

ASHBURNHAM & PENHURST PARISH COUNCIL

Minutes of the meeting held at
Ashburnham Church Hall
At 7.30 PM on Wednesday 28th January 2009

Minutes

Present: Cllrs A Davies, R Jones, R Burfoot, G Ratcliffe, R White, N Harman, K Field

1. **Presentation** by PCSO Maureen Baker
(maureen.baker@sussex.pnn.police.uk)
 - Neighbourhood Meeting on the 11th February 2009 in Catsfield.
 - Input available for children's groups in parish.
2. **Presentation** by Alan Hunting on a proposal for Manor House disabled provision prior to a formal planning application.
The need for appropriate building materials and for the new building to be tied to the Manor House were noted.
3. **Apologies for absence:** none
4. **The resignation** of Cllr K Finch was announced for 'personal reasons and potential conflict of interest'.
 - a. Vacancy notice to be posted on the 28th January 2009.
Cllr Richard White was elected as Vice Chair and bank signatory.
 - b. The following motion was passed:
 - A. That a bank account or accounts be continued with HSBC Bank plc (the 'Bank') and the Bank is authorised to:
 - i. pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the PCC by any two of the listed signatories: Norman Harman, Roger Burfoot and Richard White whether any account of the Ashburnham and Penhurst Parish Council is in debit or credit.
 - ii. deliver any item held on behalf of the Parish Council by the Bank in safe keeping against the written receipt of the signatories; and
 - iii. accept the signatories as fully empowered to act on behalf of the Parish Council in any other transactions with the Bank (including closing any account(s)).
 - B. That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.
 - C. That the Secretary from time to time is authorised to supply the Bank as and when necessary with lists of persons who are

authorised to sign, give receipts and act on behalf of the Parish Council, and that the Bank may rely upon such lists.

- D. That these resolutions remain in force until cancelled by notice in writing to the Bank signed by the Chair Person or Secretary from time to time acting or claiming to act on behalf of the Parish Council and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

5. Disclosure of Interest:

- a. No disclosures of interest relating to agenda.
- b. The Chairman reminded councillors of the need to declare issues of either personal or prejudicial interest. He highlighted the need to be particularly aware of any personal or prejudicial relationships with the Ashburnham Trusts because of the issues relating to property in the village.

6. **Minutes of the Meeting** held on the 26th November 2008 were signed as a correct record of the meeting.

7. Matters Arising:

a. **Village Hall** – update

The Clerk, Chairman and Leo Hickish met with Strutt and Parker on the 9th January 2009. The meeting included:

- Discussion over the financial expectations relating to the proposed development. Ashburnham estate expectations have been modified.
- The plan now seems to be for a developer to take on the total project. Strutt and Parker and Batchellor Thacker are exploring possibilities.
- Specification for new Village Hall required. Richard White, Clive O'Sullivan and one other to offer proposals.
- Heads of Terms awaited from Strutt and Parker
- Further grants to be sought jointly between Parish and Ashburnham Thanksgiving Trust

- b. **Local Action Plan** – no expression of interest in help following advert in Paish newsletter

8. Planning

a. Old planning

- 3 Lodging Houses – **Appeal for retrospective permission for playroom rejected by inspector**
- Olivers Hill - **Appeal against refusal of permission for extension rejected by inspector**

- RR/2008/2732/2722 Brays Hill Farmhouse Extension
Approved
- RR/2008/3050/57 ACT Ashburnham Place
Convert old dairy from bedrooms to conference suite **Approved**
- RR/2008/3196/3202 Reedlands Farm
Alter extend ancillary buildings and new garage **Approved**

b. New planning - none

9. Finance Update

- a. Balance of £6281 in bank
- b. Pavilion loan completed in 2013 - £13000 paid / £7000 outstanding
- c. Councillor travel and subsidence scheme approved Proposed Cllr White seconded Cllr Harman

10. Correspondence

- a. Farming Wildlife Advisory Group - £41 subscription agreed and a Direct Debit for subsequent years
- b. British Energy – notice re consultations on new Dungeness Power Station
- c. Sponsored Ride – in response to a letter from the Village Hall treasurer it had been confirmed that money raised had been given to Parish Council

11.AOB

- a. Pavilion Rental – no increases in 2009 and no change in conditions
- b. Pavilion Extinguishers – inspection report had suggested a CO2 extinguisher but it was agreed that this was not considered necessary because of the training required to use it.
- c. Lakehurst Lane condition poor – to be reported by Clerk
- d. Footbridge at Tumbling Bay at southern end of Reed Wood is broken – to be reported by Clerk
- e. Noticeboard at Chapel – Clerk to ask John French to quote for replacement price with or without cover
- f. WI event on 11th July at Pavilion. Possibility of display re new Village Hall

12. **Next meeting** – Wednesday 18th March 2009 in **Church Hall** (apologies from Cllr R Jones)

R Jones
18/3/09

ASHBURNHAM & PENHURST PARISH COUNCIL

Minutes of the meeting held at
Ashburnham Church Hall
Ashburnham Place
At 7.30 PM on Wednesday 18th March 2009

AGENDA

Present: Cllrs C Baker, R Burfoot, N Harman, G Ratcliffe, R White,

In attendance: Cllrs A Davies, K Field,

1. **Apologies:** Cllr R Jones, PCSO M Baker
2. **Disclosure of Interest** – G Ratcliffe Village Hall
3. The **minutes of the Meeting** held on the 28th January 2009 were signed as a correct record of the meeting.
4. **Matters Arising:**
 - a. **Casual vacancy for Councillor** expressions of interest received from Mr Simon Hallet, Mrs Sally Cumming and Mrs Patricia Winfield for co-option. Following a secret ballot **Mrs Patricia Winfield** was duly elected and co-opted to the Parish Council.
 - b. **Village Hall** – Leo Hickish had reported to the Chairman that in conjunction with Strutt and Parker he is pursuing interest from developers. They are awaiting our specification for new Village Hall. The Parish Council is awaiting full Heads of Terms, particularly in relation to agreement on letting terms for new hall.

It was reported that Lawrence Keeley has expressed interest on behalf of Community Land Trust in development of low cost housing on Village Hall site – this has been passed to Strutt and Parker.
 - c. **Local Action Plan** – no expression of interest from anyone to undertake work from the villages. Grants available until March 2010. Cllr Winfield agreed to investigate what the project would require.
 - d. **Lakehurst Lane condition** – Problem reported by Clerk and immediate problem very quickly resolved by Highways Department.
 - e. **Footbridge at Tumbling Bay** Reported but nothing has been done. Bridge has now gone completely. Cllr Ratcliffe agreed to give a Grid reference to the Clerk so he could report it again.

- f. **Notice board at Chapel** agreed to order Notice board without Perspex cover from Cornerstone Construction for £196 plus VAT

5. **Planning**

- a. **Manor House application** at planning on the 19th March 2009
b. **Caravan on land at Lakehurst Lane RR / 2009 / 495** Councillors agreed that application was not justified against National, County or Local planning policy and that there was no functional need for 24hour cover either for educational or agricultural reasons.

6. **Finance**

a. **Finance update**

Bank balance at year end **£6280.97** (with balance of Village Hall development grant)

7. **Correspondence**

- a. Parish Conference on the 7th April
b. Dungeness power station proposal

8. **AOB None**

9. **Next meeting and AGM** – Date changed to **Wednesday 27 May 2009** in the Cricket Pavilion

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27/5/09

**ASHBURNHAM & PENHURST
PARISH COUNCIL**

MINUTES of the meeting of

Ashburnham and Penhurst Parish Council
Held on the 27th May 2009
At the Cricket Pavilion

PRESENT: Cllrs R Burfoot, N Harman, R Jones, G Ratcliffe,
P Winfield(Acting clerk)

In attendance:

Cllr A Davies, Cllr Kathryn Field. Also present 2 members of public : S
Smith & T French

- 1) Apologies for absence : Cllr C Baker, Cllr R White and A Wooding-Jones(Clerk)
- 2) Disclosures of interest: G Ratcliffe & R Jones re Village Hall
- 3) Minutes of the meeting held on the 18th March were approved
- 4) Election of Chairman : R Burfoot and Vice Chairman : R White
- 5) Matters arising :
 - a) Village Hall : Strutt Parker pressing to move forward on drawing up plans for Village Hall however it was agreed by all present that the matter should be put on hold until such time as a Legal Agreement has been signed.
 - b) Local Action Plan : Has been put on hold due to lack of manpower.
 - c) Notice board now completed and ready for use.
 - d) Brickyard Farm : Agricultural Agreement restrictions reviewed and put forward with nothing to say by the Parish Council and to date this has not yet been granted.
 - e) Redbarn Thatch : Approved

6) Finance :

- a) Accounts for year ended 31st March 2009 Approved
- b) Annual Governance statement was completed.
- c) Review of Budget 2009/10 : Budget to be reviewed during the financial year regarding expenditure especially expenses relating to the Village Hall.
- d) Current balance : £8205

7) Correspondence : Letter from Sussex Association of Local Councils regarding insurance, this has already been renewed but will be taken into consideration when renewal next due.

It was noted that the Leaflet issued by S Guard (Con) relating to the forthcoming election suggests improved signs for Ashburnham and other possible local sites. It was confirmed that these signs do not require approval by the Parish Council however the Parish Council has strongly requested that any proposals relating to these should be placed in front of the council for discussion.

8) Any other Business : Parish maintenance team sent email requesting approval for work carried out locally and it was confirmed that a suitable response would be sent to this effect.

9) Next meeting Wednesday 5th August 2009 at the Cricket Pavilion at 7.30 pm.

RUB [Signature] 5/8/09

ASHBURNHAM & PĒNHURST PARISH COUNCIL

Minutes of the meeting held at
Ashburnham Cricket Pavilion
at 7.30 PM on Wednesday 5th August 2009

Present: Cllrs R Burfoot (Chair) R Jones, N Harman, C Baker, A Wooding Jones (Clerk)

In attendance: D Hermon, A Stainsby, Cllr A Davies, 1 member of the public,

1. **Rother Standards committee**

Cllr Alan Stainsby (Crowhurst PC) and David Hermon, Monitoring Officer addressed the meeting.

- New national code from May 2007 (signed by all councillors) and declaration of interests
- Aim of code – open decision-making
- Standards Committee (12 members; 6 from RDC, 3 independent and 3 from Parish Councils)– to promote and maintain high standards and to train members
- Also assess and review complaints (or pass to Standards Board for England in Manchester)
- Can grant dispensation in special cases
- Code of conduct
 - Treat others with respect
 - Comply with equality laws
 - No bullying or intimidation
 - Cannot bring council or officers into disrepute
 - Councillors can't use office improperly
 - Interests – anything registered must be declared if it affects agenda items (reviewed every two years or when changes occur)
 - Personal interest - should always be declared
 - Prejudicial interests – involvement of family or close friend which might be deemed prejudicial – councillor leaves meeting
- Information was circulated

2. **Apologies for absence:** Cllrs Kathryn Field, Pat Winfield, R White, G Ratcliffe.

3. **Disclosure of Interest:**

Cllr C Baker prejudicial interest re Thorndale Farm,
R Jones – Village Hall,
R Burfoot -Sprays Oast.

4. **The Minutes of the Meeting** held on the 27th May 2009 were signed as an accurate record of the meeting.

5. Matters Arising:

a. Village Hall – update

Chairman updated Parish Council on recent activity:

- In late July Parish Council received solicitor's letter demanding payment of contested bill when it was believed that Parish Council was £4000 in credit to Strutt and Parker
- This led to a meeting when the Chairman and Clerk met Mrs Bickersteth on 3rd August and then subsequently Nick Watson from Strutt and Parker met the Chairman on the 4th August
- Legal action now suspended and full outcome awaited
- Now agreed to suspend drafting of full specification (estimated up to £10,000) and desire for legal agreement and instead approach developers direct to estimate a purchase price for the old village hall site. This would (after negotiation with the ATT Trustees as to how it would be apportioned), give a working figure for the new Village Hall and a value of the existing house and land to Ashburnham Trustees. It should then be possible negotiate a package which included the developer building the new Village Hall
- Note that any permission for 'enabling development' will only allow sufficient housing to finance the build of a new village hall.

6. **Planning – Old** RR/2009/814
RR/2009/1314
RR/2009/1372
RR/2009/1400

Brickyard Farm - approved
Thornden Farm – approved with conditions
Sprays Oast Farm – bay window - approved
Sprays Oast Farm – roundel approved
conditional on repointing being redone

Planning – New RR/2009/1120

Thorndale Farm – change of tenant for barn -
recommend approval

7. Finance

Finance update –	Treasurer a/c	£2732.48
	BMM a/c	£5224.41
	Total	£7956.89

8. Correspondence

- Various items were tabled
- Thank you letter from the Internal Auditor

9. AOB

- Potholes – Near pumping station
- Little Beech Oast – Needs to be watched but there is a planning approval
- Tower House entrance – reported
- Red Barn road surface – since resurfacing there is a significant drop from road level to verge in region of Red Barn/Thorndale and Buckwell.

10. **Next meeting** - Wednesday 16th September 2009 at 7.30pm in the Cricket Pavillion

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16/9/09

ASHBURNHAM & PENHURST PARISH COUNCIL

Minutes of the meeting held at Ashburnham Cricket Pavilion at 7.30 PM on Wednesday 16th September 2009

Present: Cllrs R Burfoot (Chair), R Jones, N Harman, R White, G Ratcliffe, A Wooding Jones (Clerk)

In attendance: Cllr A Davies, 2 members of the public

1. **Apologies for absence:** Cllr C Baker
2. **Disclosure of Interest:** Village Hall - Cllrs Jones, White, Ratcliffe Penhurst estate - Cllrs Harman (prejudicial) and White
3. **The Minutes of the Meeting** held on the 5th August 2009 were signed as an accurate record of the meeting.

4. Matters Arising:

a. Village Hall – update

Clerk and Chairman met with Nick Watson on the 9th September 2009 leading to agreement that Parish Council is in credit of £2170 to Strutt and Parker for Village Hall work.

Meeting confirmed that Trustees are still in agreement that they wish to reflect view of the parish from the parish meeting. Also confirmed that the offer of £3:£1 for repairs from Trustees still stands.

Agreed by Parish Council to seek a detailed specification of new village hall was (quoted at £2600 + VAT) from Nigel Faulkner based on design reflecting pavilion design.

The need for clarity on share of the land value and terms of occupation of new village hall was agreed so that Parish Council is able to know whether they can afford to move forward. It was noted that there are no restrictive terms on current agreement. New Village Hall would be on Tent Hill Trust land (terms also to be agreed so Parish Council would only own the building).

Note refurbishment of Village Hall was £45,000 in 2007 and there is probably now work to do.

Communication to village on progress through newsletter now. Plan a village meeting to report once scheme is in place.

Strutt and Parker now reporting that the Trustees have requested that there is no further expenditure until they know the scheme is financially viable. Chairman has requested a further meeting to clarify.

5. Planning

New

- a. RR/2009/2017 Granary, Penhurst – Application justification seems similar to last application. Concern over change of use. Structural plans have changed.
- b. RR/2009/2089 Glydes Farm Not listed. Out of keeping and over-extended
- c. RR/2009/1940 Frankwell Farm. No comment

Old

- a. Thorndale Farm Granted

6. Finance

- a. Finance update - Report circulated. Current bank balance is £8321.

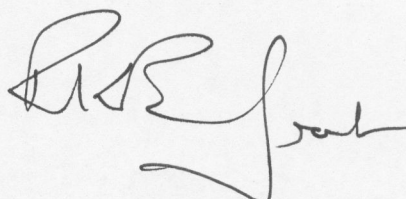
7. Correspondence

- a. From 13th September 2009 new PCSO for Ninfield, Ashburnham and Penhurst is: PCSO Daryl Holter (07788 900849, daryl.holter@sussex.pnn.police.uk)
- b. Rural Rother Trust. Agreed to make a contribution of £100.
- c. Adopt a Phone Box. Agreed to adopt both Telephone Boxes at The Pound. (Tina French will caretake) and Ponto Green

8. AOB

- a. Remembrance Service at 2.30pm on the 8th November 2009

9. Next meeting - Wednesday 18th November 2009


21/10/09

ASHBURNHAM & PENHURST PARISH COUNCIL

Minutes of the meeting held at Ashburnham Cricket Pavilion at 7.30 PM on Wednesday 21st October 2009

Present: Cllrs R Burfoot (Chair), N Harman, G Ratcliffe, P Winfield, A Wooding Jones (Clerk)

In attendance: Cllr A Davies, 2 members of the public

1. Apologies for absence: Cllrs C Baker, R Jones, K Field

2. Disclosure of Interest:

Village Hall - Cllr Ratcliffe
Sprays Oast Farm – Cllrs R Burfoot, N Harman
Peans Farm- Cllr Harman

3. The Minutes of the Meeting held on the 16th September 2009 were signed as an accurate record of the meeting.

4. Matters Arising:

a. Village Hall – update

The Village Hall journey was reviewed and concern was expressed over the increasing sense of an apparent lack of co-operation from Trustees.

The Chairman proposed expressing disquiet over the Trustees' decision to pay no more fees since the project will be financially beneficial to the Trustees as well as to the Village.

If there is no positive response to this letter the next Council meeting will consider withdrawing and claiming back the money held in credit by Strutt and Parker.

Note: Faulkners latest estimate for build costs of new hall at £500,000.

b. Telephone Boxes

Parish Council re looked at previous decision and decided not to adopt telephone boxes.

5. Planning

New

a. Sprays Oast Farm House (Clerk in chair for this item)

RR/2009/2356 PVC guttering – Parish Council have no objection as this was installed before the building was listed.

RR/2009/2357 External lighting – Parish Council leaves decision to the Conservation Officer.

RR/2009/2358 Woodburner and chimney – Parish Council has no issue with woodburner inside, but feel that the chimney is an ugly protrusion but note it is to the rear of the property.

RR/2009/2359 Replacement windows – The Parish Council relies on the Conservation Officer

b. RR/2009/2373 Conversion of outbuildings – Peans Farm, Penhurst

The Parish Council support this application with the following provisos:

- i) The building is only to be used as ancillary accommodation to Peans Farm House and not for any trade or business.
- ii) This domestic conversion doesn't lead to further buildings being required to house vehicles currently garaged in the barn.

Old

- a. RR/2009/2017 Granary - Penhurst, - will be approved with conditions
- b. RR/2009/2089 Glydes Farm – Ashburnham - approved
- c. RR/2009/1940 Frankwell Farm – Ashburnham- approved

6. Finance

Current bank balance is £14,297.

£1,165 due shortly for pavilion loan repayment

7. Correspondence

- a. Thank you letter from Rural Rother Trust
- b. Battle Bus – asking for a contribution – to be considered in April

8. AOB - none

9. Next meeting - Wednesday 18th November 2009

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18/11/09

ASHBURNHAM & PENHURST PARISH COUNCIL

Minutes of the meeting held at Ashburnham Cricket Pavilion at 7.30 PM on Wednesday 18th November 2009

Present: Cllrs R Burfoot (Chair), N Harman, G Ratcliffe, P Winfield, R Jones, R White, C Baker, A Wooding Jones (Clerk)

In attendance: Cllrs A Davies, K Field, PCSO D Holter (item 4 only), 3 members of the public

1. **Apologies for absence:** None

2. **Disclosure of Interest:**

Village Hall - Cllr Ratcliffe, R Jones, R White, C Baker

3. **The Minutes of the Meeting** held on the 21st October 2009 were signed as an accurate record of the meeting.

4. **Crime update** from PCSO Daryl Holter. Reported 2 items of theft (chain saws), poaching and launch of Farm Watch initiative.

5. **Matters Arising:**

a. **Village Hall – update**

- Chairman summarised correspondence with Strutt and Parker since 14th September 2009.
- Council agreed a letter to Strutt and Parker clearly stating their position on the project and seeking clarity from the estate on their commitment.
- Council agreed an update to go into the parish magazine.

6. **Planning**

New

RR/2009/2521

Move shed at 3 Lodging Houses to bottom of garden. This move reduces impact on the listed building. Parish Council approve.

Old

a. **Sprays Oast Farm House**

RR/2009/2356 PVC guttering – pending

RR/2009/2357 External lighting – approved

RR/2009/2358 Woodburner and chimney – approved with conditions

RR/2009/2359 Replacement windows – pending

b. RR/2009/2373 **Conversion of outbuildings – Peans Farm, Penhurst -**
pending

7. Finance

- a. Current bank balance is £13140.
- b. Precept – decision at January meeting after response on Village Hall commitments from Strutt and Parker.

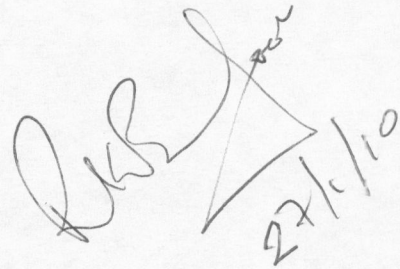
8. Correspondence

- a. **Dogs on Leads** - issue for public footpaths in parish to protect livestock.

9. AOB –

- a. Planning applications to appear in Parish magazine
- b. Village Action Plan – Richard White updated on the questionnaire to go with magazine. Suggested a collection box at Ashburnham Chapel (Richard White to action box, Rhod Jones to seek permission).

- 10. Next meetings -** Wednesday 27th January 2010 (apologies Cllr Winfield)
Wednesday 24th March 2010
Wednesday 19th May 2010
Wednesday 21st July 2010
Wednesday 22nd September 2010
Wednesday 24th November 2010

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