage	Variation of condition 2 to planning permission SDNP/13/05052/FUL
SDNP/14/03775/HOUS	Bridge, Haslemere Road	Replace roof.
LM/14/02168/FUL	Grovers, 24 Copse Road	Retrospective conversion of semi-detached four bed house to 2 no. two bed houses.
SDNP/14/03611/HOUS	43 Hammer Hill	Conversion of loft space into habitable room

These applications were considered by the planning Committee prior to full Council meeting and the recommendations were made as below to full Council; all Councillors present agreed with these recommendations.

SDNP/14/03452/CND – No Objection

SDNP/14/03775/HOUS – No Objection

SDNP/14/03611/HOUS – No Objection provided that the new window does not overlook the neighbouring property.

LM/14/02168/FUL – Objection raised on parking grounds as property is near junction and vehicles regularly use verge.

Decisions

<u>APP NO</u>	<u>PROPERTY</u>	<u>DETAIL</u>	<u>PC COMMENT/DECISION</u>
LM/14/01072/DOM	32 Marley Combe Road	Front and rear 2 storey extension plus loft conversion	No Objection/ PERMIT
LM/14/01440/DOM	11 Linchmere Road	Single storey rear extensions and internal alterations	No Objection/ PERMIT
SDNP/14/02218/HOUS	Marley Manor	First floor extension over existing carport to form 2 bed annexe with access hall and staircase.	No Objection/ PERMIT
LM/14/02158/DOM	Bargate House Marley Lane	Rear single storey garden room extension	No Objection/ PERMIT

Decisions noted.

9. Planning contd.

(ii) Other planning matters

It was noted that the Celtique application is scheduled to be heard at THE SDNPA Planning Committee meeting on Thursday 11th September. It had previously been suggested that David Smythe could be asked to attend as a speaker, however as the confirmation of speakers would not be available until the 9th September it was agreed that this was not feasible due to the travel costs that he would incur.

It was agreed by all Councillors present that S. Moore will speak on behalf of the Parish Council at the SDNPA Committee; a draft of the proposed 3 minute speech had already been circulated for comments, a final copy will be circulated before the 11th.

ACTION: S. MOORE

It was recorded that the Council are still very dissatisfied with the SDNPA website and handling of the electronic documents as items seem to appear and disappear randomly which does not allow suitable responses to be made by Council or public.

The Neighbourhood Plan inspector is holding a meeting in Fernhurst next week.

~ It was noted by S. Moore that the CDC Planning Enforcement Team had been very helpful and efficient over recent issues at Clouds Hill.

10. Neighbourhood Plan - Noted that at present this was on a 'back burner' until other more pressing issues were resolved.

11. Finance

(i) Bank balances as at 26/08/14 - Confirmed as: NatWest - £84,636.72 CO-OP- £172.51

(The Clerk apologised as the R&P sheet circulated with the agendas was incorrect, so should not be taken into account for the meeting; the reconciliation was correct and should be noted).

(ii) Approval of payments & receipts for the period - 01/07/14-02/09/14

Payments Made

<u>TO</u>	<u>DETAIL</u>	<u>£</u>
A Davies	Maintenance inv: 281	612
A Davies	Maintenance inv: 284	612
A Davies	Maintenance inv: 287	792
A Davies	Maintenance inv: 292	678.60
Southern Electric	Pavilion LX	44.77
Sportsclubhouses	Initial feasibility study	840 (20% discount on original invoice)
CDC	Bins	165.10
CDC	Dog warden Jun & Jul	90.67
ProTec	Jun patrol PSM 3905	150
David Smythe	Report fee	250
WSCC	Streetlights 13-14	1949.75
K Bain	Salary Jul & Aug 14	On file
Anvil	'Phone	17.34

11. Finance contd.

Payments due

	DETAIL	£
HMRC	TAX Aug 2014	234.60
ProTec	Patrol Jul 14 Inv: PSM 3989	75
S E Water	Allotments Feb-Aug 14	117.18
Playsafety	Annual inspections	237.60
AIRS	SUB 2014	50
K BAIN	Salary point increase from April 14 as per Finance committee recommendation	268.80
K BAIN	Office allowance Sep 14	35
K BAIN	Postage & paper	27.31
K BAIN	15 increase due 13-14 as per NALC E01	146.22

Receipts

FROM	DETAIL	£
L Naylor	Memorial fee	120
McDonald Oates	Unused admin fee from Beulah Land sale (paid into Co-op)	12
Abbey Memorials	Memorial fees	300
Allotment fee	Plot rent	25
HTFC	13-14 match fees	608

All payments and receipts approved: Proposed by S. McCallum, seconded by S. Bennett.

(iii) Other financial matters

-The Clerk noted that the Lloyds account is still 'on hold'; despite receiving statement(s) paying-in books etc... She has spent several hours on this matter and will continue to persevere.

-The online access for NatWest needs organising; this has also been very time-consuming with several attempts already returned by the bank as incorrect.

-The Clerk will follow up on the extra NatWest signatories.

ACTION: CLERK

12. Correspondence & Invitations 01/07/14-02/09/14

FROM	DETAIL	ACTION
Wits End	Letter re footpath	Site meeting with WSCC footpath officer TBA
Mr Bithell	Information re Wits End footpath	C Site meeting with WSCC footpath officer TBA
St. Michael's Trustees	Notification of intent to sell hall	Discussed under item 13(v)
CDC	Notification of 6 week period to register 'Right to bid' on St. Michael's	As above
Coomber associates	Letter re architects fees	Discussed under item 13(iv)
Playsafety	Annual inspection reports	Maintenance action to be arranged. ACTION: A. THORNHILL/CLERK-A. DAVIES
SALC	Annual report & accounts 13/14	Noted
CDC	Election leaflets	Noted
Sussex Air Ambulance	Donation request	Consideration by Finance Committee
TLT solicitors	Notification of proposed purchaser of Mill	Noted as per email discussion in July that as proposed purchaser's intention was to keep Mill as a public House that the Council had not exercised its right to bid.
CPRE	Countryside voice	Noted
Parishioner	Letter re Ramblers	Highways will be asked to look at the width of the lane.

Invitations

ACTION: CLERK

<u>FROM</u>	<u>DETAIL/VENUE</u>	<u>DATE/TIME</u>
AIRS	AGM - Lewes	9/10/14-16:30
CDC	Annual Parishes meeting-CDC	21/10/14-18:00
SDNPA	W, Sussex Parishes workshop-Midhurst	23/10/14-19:00

Noted

13. Grounds committee

(i) Hammer Recreation Ground

-Chris Pooley will check that the showers in the Camelsdale pavilion work

-A storage facility will be arranged to store the goalposts.

-S. McCallum will draft a letter to HUFC saying that the Parish Council expects them to move to Camelsdale.

ACTION: S. McCALLUM/CLERK

(ii) Copse Road Recreation Ground

-The Rospa report had noted the usual minor things which will be done by Valley or A. Davies.

-It was reported that a child had been sick over some of the play equipment on the previous Friday afternoon and although the grandparents had reported it they had not cleared it up. A. Thornhill will try and do a clean, if not environmental health at CDC will be contacted.

-The hedge inside the recreation ground needs cutting as does the hedge along the road.

(iii) Camelsdale Recreation Ground

-It was agreed that the pitch will be mole ploughed after verti draining has taken place, but further action as recommended by the Surrey FA pitch expert will be discussed at Ground Committee.

-S. Bennett reported that there had been a bonfire on the petanque pitch which he had cleared up; it was noted that this should have been reported to the police.

13. Grounds contd.

(iv) Pavilion update

-An informal Pavilion meeting was held on 28th August and further to this it was noted that there were essentially two options: either a refurbishment of the existing pavilion or a new improved community and sporting facility.

-It was proposed by S. Bennett that the Council support a new building provided that grant funding to meet costs not covered by the New Homes Bonus, £30,000 Camelsdale reserves £20,000 and the Parish Council contribution of £10,000 was obtained. This was seconded by A. Thornhill and supported by all Councillors present.

-The costs of the gas connection will be followed up.

-It was noted that Hambledon has received funding from The Premier league and FA Facilities Fund.

(v) St. Michael's Hall

-It was noted that the Council has until the 7th October to register an interest in exercising the community right to bid on St. Michael's, although some concern was raised over the suitability of the site location for a village hall, the vote to support the exercising of the community right to bid was supported by 7 out of 8 Councillors present; C. Duckworth abstained. A letter will be sent to CDC to notify them of this decision.

ACTION: CLERK

(vi) Churchyard – St. Peter's

-S. McCallum has sent a memorandum of understanding for the maintenance to CDC.

-The Church is still maintaining the area at present and is hoping to have another 'work party day' before handover; they have agreed to do a photographic record on handover.

-Ian Russell has done a report on the current state of the walls and gate and CDC has confirmed that there is no urgent work needed immediately on these.

The Church will cover the insurance of the walls and gate as they will continue to be the registered owners.

Mr Haynes has volunteered to do any extra maintenance as requested by the Church if it is needed for weddings etc.. but does not want to do the regular maintenance.

It was noted that once 'officially handed over', the Church would have no say in the regular maintenance undertaken by the Parish Council.

(vii) Allotments -Several plots are very unkempt – the ploholders will be chased.

(viii) Burial Ground - All in good order except the 'No Glass' sign on gate needs putting into notice board.

(ix) Other properties

The new litter pickers have started on Camelsdale Recreation Ground though this is on an informal basis until WSCC respond to the forms submitted. The 3 girls will be paid the minimum wage for 2 hours a week each until the end of summer.

-It was agreed that a Grounds Committee meeting would be held before the end of September.

-It was agreed that the outstanding maintenance and job list would be discussed with Adam and some jobs given to Valley so that things were completed before autumn.

14. Chairman's report - No further report

15. Parish Matters

E. Chant – WSCC are chasing up on whether people live in catchment when applying to Camelsdale School.

-S. Bennett reported that the U3A petanque team will play until the end of October.

- -He noted that in May 2015 a French delegation would be visiting to celebrate 30 years of twinning. He asked for Council approval to hold a petanque match at 3pm on the 28th May. All Councillors present agreed to this; several volunteered to assist with the event.

-He also noted that the Scottish dancing team had moved to the Hardeman Hoyle Hall

-S. Moore noted that some of the trees on Lynchmere Green needed work – it is in the licence agreement that Cowdray maintain the trees so the Clerk will formally contact the office to request maintenance.

ACTION: S. MOORE/CLERK

NEXT MEETING – TUESDAY 7th October 2014 AT 8PM IN CAMELSDALE SCHOOL

Signed..... Date.....