



Minutes of the Meeting of Lynchmere Parish Council held on Tuesday 6th February 2018 at 8pm in Camelsdale School (*Item 133 to be amended on 06.03.18*)

Present: (Parish Cllrs): P. Allen [PA] S. Bennett [SB] C. Duckworth [CD] E. Hackett [EH] S. McCallum (Chairman) S. Moore (Vice-Chairman) [SMO] A. Thornhill [AT] **In attendance:** District Councillors: P. Hardwick [PH] K. Bain Clerk) [KB] 3 members of the public.

A Planning Committee meeting was held at 7.40pm – minutes attached at Annexe B

17/18

124. Apologies: Cllr-H. Elliott [HE] Cllr-C. Randall [CR] County Councillor D. Bradford [DB] District Councillor N. Graves [NG]

125. Code of conduct – Declarations of interests in any matters on agenda: AT & SMC declared pecuniary interests in item 135 as 2 of the payments for approval are for them as reimbursement payments; EH noted an interest in item 135 as one of the payments to be approved is for her daughter. PA declared a non-pecuniary interest in item 135 as his property shares one of the drains for St Michael's hall. SMC declared that she had been given a bunch of flowers at the post office opening ceremony.

126. Visitors' Questions: 2 residents of Hammer Hill were present and raised the following queries:

A} Streetlights- One resident requested that the streetlights remained on overnight as this could improve security on the estate; she handed a petition signed by 81 residents to KB. It was agreed that this request should be supported and WSCC will be contacted. The resident was thanked for her hard work in collating the petition.

B] Hammer Hill bus service- The parishioner noted that since the route 70 service had been axed, Hammer Hill is served by a bus only on Tuesday and Thursday mornings, for which residents are very grateful, but she asked whether there were any funding sources available in case at any point Surrey CC decided that this service was uneconomical. PH noted that CDC might have a rural access grant available if needed.

-A resident of Copse road noted concern that drivers were regularly ignoring the 'no entry signs' into Copse road from Lynchmere road and asked for this to be followed up. She also asked for measures such as speed bumps to be considered to deter vehicles from speeding down Copse Road.

-Sturt Farm development – the parishioner noted that this development have significant impact on the Parish and asked the Council to write to Waverley. It was agreed that this would be done; SMO noted that Council still needed to write to the authority regarding the wall.

Sturt Avenue- as per the consultation noted in item 134 it was recorded that the Inspector had upheld CDC's proposal to remove this as an Allocated Site in the Chichester Local Plan. There was now another 6 week Consultation on the soundness of these findings. No new evidence could be considered by the Inspector but local residents were encouraged to write in support of this decision. It was agreed the PC would also send a letter endorsing the Inspector's view.

-Parking on pavement – Concern was noted that vehicles are regularly parking on the pavement by Hammer wood so pedestrians had to walk into the road. It was noted that when this happened before Council wrote to the property and informed the police; agreed that this would be done again. **ACTIONS: KB**

127. Minutes - To agree and sign the minutes of the Parish Council meeting held on 09.01.18:

Amendments were made as follows: Item-113 line 5 amended to note that DB had offered to contact Jon Forster (WSCC) on behalf of the council. Item 115 – line 7 amended to half an hour. Item 118 – noted that this would be amended if agreed on 06.03.18 as PA had circulated comments that KB had not incorporated. Minutes Approved: Proposed by SB, seconded by SMO.

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

Website: Noted that a draft site had been circulated and looked promising although some additions would be requested.

-Speedwatch: KB reported that Jason Lemm had declined the invitation to meet with any Councillors as he stated the site by Coomers is the **only** site that could be used. EH has tried to contact him without success and suggested that it would be better to have the Coomers site rather than none. This will be followed up. **ACTION: EH/KB**

-SMO noted that she had met with the lollipop man; who reported that the camera is making a difference, but he is still having communication problems with WSCC.

128 contd.

GDPR: KB noted that she has attended a training course on this and would circulate a brief to Council for discussion. She noted some Key points:

- Meeting the The GDPR regulations will incur costs.
- More policies are required – these will be drafted and circulated for approval.
- At present, The Clerk can definitely not be the DPO.
- The fines will be large for not meeting the requirements.
- Parish Councillors must use a council specific email address for council communications.
- She noted that the Council is already meeting some of the criteria.
- SMO noted that there is a training course in Haslemere on 13th February, she or SMC will try to attend.

Invitations – This item was put on the agenda at the request of PA who had sent the note below to KB regarding this agenda item. (This had been circulated to all Councillors for consideration.)

'I would just like to clarify the procedure of how invitations to LPC meetings with stakeholders are handled, and in particular in deciding who represents LPC. My understanding has been that you, as the Clerk, circulates OFFICIAL invitations (both incoming and outgoing) to all Councillors and ask who wishes to attend. Then, if necessary, the Council discusses the matter. So, if any Councillor received an invitation to a meeting or wished to set up a meeting, they should contact you so that you can consult the other Councillors. If the matter was only of interest to a particular committee, then only the Councillors on that committee would need to be consulted. However, if the matter had the potential to be of interest to other Councillors, then the whole of the Council would be consulted. Clearly the above process does not include meetings and discussions between individual Councillors and residents.

It was noted that Councillors do currently report back to Council on any meetings they have attended and invitations are circulated and minuted. Noted that the Chairman or Councillors did occasionally receive invitations direct (such as ceremonial occasions or police forums) but these were also usually circulated, and Councillors given the option to attend. PA noted that he was referring mainly to invitations to and from stakeholders and proposed that his proposal should be a written procedure to clarify, as per his email, that the Clerk circulates official invitations (both incoming and outgoing) to all Councillors and ask who wishes to attend.

-SB noted that he thought the Council should be open and Councillors could attend meetings without constraint, the control being that no decisions were taken outside of full council meetings. The majority of Councillors present agreed with this approach. After discussion it was agreed that the code of conduct and the Standing Orders will be checked to ensure the Council is meeting requirements and in addition KB will draft a brief correspondence/invitations policy for Council approval.

ACTION: KB

129. District Councillor's report: PH – Attached at Annexe A

130. County Councillor's report: None received.

131. Planning: As per the Planning Committee minutes attached at Annexe B. The comments suggested for the applications considered were proposed to Council and agreed by all Councillors present.

i) Applications and decisions - 09.01.18 -06.02.18

<u>Applications</u>			
APP NO	PROPERTY	DETAIL	COMMENT
SDNP/18/00027/HOUS / SDNP/18/00028/LIS	Shulbrede Priory Lower Lodge Rd.	Demolition of outhouse reconstruction of single storey.	No objection
SDNP/17/00440/HOUS SDNP/17/00441/LIS Appeal against refusal of a householder planning consent.	Bridge Farm, Haslemere Road	Construction of new three bay garage with gym to first floor roof space and associated shower facilities, modification of existing external stone wall to driveway, and construction of new external steps and retaining wall.	PC raised no objection to application made in Feb '17 Agreed to maintain comment

131 contd.

Decisions			
LM/17/03174/TCA	Arnolds Garage	Notification of intention to fell 2 no. Ash tree	PC – No objection – CDC - PERMIT
SDNP/17/05301/HOUS	Fern Owls, Lynchmere Ridge	Demolition of the 2 storey garage annexe building and linked walkway, and replace with a 2 storey extension to the house with associated alterations and construction of a porch.	PC – No objection – (Condition of NSD) CDC - PERMIT

-Approval of planning minutes of 05.12.17: **Approved; proposed by SMC, seconded by PA.**

(ii) Other planning matters: None

132. St. Michael’s Hall: SMC reported that a draft lease had been received and the committee were agreeing comments. Once a response to these had been received a report would be made to Council. **ACTION: STM CTTEE**

133. Hammer Recreation Ground: *To be amended for 06.03.18:* **Noted** that the circulated note for the EPF had been submitted without changes as it is only an initial contact and the word count is very limited. The Trustees will report back to Council when a response has been received. PA noted that he had requested a separate meeting to discuss Hammer Rec; KB had not managed to arrange this. Agreed that one would be set up as soon as convenient.

ACTION: KB/HR CTTEE

134. Correspondence & Invitations 09.01.18 -06.02.18

FROM	DETAIL	ACTION
JASON LEMM	Further response on Speedwatch sites	Council to consider recommendations
EHDC	Consultation Draft Wealden Heaths Phase II Special Protection Area Supplementary Planning Document	Comments by 19.03.18
CDC	Site Allocation DPD - Consultation on Proposed Main and Minor Modifications	Comments by 16.03.18
Explorer scouts	Request to use pavilion	Agreed
Various	Allotment inquiries	To be followed up
Diocesan solicitor	Draft lease for St Michaels	As per item 132
Lynchmere Cricket club	18-19 grant inquiry	Consideration
WSCC	Notification of ‘Sussex day on 16.06.18	Consideration
Parishioner	Request for parish wide enquiry into speed & quality of broadband	Agreed DB would be contacted.
Invitations		
From CDC – All Parishes Meeting on 25.04.18 @6pm in CDC offices		
FROM WSCC - North Chichester CLC on 06.03.18 at 7pm at Wisborough Green Village Hall		

135. Finance

(i) Bank balances as at 26.01.18: **NatWest: £29720.29/ Lloyds: £30456.17/Total Bank Balances: £59576.79**
Less unrepresented cheque(s) £664.29/ Add unbanked receipt £80/ Total as per cashbook £58992.5

(ii) Approval of payments & receipts for the period -09.01.18 -06.02.18

PAYMENTS MADE	TO	DETAIL	NET	VAT	GROSS	PAYTYPE
	ANVIL	‘Fone Nov ‘17	14.55	2.91	17.46	DD
	NEST	Pension Feb- Mar 18	43.68	0	43.68	DD
	K BAIN	Salary Jan ‘18	On file			SO
	PROTEC	Patrol Jan ‘18	87.50	17.50	105	Chq: 648
	SURREY HILLS SOLICITORS	STM legal fees	322	64.4	386.4	Chq: 649
	CDC	Bins Jan ‘18	80	0	80	Chq: 650
	FUNCTION 28	Website build	535	107	642	Chq: 651
	A DAVIES	Maintenance inv: 610	900	180	1080	Chq: 652

PAYMENTS DUE	HMRC	Tax Jan '17	432.46	0	423.46	Chq: 653
	K BAIN	Office 365 2018	138	27.60	165.60	Chq: 654
	K BAIN	Ink & postage	51.69	1.83	53.52	Chq: 654
	K EDWARDS	Litter Dec & Jan '18	37.37	0	37.37	Chq: 655
	E SHUTER	Litter Dec '17	£13		13	Chq: 656
	S HACKETT	Litter Dec & Jan '18	29.25	0	29.25	Chq: 657
	ICO	Data Registration	35	0	35	Chq: 658
	S McCALLUM	Reimbursement for Jan drinks	109.10	0	109.10	Chq: 659
B EAMES	Pavilion LX work	55.92	0	55.92	Chq: 660	
RECEIPT	Hampshire Memorials	Memorial fee			80	Chq

All payments approved: Proposed by SMC, seconded by SB. (interests recorded as per item 125.

-SMO queried the ICO payment – KB noted that this is an annual fee to the Information Commissioner's office to register KB as a data manager.

(iii) Other financial matters: None

136. Grounds committee:

AT reported that she met with a trained arboriculturalist who looks after 3 other Parish Councils – Roger Fitter, on 18.01.18 and walked around the 3 main areas – Camelsdale Rec, Copse Rd. Rec and the Burial ground. He will mark the notable trees on the maps provided and draw up a plan for on-going maintenance and woodland management. Management should be at no cost on the understanding that he is appointed as overseer of the management and the wood is taken by the people who carry out the work. KB will email him some clearer maps and AT will report again when a report is received. It was noted that any contract would be considered when the Council had a clearer understanding of the its responsibilities and the management needed as the parish has some notable trees. Roger has suggested not registering any trees with the national register at the moment. She also noted that on the same day a tree had come down in the Camelsdale carpark, which had been cleared by A. Davies. In addition, she had met the dog warden Viviane McGrath, to whom AT had reiterated there were issues; the dog warden noted she would attend parish events if required. **ACTION: KB/AT**

- AT- The winter maintenance still needed doing in some areas and quotes had been received from A. Davies for: a} Bridge repairs by the river - £420, b} River area tree work - £1000, c} potholes in the Camelsdale car park which should include work to the entrance slope- £600- (it will be checked if the latter includes the slope work).

AT requested approval for these quotes: **Approved** on the condition that the slope is included in quote c}.

-Noted that Kestrel had still not provided a quote for any verti-draining or sand spreading work.

(ii) Camelsdale Recreation Ground: As above.

(iii) Churchyard: A quote from A. Davies for churchyard end of year maintenance is expected shortly.

(iv) Allotments: The manager hat the Mill has not yet actioned the trees, KB has been in touch with her and the area manager but will chase again KB noted that she has had several new inquiries for allotments – meetings will be set up.

ACTION: KB

(v) Burial Ground: Short memorial: AT noted that water is collecting at the bottom of the plaque and eroding the lettering, KB has emailed Liz Walker who will probably contact the memorial mason.

(vi) Other Properties: Litter pickers: KB noted that Ella Shuter has resigned and Lana Hackett has offered to take on this role; (EH *did not take part in this discussion as Lana is her daughter.*) It was agreed that Lana should fill the vacancy. KB will write to Ella to thank her for all her work and send required forms to WSCC regarding the change. **ACTION: KB**

-It was noted that the pile of branches by the Heathcote bus stop is still there – KB has had no luck with CDC or WSCC to get it cleared; it will be reported again. **ACTION: KB/AT**

-SMO reported that the Hamlet Association has had a cutting session by the signpost and there is a pile of cuttings which will be disposed of.

- A. Davies has still not painted the sign by Vann Rd. This has now been 18 months of asking; noted that if it is not Parish Council property then WSCC should be asked to maintain it. **ACTION: KB/AT**

137. Chairman's Report: No further report

138. Parish Matters

-SB noted he and his wife had attended a St Johns Ambulance first aid course which had been excellent and they had both passed the course. It was noted that there is an open invitation to attend further courses if any Councillors are interested.

-SMO noted that she had been in touch with Jeanette in planning at Liphook, the situation regarding the Liphook Vision Plan is that they are working with the SDNPA and EDHC. There are a number of issues, including the field in E. Hampshire by Highfield, which the inspector has intimated that at present it is not being considered, but it should be watched in case opinions change.

-AT complained that the post office van is parking opposite Arnolds Arnolds on the verge by the bollards which is dangerous and noted that the site is not suitable for the amount of use. Agreed that the Council should continue to monitor the situation, but not write at present.

-AT noted for the record that on this auspicious day it is 100 years since women got the right to vote.

-KB proposed that the Annual Parish Meeting date should be set for Thursday 26 April; it was suggested that the police should be asked to attend. Councillors will confirm if this date is convenient by email. ACTION: CLLRS/KB

Meeting closed at 22.07.

Next Meeting will be on Tuesday 6th March at 8pm in Camelsdale school.

Signed.....

Date.....

ANNEXE 'A'

Cllr. Philippa Hardwick Chichester District Council Report to Fernhurst Ward

February 2018

New Post Office in parish

At the January meeting we were asked to enquire about any planning requirements for the new PO services to be started out of Arnolds garage. CDC Senior Planning Officers (Tony Whitty) have responded as follows:

“Garages (which include a number of uses such as car repair, servicing, sales, etc.) are usually considered to be sui generis and do not fall within a particular use class. A brief look at the history of Arnold’s Garage is not conclusive, but I would suggest that it operates in such a manner. A post office falls within use class A1, however it is likely to be a small element in comparison to the ongoing use of Arnolds Garage.

The second paragraph of their letter refers to the proposals as;

“...a low-screened, open-plan Post Office service point carefully integrated into the retail counter. Customers will be able to carry out a wide range of Post Office transactions alongside retail purchases. The new service will offer long opening hours, with the Post Office opening hours in line with the retail business.”

The basis of the description provided, my view is that it would operate as an ancillary element of the existing use, and commensurate with the retail element of the business operating as a convenience store.

Therefore planning permission would be unlikely to be required if post office services were to be provided within store.”

We were also asked to enquire of the PO about the process leading to the setting up of the new PO counter in Arnolds. Norma received the following explanation from a PO representative:

“We advertised for retailers to apply for a Post Office service in the local area to run a branch alongside their retail business on our recruitment website for a month from 7th September last year. The applicant from Arnolds Garage registered their interest and was successfully recruited, I can confirm that they were the only company that registered interest.

As you are aware we notified locally elected stakeholders in December about our plans to open a new branch and on a positive note we are now seeing quite a few customers using the new Post Office which as you will know is open for 7 days a week. I should clarify that when opening a new branch we are not required to undertake a consultation process but we do notify locally elected stakeholders about our plans.

In terms of the Wey Hill area, we are seeking to restore a Post Office service locally and we are currently in the process of finalising the proposal for this area.”

Local Plan Review Update

CDC is building its evidence base for its LP Review and considering its options for development and for cooperation with neighbouring LPAs. There will be a Parishes briefing in around May/June to outline proposals. Subject to the

evidence base, CDC is likely to continue to focus further development along the East West corridor, but as before will seek District wide development were the circumstances allow it.

A LP Preferred Approach document is to go to Council in July 2018. The key number of dwellings required to be developed per year will be derived from (as a starting point) the 'Objectively Assessed Need' ('OAN'). In the existing LP, CDC has been planning for 435 dwellings per year, below our OAN due to acceptance by Inspectors of Contd.

demonstrable constraints (eg AONs, infrastructure, transport etc). Central Government is revising the methodology it will be using for these OAN calculations, but from recent announcements it looks like areas like CDC will see uplifts in its OAN, at the upper end of the range of increases as we are an area with high house prices. The final approved OAN methodology is to be published by Govt later this Spring. There is likely however to be a cap of 40% on increases in OANs where an existing LP is not out of date.

Sturt Avenue Allocation

The consultation on the main modifications on the site allocation DPD is now open for comments. It is running from 1st Feb 2018 until 16th March 2018.

No new evidence will be accepted on matters which should have been raised during earlier rounds and debated at the Inspector's hearing in September 2017. However if any party remains interested in the modifications (which include the removal of the Sturt Avenue site allocation) they should submit a response to show their continued interest in this matter and raise any new matters/evidence which could not have been raised earlier.

Modifications are at www.chichester.gov.uk/siteallocation

Submissions to the consultation should be emailed to: planningpolicy@chichester.gov.uk or sent to CDC at the East Pallant House address.

Surgeries

We still try to be available at Fernhurst Centre on the last Weds of each month between 10am and 11am. Please email if intend to come along to this slot, and ideally indicate reason for visit so we can come prepared!

Philippa Hardwick: phardwick@chichester.gov.uk or 01428 661866

Norma Graves: ngraves@chichester.gov.uk or 01798 342881

Chichester District Council Ward Members for Fernhurst & Lynchmere

ANNEXE B –

Minutes of the PLANNING committee held at 7:45pm on 06.02.18 in Camelsdale School

Present: PA, CD, EH, SMC

Apologies: CR

The following applications were considered by planning committee and it was agreed to propose the comments noted to full Council.

Applications

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The following decisions were noted.

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Date.....