



Minutes of the meeting of Lynchmere Parish Council held On Tuesday 2nd December 2014 at 8pm in Camelsdale School

Present. Cllr. C. Duckworth (Cllr.) H Elliott (Cllr.) E. Hackett ((Cllr.) S. McCallum (Chairman)
(Cllr.) S. Moore (Vice-Chairman) (Cllr.) A. Thornhill.

In attendance: Clerk- K. Bain, (County Cllr.) M. Brown (District Cllr.) H. Caird; 2 visitors – H. Adair,
P. Allen -prospective Parish Councillor.

1. Apologies - (Cllr.) S. Bennett (Cllr.) E. Chant (Cllr.) D. Pappa (Cllr.) D. Sellar.

2. Visitors questions-

H Adair noted that some of the trees blocking the footpaths had been cleared, but a lot of debris had been left. WSCC is contacting the landowner to get a date for the rest of the clearing.

She asked about the removal of the pavilion on Hammer Recreation Ground as she was aware that a parishioner had offered to do this free of charge. It was noted that the Council was aware of this offer, but was also getting quotes for the removal. Once the quotes were received it would be discussed as to whether the cost was appropriate, or whether this offer would be accepted. No action will be taken until HUFC have completed their move. In the meantime ProTec are patrolling the area and the police have been informed that it will soon be vacant.

3. Code of conduct – Declarations of interests

E. Hackett declared a non-pecuniary interest as her daughter is being paid by the Council for litter picking.

4. Minutes - To agree and sign the minutes of the meeting held on 4th November 2014

The following amendments were made: Item 7:

‘~ The Local plan is still undergoing examination and the Council are reviewing their proposed housing numbers of 410 per annum as the Inspector wished to see up to date evidence to justify this number.

~The Novium has been running half term activities, is opening a café and will no longer be charging entrance fees from 19th November.

~Under S. Bennett: N. Graves checked on this and reported that the policy had been distributed because recently there had been a number of disputes following erection of street name plates and the naming of existing roads. The policy gave clear guidance for future use and incorporates an element of consultation with Parish Councils.’

Item 14 line 8: ‘A. Thornhill reported that she had been in contact with the owners’.

The minutes were approved: Proposed by S. Moore, seconded by S. McCallum.

5. Matters Arising - Matters arising from the minutes - not included on the agenda

A site meeting had been held with Joel Sykes of Highways, attended by: H. Elliott, E. Hackett, S. Moore and the Clerk. The meeting is summarised as follows:

-Joel Sykes explained that moving the 30mph signs on the B2131 is not possible under current legislation. Several alternatives were discussed as a way to slow down the traffic coming down the hill: ‘Village

entrance fences'/ crossing island/ pinch point. All of these would need assessing by an engineer as although they would slow the traffic entering the residential area and make it safer for pedestrians (in particular schoolchildren) crossing the road at the bottom of the footpath, they might restrict sightlines and create further issues. The 'siting of 'entrance gates' would also need careful consideration as they usually were used to delineate the beginning of a parish or village.

Increase in traffic since opening of A3 tunnel – Joel noted not a lot could be done about this but did say with this and the other problems that might justify traffic calming it could be worth having an up to date recording of vehicle numbers along the B2131.

Matters Arising – contd.

-B2131 petition – Joel Sykes noted that this was with the Communities Department for consideration.

-Camelsdale Road – Lollipop man and schoolchildren crossing. It was noted that new data could be collected at an agreed point, and that the best course of action was for the school to notify their transport officer of the dangerous incidents that had occurred and their concerns, with a view to funding cameras or further safety measures. Overall he suggested that the Council draw up a 'holistic plan to encompass suggestions for speed calming and to improve safety for schoolchildren crossings and with the support of the school and ask the County Councillor to support this and put it forward at the next CLC. After this, engineers could look at the possible options and finance considered to implement the plans.

6. County Councillor's report (Michael Brown)

~ Introduction of new streetworks Act: This will come into force on 1st April 2015, although West Sussex will implement it on 1st July 2015. It concerns 'statutory undertakers'; authorities who by law are allowed to dig up the highways e.g. Gas, Water... Currently due notice is given and the works carried out. The new system will incentivise these bodies to keep to published timings as a paid licence will have to be obtained from the Local authority for a specific number of days. If the time is overrun the company will be fined and also required to pay for the licensing of the additional days. In order to aid enforcement, Highways Authorities will be required to establish an enforcement regime; funding for this will come from the charges levied on the 'statutory undertakers'.

E. Hackett noted that she had concerns with the public transport arrangements taking children to Midhurst Rother College from the area. Whereas children in the villages are transported by private bus, where every child has a seat, with seatbelt; the children taking the public stagecoach bus have no similar safety measures in place. There has been a large increase in the number of children from Camelsdale area attending Midhurst Rother College and the buses are usually overloaded, inspectors at Midhurst bus station have confirmed this.

The road is notoriously dangerous and to be standing is bad enough, but to also be on an overloaded bus is not acceptable.

E. Hackett spoke to an unhelpful officer at County Hall about the issue and was informed that if Stagecoach is happy with the arrangements on the buses, then they are satisfied. She noted that there used to be extra buses on this route and requested that this were reinstated due to the increased numbers attending Midhurst Rother College from the area.

She also noted that there have been incidences of members of the public being aggressive with the children.

M. Brown stated that he agreed with the officer at County that it was up to Stagecoach to comply with the safety rules and regulations, and also noted that there was probably little that could be done about 'incidents' without names and details. He suggested that the Council send him a specific email which he will forward to the Cabinet member for Transport.

ACTION: CLERK/E. HACKETT

~ He noted that he had met with Joel Sykes & Fiona Baker and was aware of the issues raised at the site meeting in Lynchmere.

7. District Councillor's report-H. Caird

~ The Local plan examination is almost finished; there have been a few difficult days with developers stating that the housing requirement in the proposed plan is inadequate and the District Council should redo the transport and other studies and put into the plan the number of houses that the need survey states – 575 instead of the 435 currently in the plan. She noted that the inspector had been very patient and the Council was awaiting the outcome.

~ Street naming & numbering policy – it was noted that Norma had clarified this, H. Caird noted that there will be consultation with Parishes on names of existing roads where there has not been a nameplate before.

District Councillor's report contd.

~ The CIL consultation is ongoing and will be assessed in January.

~ CDC has reviewed the taxi licensing and driver vetting policies and process has been reviewed and made more stringent.

~ The planning enforcement team has been increased by 2 officers.

~ The traveller site at Westhampnett is progressing and should be available in March 2015.

~ A coach park in Midhurst is being considered.

~ Clouds Hill- H. Caird noted that an amended planning application should go on to the website shortly. This would give revisions to the windows, doors and outside staircase. She said the existing application did not require a change of use, but would require a removal of the condition that the studio and garage could not be used for residential accommodation which was put on when the building was constructed in 2001. The NPPF guidance had made it easier for this to be done. Furthermore it was not illegal to go for a retrospective planning application and building works to be undertaken while this was being considered. The owners had been warned that they would have to take the risk should the application then be turned down. They would only be in breach if they started to use the building for residential accommodation before any change of the condition had been decided. She felt the planning application was likely to go ahead with the proposed changes to the original one and a condition that the building could only be used for ancillary accommodation and not a separate house. Some members of the Parish Council still thought it was unsatisfactory that work had begun prior to the planning application being decided and that conditions may be seen as meaningless if correct procedures weren't followed by CDC/SDNP planning departments. In a few years' time perhaps this condition could also be removed although Councillors were told this was unlikely under current planning rules.

8. Planning

(i) Applications and decisions – 04/11/14-02/14/14

<u>APP NO</u>	<u>PROPERTY</u>	<u>DETAIL</u>
LM/14/03368/DOM- LM/14/03463/LBC	Bridge Cottage, 35 Hammer Lane	Two storey side extension
LM/14/03934/DOM	36 New Road	Two storey rear extension
LM/14/04030/DOM	20 Camelsdale Road	Front porch & shower room

LM/14/03368/DOM- LM/14/03463/LBC – No objection although concern raised over proposed roof height & condition requested that extension is not to be used as separate dwelling.

LM/14/04030/DOM – Noted that this proposal is subservient to previous applications - no objection raised.

LM/14/04030/DOM – To be considered at January meeting as plans provided were inadequate.

Decisions

<u>APP NO</u>	<u>PROPERTY</u>	<u>DETAIL</u>	<u>PC COMMENT/DECISION</u>
SDNP/14/03611/HOUS	43 Hammer Hill	Proposed conversion of loft space through the provision of two rooflights on the front elevation, two rooflights on the rear elevation and a rear dormer window to serve a bathroom.	NO objection / PERMIT
Mill Tavern Listing confirmed			

(ii) Other planning matters – Clouds Hill see item 7.

9. Neighbourhood Plan - Noted that this is still on a 'back burner' until other more pressing issues are resolved.

10. Finance 04/11/14-02/14/14

(i) Bank balances as at 18/11/14 - Confirmed as: NatWest - £66931.71; CO-OP- £172.51; LLOYDS-£30000.

It was noted that the Council had spent 57% of the annual budget and there were no matters to report; no further questions were raised.

(ii) Approval of payments & receipts for the period - 04/11/14-02/14/14

Payments made

<u>TO</u>	<u>DETAIL</u>	<u>£</u>	<u>Chq no/payment type</u>
A Davies	Maintenance inv no: 308	1206	83
Anvil	Phone	17.34	DD
Southern Electric	Pavilion LX	68.07	84
K Bain	Salary Oct 14	On file	DD

Payments due

TO	DETAIL	£	Chq no/payment type
Eleanor Godsmen	Litter picking Nov 14	32.50	85
Imogen Reed	Litter picking Nov 14	32.50	86
Sian Hackett	Litter picking Nov 14	32.50	87
WSCC	Streetlighting energy 13-14	451.50	88
HMRC	TAX NOV 14	272.81	89
K Bain	Mis-written chq no: 81 from Nov mtg (see bank statement copy)	60	90
K Bain	Office allowance Dec 14	35	90
K Bain	Stationery & postage	64.41	90
K Bain	One off payment as per NALC guidelines (attached)	100	90
A Davies	Maintenance Inv: 312	829.90	91

Receipts

FROM	DETAIL	£	Chq no/payment type
Hampshire Memorials	H66 memorial	63	Chq
Mr Stoneman	Interment & Grant renewal	440	Chq

All payments approved: Proposed by S. Moore, seconded by A. Thornhill.

(iii) Other financial matters

–Approval of precept & budget for 2015-2016

It was proposed by H. Elliott , seconded by A. Thornhill and agreed by all Councillors present to approve the proposed Parish Council budget for 2015-2016. It was proposed by A. Thornhill , seconded by S. McCallum and agreed by all Councillors present to approve the proposed Parish Council precept increase of 10% for 2015-2016. All Councillors present voted in favour.

–Minutes of Finance Committee meeting held on 11/11/14 – Approved: Proposed by A. Thornhill, seconded by S. McCallum.

11. Correspondence & Invitation - 04/11/14-02/14/14

FROM	DETAIL	ACTION
Mr Walker	Plaque request for Grave – J60 – Oswald Short	Approved
Mr Walker	Booklet on history of Short brothers	Circulated; thanks were noted & the Clerk will pass these onto Mr Walker. <u>ACTION: CLERK</u>

CCP Groundcare	Hammer Pavilion quote	To be discussed when all quotes received.
NSASLG	Leisure Gardener Issue 4	Circulated
VARIOUS	Traffic issues in Sandy Lane & surrounding area.	As per item 5.
Open Spaces Society	Open Space Vol 31	Circulated
CPRE	Countryside voice Winter 14	Circulated
Lodsworth Parish Council	Query over aircraft noise	Noted that no issues have been reported to the Council, but Lynchmere will ask to be kept informed.

Consultations

<u>FROM</u>	<u>DETAIL</u>	<u>DEADLINE</u>
<u>CDC</u>	Community Infrastructure Levy (CIL) Draft Charging Schedule	<u>5/1/15</u>
<u>WSCC</u>	Annual Consultation	<u>16/01/15</u>

Invitation

Milland Village Hall at 7.30 pm on Thursday 4 December 2014 - update on Durand Academy's proposal to build a boarding school on the St Cuthman's site at Stedham – Attendance – TBC.

12. Grounds committee

Minutes of Grounds Committee meetings held on 7/10/14 & 4/11/14

It was noted that the Terms of use for the pavilion were still draft as the football clubs had not yet commented, it was agreed that as the pavilion use increased, casual users would need to agree to the terms. It was hoped that the Management Agreement could be signed soon.

Minutes of 07/10/14: Approved: Proposed by A. Thornhill, seconded by S. McCallum.

Minutes of 04/11/14: Approved: Proposed by S. McCallum, seconded by A. Thornhill.

(i) Hammer Recreation Ground - As per item 3

(ii) Copse Road Recreation Ground A bench and 2 wheelie bins had been stolen; this was reported.

(iii) Camelsdale Recreation Ground

-A. Thornhill reported that a bench and some bind had been stolen from the recreation ground; this had been reported to the police and CDC.

-HUFC should finish moving this weekend.

-Both Football clubs are working well together, although match timing information needed improving.

-A meeting will be organised to discuss the terms of use once HUFC had finished moving.

-Two benches brought to Camelsdale by HUFC are being added to the Council insurance policy.

(iv) Pavilion update

Plans have been received; a meeting is needed to look at these in more detail when the actual quotes are received.

Grounds Committee contd.

(v) St. Michael's Hall

It was proposed by H. Elliott, seconded by S. McCallum and agreed by all Councillors present that the offer as circulated to all Councillors should be submitted to the Churchwardens. The wording would be altered to include; 'subject to contract and survey'. It was noted that D. Pappa, E. Chant & D. Sellar had also confirmed their agreement.

ACTION: CLERK

It was noted that the land registry title had been checked and the property is freehold.

(vi) Churchyard

The agreement with CDC has been signed. A handover meeting will be arranged for later in the week and a photographic record of the state at handover will be made.

The Clerk has not received another quote for maintenance, but the cutting season will not start until the spring so there is time to put a scheme in place.

(vii) Allotments - No issues to report.

(viii) Burial Ground

-It was agreed that Mr & Mrs Walker would be given permission to erect a plaque on grave J60.

-No further issues to report

(ix) Other properties

-It was noted that A Davies is carrying out his final season grass n cuts (Lynchmere Green will be checked). He will then move onto hedge and tree cutting, leaf clearing and maintenance jobs.

The new litter pickers have started working in the Camelsdale area.

13. Chairman's report - No Further Report

14. Parish Matters

S. Moore asked whether there was any response on the Lynchmere Hamlet Conservation Area Appraisal; the Clerk will case this.

ACTION: CLERK

S. Moore noted that she had become involved on behalf of Neighbourhood Watch, in discussions over revising the St. Magnus/Rosemary Park protocol after a recent incident .It was agreed by all Councillors present that she should do this as Parish Councillor now that the boundary had changed.

S. Moore also reported that she was still waiting to hear back from Jerry at Cowdray about the condition of the Scots Pine on Lynchmere Green as he wanted a tree surgeon to look at it and when the oaks would be tidied up.

A. Thornhill asked that a letter of thanks was written to a certain parishioner who took great trouble to report issues to the Council.

15. Meeting dates

It was confirmed that the January meeting would remain on **06/01/15**, that that the Annual Parish Assembly

would be held on **30/04/15** and as it is an election year in 2015, the Annual Parish Council meeting would move to the **19/05/15** to comply with regulations. These will be put into the Lantern.
ACTION: CLERK

**NEXT MEETING – 06/01/15 AT 8PM IN CAMELSDALE SCHOOL
NEW YEAR DRINKS WILL BE HELD AT THE MILL TAVERN AFTER THE
MEETING.**

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

DRAFT