

**Minutes of the Ordinary Meeting of Ashburnham and Penhurst Parish Council  
held on Wednesday 14th September 2016 at 7.30pm in the Ashburnham Sports Pavilion**

**Parish Councillors present:** Cllrs Nicky Bishop (Chair), Tina French, Andy Proudfoot and Richard White.

**Parish Councillors absent:** Cllrs Richard Hann and Ron King

**District / County Councillors present:** RDC Cllr Gary Curtis, ESCC Cllr Kathryn Field

**Also present:** Clerk to the Council  
2 members of the public

**1. Apologies for absence**

1.1 Apologies for absence have been received from Cllrs Richard Hann and Ron King.

**2. Disclosures of interest**

2.1 Andy Proudfoot declared an interest in planning application RR/2016/1901/P which is agenda item 7.1.6.

**3. Adoption of Minutes**

The draft minutes of the Ordinary Meeting held on 13th July 2016 were circulated with the agenda. On the motion of the Chair the minutes were adopted without amendment.

**4. Open Forum**

4.1 ESCC Cllr Kathryn Field advised that the A Level exam results had improved over last year. GCSE were also satisfactory although no direct comparison with last year is possible.

4.2 RDC Cllr Gary Curtis reported as follows.

4.2.1 The road signs erected at the entrance to Akehurst Field were installed by Amicus Horizon. He has yet to find out on whose authority.

4.2.2 Gift tokens have been delivered to those residents of Ponts Green who suffered as a result of the breakdown of the rubbish collection service.

4.2.3 Fly tipping continues to be the responsibility of RDC and can be reported on their website.

4.3 Clive O'Sullivan, a member of the public, asked if the council might work with other local parishes to address the increasing aircraft noise which results from changes to the holding patterns when aircraft are stacked. He suggested that an easy remedy, already being discussed, is to move the stack to over the sea. He also suggested that help might be sought from our M.P..

Members asked the clerk to take up the matter with other local clerks and to draft a letter to Huw Merriman M.P..

**5. Community Matters**

5.1 Local Action Plan

5.1.1 Cllr Tina French reported on behalf of Cllrs Richard Hann, Richard White and herself. The previous Action Plan was for the period 2010-2015 and contained 11 points. These have been reviewed and the group suggested that

5.1.1.1 Street lighting be retained as a topic

5.1.1.2 Youth provision and the village hall be amalgamated into one topic

5.1.1.3 The bus service topic should be dropped but rural transport continue to be monitored

5.1.1.4 The new village hall should become a major topic

- 5.1.1.5 In lieu of 'Keep Fit' a topic of 'Well being' be introduced which would combine both physical and spiritual well being and encompass the chapel and churches, The Retreat and Ashburnham Place
- 5.1.1.6 A newcomers guide by prepared to be given to all incomers
- 5.1.1.7 Rural broadband should be a new topic.
- 5.1.2 After discussion members resolved that the new plan should be available as hard copy in an A5 format and online as a downloadable pdf. Members also resolved that by the end of 2016 the embryo plan, at least in terms of headings and bullet points, should be available.
- 5.2 Rural broadband – Cllr Bishop reported as follows
  - 5.2.1 She had attended a meeting with councillors from other local parishes including Brightling, Mountfield and Burwash aimed at developing a common cause to pursue better provision. The parishes believed there were two strands to improving the situation – lobbying plus communications and self help.
    - 5.2.1.1 For lobbying plus communications, Cllr Andrew Wedmore (Brightling) will coordinate a drip feed to the County Council from individual households who are dissatisfied with their service. He will also aim at a technological briefing to county councillors. ESCC Cllr Kathryn Field interjected that only a minority of county councillors seemed interested in the topic.
    - 5.2.1.2 For self help, Cllr James Fraser (Mountfield) is leading a team to identify costs and technical options, i.e. fibre, Wi-Fi and satellite.
- 5.3 Country Fair and Flower Show – on the motion of the Chair seconded by Cllr Proudfoot, members resolved to budget for the provision of a marquee next year, similar in size to that provided this year.
- 5.4 Defibrillators
  - 5.4.1 Members discussed the provision of a defibrillator at Penhurst and asked the clerk to approach the PCC and The Retreat with a view to siting it on one of their buildings.
  - 5.4.2 The clerk reported that the existing defibrillator at The Ash Tree Inn will need some regular maintenance plan putting in place. Tony Smith, a Community First Responder, has all the installation data and will prepare some advice. The clerk will ascertain if the device is covered by the contents or buildings insurance policy held by The Ash Tree Inn.
- 5.5 Aircraft noise – members unanimously resolved that the council become a subscribing member (£10 p.a.) of the Gatwick Area Conservation Campaign (GACC). The GACC newsletter can be placed on the parish website.
- 5.6 Parish website – the Chair circulated a list of 6 improvements to the site and the cost of implement each. The first year maintenance period is now over and maintenance has been taken over by Tim Wakeling, the brother of Sam who created the site. On the motion of the Chair members resolved to commission the following four and to defer the others –
  - 5.6.1 Events functionality - £80 to £120
  - 5.6.2 Layout and format of planning applications - £200
  - 5.6.3 Agendas and minutes advanced functionality - £200
  - 5.6.4 Classified ads £40
  - 5.6.5 Members also suggested that a facility for new arrivals to the parish to sign in would be useful.

## 6. RFO Report and Governance

- 6.1 RFO report
  - 6.1.1 Members received the mid second quarter financial reports showing income and expenditure.
    - 6.1.1.1 The bank balances contained in the first quarter report have since been verified by Cllr Ron King.
  - 6.1.2 The RFO reported that Unity Trust Bank are withdrawing the Alto Pre Paid MasterCard facility which the council uses in lieu of a petty cash arrangement. A replacement facility is being offered (operated by Lloyds Bank) but it requires a subscription of £3 per month.

Unity Trust Bank does not offer a debit card. Members resolved that the RFO take up the alternative card offered.

## 6.2 Receipts and payments

6.2.1 Members received the schedule of receipts and payments since the last council meeting and these include

- 6.2.1.1 Income from pavilion and playing field lettings - £300
- 6.2.1.2 Staff salary - £608
- 6.2.1.3 Pavilion utilities costs – £94
- 6.2.1.4 Audit cost - £101
- 6.2.1.5 VAT refund £1784

6.2.2 On the motion of the Chair members approved the following payments:

- 6.2.2.1 Meridian Marquees – (retrospective) - £1400 plus £280 vat
- 6.2.2.2 South East Water - pavilion half year £44.27 (retrospective)
- 6.2.2.3 Bookers - pavilion janitorial supplies - £45.38 (retrospective)
- 6.2.2.4 Baker Architectural – drawing alterations - £1,000 plus £200 vat
- 6.2.2.5 Carol Lovett - 3 months cleaning of pavilion - £138.75
- 6.2.2.6 Nigel Turner - pavilion window cleaning - £25
- 6.2.2.7 Mayhew Consultancy – Arboricultural report, new village hall - £550 plus £110 vat
- 6.2.2.8 Upper Bridge – Domain name renewal - £18 plus £3.60 vat (*Note to self: discussion required*)
- 6.2.2.9 Champagne & Caviar – Annual Assembly catering - £50
- 6.2.2.10 Management Outlook – Annual Assembly refreshments - £32.84
- 6.2.2.11 Office expenses, clerk reimbursement - £199.27

## 7. Planning

7.1 Applications previously considered - outcomes or status noted -

- 7.1.1 RR/2016/1139/L - 4 Brays Hill Cottages, Ashburnham, TN33 9NZ - Internal secondary glazing and addition of fitted kitchen. (Retrospective) (*Approved*)
- 7.1.2 RR/2016/1390/P - Agmerhurst House, Kitchenham Road, Ashburnham, TN33 9NB – Hard surfaced tennis court for private use, with surrounding fence and associated landscaping. (*Refused*)
- 7.1.3 RR/2016/1570/P - The Stables, Brays Hill, Ashburnham TN33 9NZ - Change from holiday let to residential (Class C3) use. (*Comment broadly neutral. Correspondence attached. Refused*)
- 7.1.4 RR/2016/1766/P - The Stables, Brays Hill, Ashburnham TN33 9NZ - Modification of section 106 agreement relating to RR/2002/1141/P to allow residential use (*Comment broadly neutral. Correspondence attached. Refused*)
- 7.1.5 RR/2016/1838/P and /1840/L - Old Barn, Lakehurst Lane, Ashburnham - Demolition of modern extension and erection of two storey extension and internal alterations - amendment to RR/2014/1463/P - 500mm extension (*Supported. Undecided*)
- 7.1.6 RR/2016/1901/P - Ashburnham Place, The Kitchen Garden, Ashburnham TN33 9NE - Retention of existing church hall on a permanent basis. (*Supported. Undecided*)

7.2 New applications – to determine the council’s response to the following:

- 7.2.1 RR/2016/2000/L - Little Acre, Brays Hill, Ashburnham TN33 9NZ - Wood burner with stainless steel flue and 2no. roof lights. (Retrospective) (*Undecided*)
  - 7.2.1.1 Members resolved to offer neither support nor opposition at the RDC portal, but to request that RDC ensure that building regulations regarding the height of the flue are complied with.
- 7.2.2 RR/2016/1792/L - Ashburnham Place, TN33 9NF - To extend existing chimney flue that has been redundant since the 1960's. (*Undecided*)

- 7.2.2.1 Cllr Proudfoot declared his interest as the applicant but offered information to the meeting. The restoration of the library requires that the fireplace functions and for that the chimney breast needs extending.
- 7.2.2.2 Members resolved to offer no view at the RDC portal.
- 7.2.3 RR/2016/2172/PN3 - Thornden Farm Offices, Thornden Lane, Ashburnham TN33 9PE - Change of use of offices (Use Class B1a) to a three bedroom dwelling (Use Class C3.)  
*(Undecided)*
  - 7.2.3.1 Members resolved that the comment at the RDC portal should request a rationale for the change of use and an assurance that a Section 106 Agreement be imposed preventing the property becoming separated from the existing curtilage.
- 7.3 Breaches and Enforcement – to note updates and progress
  - 7.3.1 ENF/14/15/ASH - Little Acre (Clear View Farm), Brays Hill, Ashburnham - New building and tarmac drive - *Enforcement effective 18/8/16 with 2mths to comply with requirement to remove unapproved drive and reinstate to agricultural use.*
- 7.4 Appeals – no updates or progress to report.

## **8. Highways matters**

- 8.1 Finger posts – in the absence of Cllr Hann there was nothing to report.
- 8.2 The clerk reported that drainage work for the length of Brigden Hill Lane has been requested by the Highways Steward.
- 8.3 Potholes – the clerk was requested to file a report on the potholes at the top of Hammer Hill.

## **9. Premises**

- 9.1 New Village Hall
  - 9.1.1 The Chair reported on the latest set of drawings sent to RDC and the feedback received.
  - 9.1.2 Members resolved that a planning consultant be appointed from one of the three who have made proposals. As one proposal was made today based on the latest information, members resolved that all three be given the latest material and a deadline of a few days in which to revise their offers if they so wish. The material which will be sent to them includes the latest planning officer feedback, the draft justification document and a scan of an amended roof height proposal. The Chair will action this and responses will be circulated by email and a selection and appointment made at once.
  - 9.1.3 Members agreed on the following sequence of events –
    - 9.1.3.1 Appoint a planning consultant
    - 9.1.3.2 Agree with the consultant what changes need to be made
    - 9.1.3.3 Instruct the architect (an additional cost) to amend the drawings.
- 9.2 Village Hall
  - 9.2.1 Cllr White reported that a proposal for repairs to guttering is being prepared and it will be the basis of a bid for subsidy from ATT.
- 9.3 Pavilion
  - 9.3.1 The Clerk reported that the principle of a scheme for completing the landscaping around the former cricket pavilion base slab was now agreed with interested parties. A fully costed proposal will be presented to the November council meeting for execution either in March or April 2017 (depending on budget considerations).

## **10. Correspondence received**

- 10.1 Notification of the AGM of Action in Rural Sussex (AiRS)

**11. Information for Councillors / Future Agenda items**

None

**12. Circulation folder**

- 12.1 Councils Direct
- 12.2 AiRS AGM notice
- 12.3 GACC newsletter

**13. Dates of Next Meetings**

- 13.1 To note that ordinary council meetings are scheduled for the second Wednesday of alternate months at 7.30pm in the Sports Pavilion and that the dates of meetings for the remainder of the council year are as follows:

9th November 2016  
11th January 2017  
8th March  
27th April - Annual Assembly  
10th May – Annual Meeting

- 13.2 To note that planning committee meetings are scheduled for the second Wednesday of alternate months at 7.30pm in the Sports Pavilion and that the dates of meetings for the remainder of the council year are as follows:

12th October 2016  
14th December  
8th February 2017  
12th April

If there are no planning matters to consider the meeting will not be called.

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Signed (Chair)

Date .....