
**Minutes of the Ordinary Meeting of the Parish Council of Ashburnham with Penhurst
held on Wednesday 25th September 2019 at 7.30pm in the Ashburnham Sports Pavilion**

Parish Councillors present: Cllrs Tina French, Andrew Hoad, Zoe O’Sullivan and Richard White.

Parish Councillors absent: Cllr Ron King

District / County Councillors present: RDC Cllr Gary Curtis

In attendance: Brian Holdstock, Clerk to the Council
2 members of the public

1. Apologies for absence

Apologies for absence have been received from Parish Councillor Ron King and ESCC Cllr Kathryn Field.

2. Disclosures of interest

Cllr Hoad declared his interest in the proposed purchase of the shipping container of which he is the owner (agenda item 9.4).

3. Additional agenda items

The Chairman decided the following items are urgent, due notice of which have been given to the clerk by 12 noon today (S.O. 10.2).

At 6.2 a new planning application replacing the previous 6.2 duplication.

At 7.7 School bus

At 9.4 add to the schedule of payments to authorise:

RDC, election expenses (£118.35 cf budget of £150)

Electrical Services Ltd, pavilion heaters and PAT testing (£350+£70 vat cf budget of £300)

4. Adoption of Minutes

The minutes of the Ordinary Meeting held on 31st July 2019 were circulated with the agenda. On the motion of the Chairman the minutes were adopted without amendment.

5. Open Forum

5.1 RDC Cllr Gary Curtis reported as follows:

5.1.1 Speedwatch activity continues and tomorrow there is a meeting of the villages interested in speed limit enforcement measures.

5.1.2 A section of the road C18 outside Thornden Farm, Red Barn, Ashburnham is due to be closed from 14th to 18th October for works by UK Power Networks (**Action: Clerk - post to website**)

6. Planning (*updates or decisions in italics*)

6.1 On-going applications

RR/2019/1242/P - The White Cottage, Brown Bread Street, Ashburnham TN33 9NX – Detached single garage. *Parish Council has lodged no objections. Approved conditional*

RR/2019/1498/P - Distant Holding For Olivers Hill Farm, Olivers Hill, Lakehurst Lane, TN33 9PE - Change of use of existing care farm facility into a school. *Remains undecided*

RR/2019/1685/L - Ashburnham Place, (The Boat House), Ashburnham TN33 9NF - Convert redundant boat house and ancillary shed to over night accommodation and shower room.

Approved conditional

6.2 New applications

RR/2019/1569/P - Ashburnham Place, (The Boat House), Ashburnham TN33 9NF - Convert redundant boat house and ancillary shed to over night accommodation and shower room.

Follows granting of Listed Building Consent. Concerns continue. (Action: Clerk - post comment)

RR/2019/1648/P - Ash Tree Inn, Brownbread Street, Ashburnham, TN33 9NX - Remove two existing outbuildings and replace with one new store building. *Decision due shortly. Council resolved to support and requested Cllr Curtis to call it in for full planning committee decision if delegated powers intend to refuse. (Action: Clerk - post support; Cllr Curtis - monitor)*

6.3 Breaches and Enforcement

Ongoing: ENF/107/18/ASH – Oak Bank Farm, Farthing Lane, Ashburnham – Notice of Breach of Condition of application RR/2012/1053/P served November 2018. *Breach continues. Summons served to appear in Magistrates Court 21st October 2019*

New: ENF/40/19/ASH Oak Bank Farm, Farthing Lane, Ashburnham – Unlawful extension of lawful development. *Enforcement report 30/5/19*

6.4 Appeals: New appeal: Bunces Farm, new barn, RR/2019/855/P, RDC ref 2646
Appeal ref. APP/U1430/W/19/3233415, start date 9 Aug, written representations submitted.

6.5 Neighbouring parishes

Manchester Road, Ninfield - planning for 80 houses (2019/1859/MRM) on land behind with access via Manchester Road **(Action: Clerk - research and advise members who will circulate comments and aim to come to a view)**

7. **Community Matters**

7.1 Councillors' Lead Responsibilities

The Chairman tabled his proposal circulated to members prior to the meeting. Members present were in broad agreement and Cllr O'Sullivan volunteered to take on the vacant communications portfolio at least until such time as someone can be co-opted to fill one of the current vacancies.

**(Actions: 1. Chairman - contact Cllr King to discuss his proposal,
2. All - review and flag up concerns before the next meeting.)**

7.2 Local Action Plan

Members resolved to rename this the Village Action Plan with the subheading 'Ashburnham & Penhurst' in order to avoid any confusion with a Local Development Plan which is a statutory document.

The Chairman tabled a draft he had circulated to members prior to the meeting. Members resolved to seek feedback on the published plan and suggested a suggestions box for anonymous suggestions about the way forward with implementation. **(Action: Cllr French - ask the Coffee Stop to host a suggestions box)**

7.3 Rural broadband

The Chairman reported that Open Reach's premise-level survey due by the end of 2018 was

deemed by ESCC to be of poor quality and they have demanded a quality audit. In conjunction with the chairman of Brightling Parish Council a further meeting with ESCC CEO is to be requested. **(Action: Chairman - join request for meeting with Becky Shaw, ESCC)**

A member of the public present reported that a new overhead fibre cable is currently being laid. It starts somewhere in the region of Hammer Hill and travels to The Pound and thence to Akehurst Field in one direction and to Henley Bridge in the other. It is reported that use of the line is exclusive to BT and that no other product provider will be permitted.
(Action: Chairman - browse the online post code checker to see if the premises passed are showing details.)

The Clerk reported that the Community Fibre Partnership scheme at Brigden Hill is at the stage where a second, more credible, estimate of costs (subject to survey) has been provided by Open Reach. The community have provided the requested list of potential users, indicating whether business or private, and Open Reach are submitting this to DCMS for verification of the value of the credit vouchers available. Concurrently, Open Reach have promised to carry out survey work to determine the costs.

7.4 Parish website & communications

The Clerk reported that the council's provider has made some changes to user tracking in order to be compliant with new legislation on data protection. Specifically, the site no longer uses Google Analytics.

The Clerk requested guidance on policy for posting news and for seeking more response from visitors by means such as blogs. With the agreement of Cllr O'Sullivan members resolved that she should become an Administrator for the web site and set up liaison with the village Facebook page. **(Action: Clerk - set up Cllr O'Sullivan as an Administrator)**

7.5 Phone box museum

Cllr French reported that masking all the windows continues so that the box can be painted. She anticipates that the first painting working party will be in mid October.

7.6 Housing Allocations Policy

Members have received a copy of the RDC consultation about the policy for prioritising applicants for housing. A response may be required. **(Action: All – review before 7th Oct and flag up if response required)**

7.7 School bus

Cllr French circulated before the meeting an email she received today from the coach company which provide the school bus. It arose from the changes to the set down and pick up points at The Pound as discussed at earlier meetings of the parish council. The email contended that the changes had resulted in chaos and confusion and ill temper shown between passengers and drivers. It was considered by members to be hectoring in tone and it implied that Cllr French had some personal interest in moving the pick up point further away from her front door.

Members were affronted by the email and instructed the Clerk to write to the company protesting in the strongest possible terms at the tone of the email and the unwarranted aspersions on Cllr French's motives. **(Action Clerk – liaise with Cllr French on content and write to the company forthwith.)**

8. New Village Hall

8.1 Master Planning Chart and major milestone review

Cllr White tabled the first draft of the cost control chart. Since the draft he has checked the

typical build cost for this area which are £1750-£2000 per square metre. He concludes that for a building of this size the total cost will be in the region of £560k. **(Action: Clerk – amend chart)**

8.2 Planning approvals

Application for discharge of conditions relating to above ground materials has been received by RDC. However, they have rejected the proposed cladding and specified wood. They have also rejected the mix of colours of clay tiles and specified that they be all the same. Cllr White and others on the committee plan to enter a dialogue with the planning officer and have requested a site visit. **(Action: Cllr White prepare samples of mixed tiles and request meeting with planning officer on site.)**

Cllr White proposed that the contract for control of building regulations should not be placed with the local authority but with a private sector supplier and members agreed.

8.3 Financial status report

The parish council relies on donations, principally from the Village Hall Appeal Fund, in order to continue to support the project. The Appeal Fund has approximately £6,000 of unencumbered funds after making a further donation of £3,000 to the Parish Council.

Members considered the timing to now be right to start stepping up the search for possible new donors for the main project. **(Action: Clerk to research professional fund raisers and to start assembling lists of potential donors; Chairman – research local experience especially Punnets Town.)**

8.4 Construction tendering

Cllr White reported that a number of enquiries are in train with trade suppliers.

8.5 New Lease

The agents for the estate trustees, Strutt & Parker, have tabled proposals for the Heads of Terms for a new lease. These include a revised start date of a 50 year lease, widening of the limitations on use and permission to assign interest in the lease to the newly formed CIO, the Ashburnham and Penhurst Community Centre.

Members resolved that the next step is a joint meeting between parish councillors and the trustees of the CIO. **(Action: Clerk – Convene a joint meeting.)**

8.6 Council decisions required

The Chairman stated that there has to be open tender on all major work packages, including the steel frame, and members agreed. The steel frame supplier, Wealden AM, appear to be suitably qualified to supply the primary structure, but in line with our policy to have open tenders, other competitive bids will need to be sought in due course.

9. RFO Report

9.1 Receipts and Payments

On the motion of the Chairman members resolved to approve the tabled schedule for the months of August and September. A copy will be posted to the website. **(Action: Clerk)**

9.2 Bank reconciliation

Members received the reconciliation (on file) as at 20th September 2019.

9.3 Income and expenditure

The RFO tabled a report (on file) against budget to the 20th September 2019. There were no exceptional variances.

9.4 Payments to authorise

On the motion of the Chairman members resolved to authorise the schedule of payments previously circulated, with the addition of the late items noted above at 3., and attached to these minutes. **(Action: Clerk to submit payments)**

9.5 Cash Flow forecast

The RFO tabled a forecast until the end of the financial year. It shows end of year balance of £2,000. Members agreed with the RFO's proposal to seek a donation from the Appeal Fund of

£3,000 which would cover most of the expenditure relating to the new hall including the purchase of the shipping container. **(Action: Clerk – liaise with the Appeal Fund.)**

9.6 Earmarked reserves

The RFO tabled an account of movement in and out of earmarked reserves and a forecast of the end of year position. It was agreed that no mid year corrective adjustments are required.

10. Governance

10.1 I.T. Resources

The clerk circulated a paper prior to the meeting reviewing resources for word processing and computing, printing and visual displays at parish council meetings. Members approved the Clerk entering into a rental agreement for Office 365 Business at a cost of £7.90 per month to be claimed on expenses.

The Clerk demonstrated the use of Apple TV to mirror a laptop to the TV monitor in the pavilion. The Chairman offered to donate an Apple TV he no longer requires. **(Action: Clerk – subscribe to MS Office 365 Business; Chairman – to donate Apple TV)**

10.2 Casual vacancies

The Clerk reported that the period in which electors may call for an election following the resignation of Jeremy Tucker-Wall has expired and it is incumbent on the parish council to co-opt someone to fill that vacancy in addition to the existing vacancy following the elections.

10.3 Penhurst Parish Noticeboard

As instructed, the Clerk tabled an example of design and cost of a glazed notice board made of wood and able to display 4 A4 sheets (£1250 plus vat) and 8 A4 sheets (£1400 plus vat).

(Action: Clerk – send details to Chairman who will test against another supplier.)

11. Pavilion and Sports Field

11.1 Pavilion maintenance

The Clerk reported that one of the original electric panel heaters has failed and both it and the only other original have been replaced. This means that all four of the original heaters have been replaced and the replacements are all without controls on the heaters; room temperature control is only by means of the wall thermostat. Portable Appliance Testing has also been carried out.

11.2 Sports Field maintenance

The clerk tabled a report prior to the meeting about car parking for those wanting to use the field as an amenity when the main gates are locked, the provision of storage and the maintenance of the flower troughs in front of the pavilion.

Members decided that the design of the widened entrance, which will allow the parking of up to at least 4 vehicles in front of the gates, is sufficient provision. The new entrance will also have a pedestrian gate. Members also took the view that the verge by the war memorial should be restored once that pedestrian entrance is no longer in use. In terms of storage, members were open to the suggestion that, once the shipping container is removed, a cart lodge to store the cricket club mower and roller would be appropriate on that site. Finally, members approved a budget of £100 per year to maintain a display of flowers in front of the pavilion.

(Action: Clerk – make the necessary arrangements for the restoration of the verge and the provision of a seasonal floral display.)

12. Village Hall

12.1 Maintenance

Cllr White reported that painting of the barge boards on the village hall is still scheduled for this season. In addition there is to be exploration of the surface water drains as it has been alleged that surface water is partly channelled to the Klargester in which case it will overwhelm it. **(Action: Cllr White: progress maintenance activities)**

13. Highways and Byways

13.1 Finger posts

No report.

13.2 SLR meeting

Members noted the minutes of the previous SLR meeting, circulated in advance of this meeting. The Chairman suggested it may be appropriate to invite the RDC Street Naming Officer to attend on the day of the SLR meeting subject to progress on the current application for changes.

13.3 Street naming

The Chairman reported that progress with the requested changes seems to have slowed.
(Action: Chairman – continue to liaise with Street Naming Officer.)

14. Correspondence

14.1 Rother District Citizens Advice

The CAB have provided a poster for the notice board advertising their taxation advisory services.

14.2 An elector

An elector has renewed a request for activities for young people and a play area for small children. Members agreed to address these concerns and provide details in the forthcoming Village Action Plan.

15. Information for Councillors / Future Agenda items

15.1 Aircraft Noise

The Chairman reported that Ashburnham and Penhurst now appear to be beneath one of the loops of the Gatwick holding pattern. He suggested this be given further attention at the next meeting.

15.2 Remembrance Sunday

The Clerk reported that the necessary road closure and other arrangements were in place for 10th November.

16. Dates of Next Meetings

16.1 Council meetings are scheduled for the last Wednesday of alternate months at 7.30pm in the Sports Pavilion and the dates of the meetings for the remainder of the council year are 27th November 2019, 29th January 2020, 25th March and 27th May (Annual Meeting).
Annual Assembly Thursday 23rd April 2020.

16.2 Planning committee meetings are scheduled for the last Wednesday of the alternate months in which there is no council meeting at 7.30pm in the Sports Pavilion.
If there are no planning matters to consider the meeting will not be called.

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Signed (Chair)

Date

Ashburnham with Penhurst Parish Council
Schedule of Payments to Authorise

Council Meeting 25th September 2019

Details	Payee	Budget head	£	+ vat £	Total £	Note
RALC membership plus Mapping	RALC	General administration	75.00	0.00	75.00	
Comm Bldng Advisory S'ce	AiRS	General administration	144.00	0.00	144.00	Retrospective
External auditor fee (scale fee)	PKF Littlejohn	Governance	200.00	40.00	240.00	
Parish Council election expenses	Rother District Coiuncil	Governance	118.35	0.00	118.35	
Quarterly web hosting and support	Tim Wakeling	Community	45.00	0.00	45.00	
Support grant	Ashburnham Chapel	Community	100.00	0.00	100.00	
Burial grounds maintenance	Ash Church PCC	Community	300.00	0.00	300.00	
Burial grounds maintenance	Penhurst PCC	Community	300.00	0.00	300.00	
Pavilion window cleaning 6 Aug	Nigel Turner	Pavilion housekeeping	26.00	0.00	26.00	
Pavilion window cleaning 10 Sep	Nigel Turner	Pavilion housekeeping	26.00	0.00	26.00	
3 tonnes MoT New Bldgs entrance	Richard White	Reserves: Recreation Ground	96.00	0.00	96.00	
Replace wall heaters; PAT testing	Electrical Services Ltd	Reserves: Recreation Ground	350.00	70.00	420.00	
Balance of fee due for first stage	Pump House Designs	Reserves: New village hall	800.00	160.00	960.00	
Underground pipe for entrance	Clive O'Sullivan reimburse	Reserves: New village hall	61.29	0.00	61.29	
Shipping container for storage	Andrew Hoad	Reserves: New village hall	1500.00	0.00	1,500.00	
Entrance widening recreation ground	Hailsham Roadways	Reserves: New village hall	7112.07	1422.41	8,534.48	

12,946.12