

**Minutes of the Ordinary Meeting of Ashburnham and Penhurst Parish Council  
held on Wednesday 9th November 2016 at 7.30 pm in the Ashburnham Sports Pavilion**

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

**Parish Councillors absent:** Cllrs Carol Andrews, Richard Hann

**District / County Councillors present:** ESCC Cllr Kathryn Field

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

**1. Apologies for absence**

- 1.1 The Chair notified in advance her late arrival. In the absence of the Chair and the Vice Chair members elected Cllr Andy Proudfoot to chair the meeting until the arrival of the Chair.
- 1.2 Apologies for absence have also been received from Cllrs Carol Andrews and Richard Hann and RDC Cllr Gary Curtis.

**2. Disclosures of interest**

- 2.1 Cllr Proudfoot declared an interest in item 7.1.4 as he is effectively the applicant.

**3. Adoption of Minutes**

The draft minutes of the Ordinary Meeting held on 14th September 2016 were circulated prior to the meeting. On the motion of Cllr Proudfoot (acting Chair) the minutes were adopted without amendment.

**4. Open Forum**

- 4.1 ESCC Cllr Kathryn Field advised that the preparation of the county budget was proving difficult in the light of central government cuts in support and one of the casualties will be support for the Duke of Edinburgh's Award scheme.  
There is still no word from Whitehall on how the transfer of business rates to local authorities (ESCC is a net importer) will work.
- 4.2 Members of the public were invited to speak. Mr Clive O'Sullivan raised the issue of aircraft noise, specifically that arising from aircraft stacking while waiting for a Gatwick landing slot. Mrs Julia Shaw produced computer screen shots showing the density of air traffic above Ashburnham.  
Members discussed the issue and two actions were resolved upon:
  - 4.2.1 The clerk will liaise with Brightling Parish Council who are also exercised about this problem.
  - 4.2.2 The Council will lobby Huw Merriman M.P. for support as he is a member of the Transport Select Committee. The first opportunity to lobby him will be the rural broadband conference at Great Dixter on 18th April.

**5. Community Matters (Cllr Bishop resumed the chair)**

- 5.1 Local Action Plan - Cllr Tina French reported on behalf of Cllrs Richard Hann, Richard White and herself. Cllr French tabled a draft which links to the 11 actions in the previous plan and shows how they are either being amalgamated with other actions, have been dealt with or are no longer relevant. This condenses the 11 action points down to 8 with a further reduction possibly to 7. It follows a model used by other parishes and this draft comprises the following actions –

- 5.1.1 ACTION 1: New Village Hall on a new site.

- 5.1.2 ACTION 2: rural broadband (*this replaces recreation for youth – now part of Action1*)
- 5.1.3 ACTION 3: Parish website and local information points.
- 5.1.4 ACTION 4: To provide recycling facilities (now redundant)
- 5.1.5 ACTION 5: A topic of ‘Well-being’ - *in lieu of ‘Keep Fit and Exercise’*
- 5.1.6 ACTION 6: Publish a local produce directory for the parishes
- 5.1.7 ACTION 7: Community bus service
- 5.1.8 ACTION 8: Investigate the need for a supermarket shopping bus This item may not warrant a separate action and could be included in action 7.
- 5.1.9 ACTION 9: Explore the possibility of commissioning a housing needs survey.
- 5.1.10 ACTION 10: To develop a Parish Planning Design Statement.
- 5.1.11 ACTION 11: Street lighting – possibly change to more general topic such as dark night sky.
- 5.2 Rural Broadband – Huw Merriman M.P. is holding a parishes conference on the morning of 18th November at Great Dixter. The clerk and Mr Clive O’Sullivan will attend on behalf of the parish council.
- 5.3 Aircraft noise – actions are as minuted in the public forum at 4.2 above.

## 6. RFO Report and Governance

- 6.1 RFO Report
  - 6.1.1 Income and expenditure report for the period ending 31st October 2016 (7 months)
    - 6.1.1.1 Members paid particular attention to the forecast outcome for the full year as a guide to setting the 2017/18 budget.
    - 6.1.1.2 Expenditure on planning consultancy for the new village hall is a major variable.
  - 6.1.2 Budget for 2017/18 - Members reviewed options for the budget for 2017/18 including the funding of projects at agenda items 9.3.1 – 9.3.3. It was agreed that earmarked reserves are a useful way of monitoring exceptional and project spending which is not part of the normal revenue budget for the day to day operation of the parish council. Members felt that the following earmarked reserve accounts would be useful –
    - 6.1.2.1 New village hall reserve (already in place with an initial fund of £10,000 in 2014/15 of which £6,005 was spent in 2015/16).
    - 6.1.2.2 Pavilion and grounds reserve.
    - 6.1.2.3 Finger post reserve.
  - 6.1.3 Project expenditure – members took the view that the project at agenda item 9.3.1, the renewal of the roadside boundary hedge and fence, should be commenced with hedge planting during this dormant season followed by the fence installation, probably in the spring when the ground should be drier. On the motion of Cllr Proudfoot seconded by Cllr White members resolved to authorise the whole project with the detail of the timing of the expenditure in phases to follow.
  - 6.1.4 Members noted with satisfaction that the national review of Business Rates, which increases the nominal amount payable to £1,200 per annum for the pavilion, will continue to enjoy 100% relief.
  - 6.1.5 On the advice of the RFO, members resolved to close the Scottish Widows savings account. The difference in the interest rate soon to be paid by Scottish Widows and that paid by the deposit account at Unity Trust Bank is 0.1% . On an average deposit balance of £3,000 the difference in interest payable is £3 per year
  - 6.1.6 Members received the schedule of receipts and payments since the last meeting (September and October).
  - 6.1.7 On the motion of Cllr White seconded by Cllr French, the following payments were approved en bloc -
    - 6.1.7.1 Eastbourne Technical Repairs – Vacuum cleaner pavilion £100 (retrospective)
    - 6.1.7.2 Zurich Insurance - £96 supplementary for bonfire and fireworks (retrospective)
    - 6.1.7.3 Battle Area Community Transport – grant £100
    - 6.1.7.4 PKF Littlejohn – External auditor - £120 (retrospective)

- 6.1.7.5 CATS – accidental damage insurance excess £100 – damage to TV monitor (plus £108 being the recoverable VAT on the replacement monitor).
- 6.1.7.6 Vesa mount – mount TV monitor on skelining - £60 (provision)
- 6.1.7.7 Poppy Appeal - £113.50 gross of which £99.50 recovered from village organisations.

## 6.2 Governance

- 6.2.1 The clerk has completed the questionnaire from RDC regarding the statutory review of polling places.

## 7. Planning

### 7.1 Applications previously considered - outcomes or status noted by members -

- 7.1.1 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. Listed BC-Granted; Permission-Approved conditional*)
- 7.1.2 RR/2016/1901/P - Ashburnham Place, The Kitchen Garden, Ashburnham TN33 9NE - Retention of existing church hall on a permanent basis. (*Supported. Approved conditional*)
- 7.1.3 RR/2016/2000/L - Little Acre, Brays Hill, Ashburnham TN33 9NZ - Wood burner with stainless steel flue and 2no. roof lights. (Retrospective) (*Listed BC-Granted*)
- 7.1.4 RR/2016/1792/L - Ashburnham Place, TN33 9NF - To extend existing chimney flue that has been redundant since the 1960's. (*Undecided*) Cllr Proudfoot repeated his declaration of interest as the applicant.
- 7.1.5 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.) (*Prior app not required*)

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

- 7.2.1 RR/2016/2442/CM - Ashburnham Place, Ashburnham TN33 9NF - Installation of an underground cess pool tank and disposal of excavated soils. *Decided: No objection conditions*
- 7.2.2 RR/2016/2571/P - Burnt Barns Farm, Freckley Hollow, Ashburnham, TN33 9LZ - Proposed games room over existing garages. *Undecided, no comment from the council.*

### 7.3 Breaches and Enforcement – updates and progress noted

- 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 New Appeal – to determine if the council wishes to make representation:

- 7.4.1 APP/U1430/C/16/3156685 –(RDC portal ref 2408) - Little Acre (Clear View Farm), Brays Hill, Ashburnham - Appeal against Enforcement Notice RR/2016/2630/ENF requiring land to be reinstated to former use. *Status: current. Council determined to respond in support of the Enforcement Notice.*

## 8. Highways matters

- 8.1 New highways contract: the clerk reported favourably following a clerks’ visit to the Ringmer Depot and to the Highways Road Show.

### 8.2 Finger posts:

- 8.2.1 Cllr Hann emailed his observations about the condition of the following finger posts

- 8.2.1.1 Hammer Hill Post No 2 ....A crack reported
- 8.2.1.2 Brigden Hill Post No 9 ....paint flaking off
- 8.2.1.3 Mansfield Cross Post No 4....rotting, as previously reported-
- 8.2.1.4 Potts Green Post No 6 .....split, as previously reported

- 8.2.2 Cllr Hann’s written report advised that all fingerposts now have an ‘adopter’ who will carry out some first line maintenance and report any structural problems.

- 8.3 Verge cutting – the clerk reported that the second rural cut is due between 10 October and 7 November. The cut appears to be in progress at the moment.

## 9. Premises

### 9.1 New Village Hall

- 9.1.1 Cllr White reported that final drawings are being prepared by Bernard Baker, the scheme architect, under the direction of Mike Pickup, the planning consultant.
- 9.1.2 In order to maintain a degree of control over costs, members instructed the clerk to ascertain the planning consultant's hours to date and a forecast of the likely total (6.1.1.2 refers).

### 9.2 Village Hall

- 9.2.1 Cllr White reported that a working party, which included volunteers from Ashburnham Place, has cleared the majority of the garden. The remainder will be strimmed or brush cut soon and it should then be possible to keep on top of it.
- 9.2.2 Some vandalism in the car park has taken place with bricks and stones being thrown onto the tiles of the toilet roof, filler and breather caps removed from the oil tank and the waste pipe from the kitchen physically pulled out of the wall and discarded. The Housing Association have been asked to speak to parents in Akehurst Field and have already done so. One parent has come forward and, without prejudice, has offered to repair the damaged waste pipe.

### 9.3 Pavilion – the clerk advised members of projects pending.

- 9.3.1.1 Project 1 – Replace hedge along roadside boundary with like for like plus stock proof fence which continues around the New Buildings Farm corner and concludes with a field gate – estimated cost £1,120 plus vat. *Project signed off at 6.1.3 above for immediate commencement.*
- 9.3.1.2 Project 2 – Concrete slab integration into landscaping comprising gravel board surround, hard wood chip infill and top soil exterior to slab to blend to top edge of gravel boards plus stepping stone paths from road side to patio and slab – estimated cost £1,680 plus an element of vat. £1,280 will be contributed from Diamond Jubilee Fund – further discussion at the January meeting of the council.
- 9.3.1.3 Project 3 – Replacement of carpet - heavy duty carpet tiles proposed with samples laid on floor for councillors to view. Cost to replace carpet over the entire 70 sq m is £1,500 as a result of stock being available after the premature ending of a contract to recarpet a national chain of retail premises. A contingency of a few hundreds of pounds is advised depending on remedial work to the floor after lifting the old carpet which is secured with adhesive. Members reacted favourably but made no commitment.

## 10. Correspondence received

- 10.1 Correspondence has been received from Gilly Pawson regarding the on-going planning disputes in Brays Hill and the clerk has acknowledged.

## 11. Information for Councillors / Future Agenda items

None

## 12. Dates of Next Meetings

- 12.1 Ordinary council meetings in 2017:  
11th January, 8th March, 27th April - Annual Assembly. 10th May – Annual Meeting.
- 12.2 Planning committee meetings 14th December 2016; in 2017 - 8th February, 12th April  
If there are no planning matters to consider the meeting will not be called.

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Signed (Chair)

Date .....