



## Lynchmere Parish Council – Minutes of the meeting held on Tuesday 6th March 2018 at 8pm in Camelsdale School

**Present**] S. Bennett [SB] C. Duckworth] CD] H. Elliott [HE] E. Hackett [EH] S. McCallum (Chairman)  
S. Moore (Vice-Chairman) [SMO] C. Randall [CR] A. Thornhill [AT]

**In attendance:** K. Bain Clerk [KB] 2 members of the public.

17/18

**139. Apologies:** County Councillor D. Bradford [DB] District Councillor: N. Graves [NG]

**140. Code of conduct – Declarations of interests in any matters on agenda-** EH – declared an interest in item 150. as 2 of the litter picker payments are to her children.

**141. Visitors' Questions:** Further to *item-17/18 – 126 (06.02.18)* A visitor was present to hear about the Hammer Hill streetlighting petition and request to have the lights on through the night. SMC reported that a productive site meeting had been held with an officer from SSE. Costs would be: a one-off charge of £395.54 to change the cells in the 11 lights and an estimated yearly energy cost increase of £219.94. KB noted that this would be on top of the annual streetlighting bill which was in the region of £2200.

A vote was taken for resolution to accept these costings and proceed: All Councillors (except AT who abstained on the basis that she did not consider all night streetlighting a solution to crime problems) **voted in favour** of accepting the one-off cell change charge and the longer-term commitment to the energy cost increase. KB will contact SSE. **ACTION: KB**

### **142. Minutes - To agree and sign the minutes of the Parish Council meeting held on 06.02.18**

*Amendment -Pg. 3 AT requested clarification on item 136 that that it was purely the woodland management that may be at no cost, not the maintenance' "management' was inserted at the end of line 3 to clarify this.*

**Minutes approved: Proposed by SMC, seconded by SB.**

### **143. Matters Arising - Matters arising from the minutes - not included on the agenda**

- Website: KB reported that the new site is live; she has circulated the address & will now populate the site prior to redirecting the address.

- Speedwatch: EH reported that she has been informed that Council can borrow the Speed Indicator Device (SID) which is the large display which shows oncoming drivers their speed. But cannot do official CSW speed monitoring on the proposed site until Surrey adopt the same CSW system as Sussex. She noted that a minimum of 2 volunteers need to be present when the sign is displayed and volunteers will need to undertake an online CSW training. It was agreed that the scheme would be progressed and publicised through local facebook pages, the school and notices. **ACTION EH/KB**

- GDPR: KB is sifting through the information & will liaise will liaise with HE. A report will be circulated with an action plan shortly. **ACTION: KB/HE**

- APM: Date confirmed as 26.04.18; KB noted that a reply has been received from DC Kris Ottery regarding an attendee for the APM, he is unable to attend but has noted that an officer should be present – this will be confirmed. Suggestion made that Councillors should email KB with any other ideas for the APM. **ACTION: KB/SMO**

- Correspondence policy: KB noted that she has circulated a policy, but general opinion is that it is too lengthy; it will be shortened and proposed at the next meeting.

- Hammer Hill Street lighting as per item 141.

- Bus service to Hammer Hill; SMO noted that at present it is being funded by Surrey, Council noted that no further action necessary at present.

- Item 133 amendment: Agreed that no amendment to the minutes circulated of 06.02.18 would be made.

**Proposed by SMO, seconded by SB.**

### **144. District Councillor's report-** NG verbally reported by telephone to SMC as she was unable to attend:

~ She has looked into the Yurt application & it has been passed to enforcement.

~ The new enterprise centre in Chichester (build cost £5m) is now open and working well.

**145. County Councillor's report:** No report – KB noted that she has chased him on issues raised, but he has no feedback on any matters.

**146. Planning 06.02.18-26.02.18 for meeting on 06.03.18**

(i) Applications and decisions - 06.02.18 – 06.03.18 All comments as below proposed to Council and agreed by all Councillors present. Planning minutes of 06.03.18 – attached at 'Annexe A'.

**ACTION: KB**

<b><u>Applications</u></b>			
<b>APP NO</b>	<b>PROPERTY</b>	<b>DETAIL</b>	<b>COMMENT</b>
SDNP/18/00688/HOUS	Marley House Marley Common	Installation of a lift to existing four storey dwelling. Construction on the roof (similar to a windowless dormer) to contain the top of the lift shaft.	No objection
SDNP/18/00704/HOUS	Marley House Coach House Marley Common	Addition of 7 no. dormer windows and chimney, replacement of existing garage doors with new fenestration and internal alterations	No objection with condition that that outbuilding should remain ancillary to main property and at no point be used as a separate dwelling
LM/18/00326/DOM	Bridge end - 33 Hammer Lane	front & rear elevations	No objection
LM/18/00412/LBC / LM/18/00411/FUL	The Mill Tavern	External fire escape and internal alterations.	No objection
LM/18/00482/DOM	17 Heath Road	Double storey rear extension, single storey rear extension added to existing, single storey front/porch extension and associated skylights in roof.	EH to report back to Committee & Council
LM/18/00321/PLD - Other Dev - Certs of Lawful Development	6 The Spinney, Hammer Lane	Proposed lawful development - loft conversion with side dormer.	No objection
SDNP/18/00310/HOUS	Dormer Cottage, Lower Lodge Road	2 storey rear extension and porch, single storey extension to outbuilding	No objection, with conditions that all materials should be in keeping with existing and the surrounding area.
<b><u>Decisions</u></b>			
LM/17/01283/ELD	Little Heath, Heath Road	Re-model parking space - erection of a sleeper wall to the existing concrete wall, erection of sleeper bed to replace existing bank, re-plant with hedgerow and excavate 3.8m of the front lawn with associated works.	PC No objection: - WITHDRAWN
LM/17/03544/DOM	11 Wey Gardens	Single storey rear extension.	PC No objection: CDC - PERMIT
LM/17/03659/DOM	19 Springfarm Road	Single storey rear extension with replacement external stair and balcony area. Alterations to external materials and existing window layout.	PC No objection: CDC - PERMIT
SDNP/17/03463/HOUS / SDNP/17/03464/LIS	Highbuilding Vann Road	Replacement windows and doors, proposed 1 no. rooflight to the east elevation and internal layout alteration to the outbuilding	No Objection / APPROVED

(ii) Approval of planning minutes of 06.02.18 – not signed deferred to 03.04.18

**(iii) Other Planning Matters:** -SMO reported that it the Lynchmere Hamlet conservation area boundary had still not been amended on the CDC & SDNPA websites; this had come to light as some trees had been cut down without permission. She has chased this with CDC, but it is still **not** clearly up on either the CDC or SDNPA websites. It was also noted that residents should have been informed of the change; KB will draft a formal letter to highlight this and other similar issues. SMO noted that she had spoken to the CDC Tree Officer about 4 months ago and on discovering he did not know about the extension to the Lynchmere Hamlet Conservation Area asked if he could get the updated maps. It was not his responsibility to alter them but he offered to look into the matter. Unfortunately for some reason the correct maps were still not given out which resulted in residents being given the wrong information when they contacted CDC. SMO was thanked for following this up. It was agreed a strong letter would be drafted to be sent to Margaret Paren - Chair of SDNPA and Chair of National Parks England.

**ACTION: KB**

- Stonepit – it was noted that this application was going to committee on 15.03.18 – again only 1 weeks’ notice had been received. SMC will attend to speak on behalf of the Council as an objector.

**ACTION: SMC**

-Sturt Farm: Noted that KB has circulated a draft to be sent to Waverley; it was agreed that this would be sent and posted on the consultation portal.

**ACTION: KB**

**147. St. Michael’s Hall:** SMC reported that a revised draft lease had been received and once considered by committee a report would be made to Council. It was s noted that the lease needed particularly careful consideration with regard to any impact a break clause might have on a PWLB application.

**148. Hammer Recreation Ground:** KB noted that a reply had been received from the EPF just before the meeting so was on the supplementary, there is no report as committee has not yet considered the reply; a meeting will be held shortly. Noted that queries had been received from Peter Allen – a reply was circulated and has been sent.

**ACTION: HR CTTEE**

**149. Correspondence 06.02.18 – 06.03.18**

FROM	DETAIL	ACTION
CDC	Confirmation of precept for 18-19	Filed
CDC	Waste Transfer Contracts For 18-19	Noted <b><u>ACTION: KB</u></b>
W EDWARDS	Resignation & suggestion of replacement	Agreed that the suggestion for his replacement will be followed up & if suitable would be accepted. A thank you letter will be sent William. <b><u>ACTION: KB</u></b>
WAVERLEY BC	Local Plan Part 1: Strategic Policies and Sites	Agreed no comments.
Kris Ottery - Police	Response to APM invitation	As per item 143. <b><u>ACTION: KB</u></b>
EHDC	Consultation Draft Wealden Heaths Phase II Special Protection Area Supplementary Planning Document.	Agreed no Comments.
CDC	Site allocation consultation	Agreed that the draft circulated by SMO would be submitted by 16.03.18. <b><u>ACTION: KB</u></b>
SSE	Hammer Hill streetlighting quote to change cells - & estimated costs of changing the timings.	As per item 143. <b><u>ACTION: KB</u></b>
ROGER FITTER	Quote for tree management plan	Proposed by AT, seconded by SMC and agreed by all councillors present that that Council would accept the quote. <b><u>ACTION: KB</u></b>

PARISHIONER	Complaint re gate & steps into cam Rec car park road; AT reported that the resident has built steps, removed vegetation from Council land & put hardcore debris at the bottom of the steps.	Agreed that letter would be sent requesting the resident remove the steps & debris. <b>ACTION: KB</b>
PARISHIONER	request to level grave area	KB noted she will visit the grave with the applicant. <b>ACTION: KB</b>
PETER ALLEN	Resignation	Noted – He was thanked in his absence for his hard work whilst on the Council
PETER ALLEN	Queries on hammer rec	As per item 148. <b>ACTION HR CTTEE</b>
EPF	Reply to Hammer Rec query	As per item 148. <b>ACTION HR CTTEE</b>
Ian Davison	Amended draft lease for St Michael's hall	As per item 147. <b>ACTION STM CTTEE</b>
<b>149. Correspondence contd.</b>		
EHDC	Confirmation of Sandy Lane sign work to commence w/c 19.03.18	Noted.
WSCC	Response to Copse Road traffic management queries- KB noted that WSCC had reported that the accident data did not justify a TRO in Copse Road & with regard to the turning off Lynchmere Road, it had been suggested that a CSW group was set up.	Noted.
CCD	Clerks & Councils direct Mar '18	Circulated.
SSE	Notification of c. £110 saving p.a. if business contract agreed.	<b>ACTION: FINANCE CTTEE</b>
CDC	Notification of Stonepit Cottage app going to committee	As per item 146.
MR ORD	Copy of email re above sent to CDC	Noted.
EXTERNAL AUDITOR	Notification of AGAR return deadline – 01.07.18	<b>ACTION: KB/ FINANCE CTTEE</b>
SHT	Nominations for awards 2018	No nominations.
CPRE	Sussex Review spring '18	Circulated.
PARISHIONER	Email noting that a man seen removing stakes from Marley Common area & taking them to his property	Suggested that Lynchmere Society was contacted. <b>ACTION: SMO</b>

### **150. Finance 06.02.18-26.02.18 for meeting on 06.03.18**

*(i) Bank balances as at 26.02.18: NATWEST - £24355.24. LLOYDS - £30456.17. TOTAL BANK BALANCES - £54811.41. less unpresented cheques - £1823.5. TOTAL AS PER CASHBOOK AS AT 26.02.18 - £52987.91.*

**(ii) Approval of payments & receipts for the period - 06.02.18 – 06.03.18**

	TO	DETAIL	NET	VAT	GROSS	PAY TYPE
PAYMENTS MADE	ANVIL	'Fone Jan '18	14.50	2.90	17.40	DD
	K BAIN	Salary Jan 18	On file			SO
	PROTEC	Patrol Jan '18	50	10	60	Chq: 663
	SURREY HILLS SOLICITORS	STM legal advice	1132.59	119.60	1252.19	Chq: 665
	A DAVIES	Potholes in carpark	500	100	600	Chq: 666
	A DAVIES	Bridge repairs by river area	350	70	420	
PAYMENTS DUE	CLUTTONS (R. WINDLE)	Expenses for Ham Rec advice	61.06	12.21	73.27	Chq: 667
	SSE	Pav LX	226.02	11.30	237.32	Chq: 668
	HMRC	Tax Feb '18	407.62	0	407.62	Chq: 669
	NSALG	Sub '18	55	11	66	Chq: 670
	K EDWARDS	Litter Feb '18	29.79	0	29.79	Chq: 671
	W EDWARDS	Litter Feb '18	7.04	0	7.04	Chq: 672
	K BAIN	Ink	21.67	4.33	26	Chq: 673
	K BAIN	Postage	22.38	0	22.38	Chq: 673

	SLCC	GDPR Training webinar(s)	30	6	36	Chq: 674
	S HACKETT	Litter Feb '18	19.50	0	19.50	Chq: 675
	L HACKETT	Litter Feb '18	6.50	0	6.50	Chq: 676

**All payments approved: Proposed by SMC, seconded by SB.**

(iii) Other financial matters: SB noted a revised end of year forecast taking into account expenditure to date and the possibility of the St Michael's lease. Summary: currently c. £55k in the bank and even if St Michael's goes ahead there will still be a reasonable margin as grants have been obtained towards the lease premium. KB noted that she will also be reclaiming the outstanding VAT of C£6.5K.

-Signatories – KB noted that Peter Allen needed removing as a signatory from the Natwest account; mandates were signed accordingly. Noted that Finance committee would meet to approve provisional end of year accounts.

**151. Grounds committee - AT**

- Work day dates: Agreed as Saturday 14<sup>th</sup> April & Saturday 12<sup>th</sup> May – these will be publicised.

**ACTION: KB/AT**

- Tree works – as per item 149.

(i) Cope Road Recreation Ground: A. Davies will be removing the fallen tree.

(ii) Camelsdale Recreation Ground:

- Adventure scouts use of the pavilion is working well, they are keen to get involved in local conservation work.

- HTYFC have finally moved their belongings to the store room.

- The bench is still inside until it can be fixed.

EH noted that the Futcher family were still keen to place a bench in memory of Martin Futcher; they will be contacted.

**ACTION: KB/EH**

- Gate into carpark as per item 149.

(iii) Churchyard: AT met an officer from CDC in the churchyard who had documents from 2014; it seemed to be the first time CDC had checked the site as per the agreement for them to do any treework; KB will try & find any boundary/tree plans for him.

**ACTION: KB**

(iv) Allotments: KB reported that there are some new plot holders waiting to start when the ground thaws.

(v) Burial Ground: No report

(vi) Other Properties: No report

**152. Chairman's Report:** SMC reported that unfortunately the Maud Hardman Hoyle Hall has had a pipe leak and suffered extensive damage; so will be closed for a while during initial repair works.

**153. Parish Matters:**

SMO reported that there has been quite a lot of trouble with the Vann Road works and the closure signs, lorries have been cutting through the Hamlet and verges have been damaged. KB has contacted Highways who have said they will remove the diversion signs if necessary. SMO has spoken with the Vann road contractor and is hoping for a response from him shortly.

**ACTION: SMO**

\_SMO asked if Cowdray had responded further after the tree meeting in the hamlet – kb noted not, she has chased several times and will continue to do so.

**ACTION: KB**

-SMO requested that the Council noted sincere thanks to the residents who had helped direct traffic up the hill from the ponds and by Hammer Hill during the bad weather. This was agreed by all Councillors.

\_KB noted that Valley had responded quickly to the request to fill salt bins, but some areas had missed out; it was agreed that a more structured plan, with local nominated residents needs to be set up for next year. EH requested a grit bin for Marleycombe Road.

**ACTION: KB**

- AT noted that she had spoken to an estate agent who had put a for sale sign onto National Trust land which blocked sightlines.

Meeting closed at 9.55pm

**Next Meeting will be on Tuesday 3<sup>rd</sup> April at 8pm in Camelsdale School**

**Signed.....**

**Date.....**

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## Annexe A

### Lynchmere Parish Council - Minutes of Planning Committee Meeting held at 7.40pm on 06.03.18 in Camelsdale School

**Present:** C. Duckworth [CD] E. Hackett [EH] S. McCallum S. Moore [SMO] C. Randall [CR]] **In attendance:** K. Bain Clerk) [KB] **Apologies:** None

The following applications were considered and the committee agreed to propose the comments to full Council for approval:

1] **APP NO:** SDNP/18/00688/HOUS- **PROPERTY:** Marley House Marley Common. **PROPOSAL:** Installation of a lift to existing four storey dwelling. Construction on the roof (similar to a windowless dormer) to contain the top of the lift shaft.

**COMMENT - No objection.**

2] **APP NO:** SDNP/18/00704/HOUS **PROPERTY:** Marley House Coach House Marley Common. **PROPOSAL:** Addition of 7 no. dormer windows and chimney, replacement of existing garage doors with new fenestration and internal alterations

**COMMENT - No objection with condition that** that outbuilding should remain ancillary to main property and at no point be used as a separate dwelling.

3] **APP NO:** LM/18/00326/DOM -**PROPERTY:** Bridge end - 33 Hammer Lane. **PROPOSAL:** front & rear elevations

**COMMENT - No objection.**

4] **APP NO:** LM/18/00412/LBC / LM/18/00411/FUL- **PROPERTY:** The Mill Tavern. **PROPOSAL:** External fire escape and internal alterations. **COMMENT - No objection.**

5] **APP NO:** LM/18/00321/PLD. **PROPERTY:** 6 The Spinney, Hammer Lane. **PROPOSAL:** Proposed lawful development - loft conversion with side dormer. **COMMENT - No objection.**

6] **APP NO:** SDNP/18/00310/HOUS- **PROPERTY:** Dormer Cottage, Lower Lodge Road. **PROPOSAL:** 2 storey rear extension and porch, single storey extension to outbuilding.

**COMMENT -** No objection, with conditions that all materials should be in keeping with existing building and surrounding area.

7] **APP NO:** LM/18/00482/DOM. **PROPERTY:** 17 Heath Road. **PROPOSAL:** Double storey rear extension, single storey rear extension added to existing, single storey front/porch extension and associated skylights in roof. **COMMENT -** As this application had come in on the supplementary agenda, agreed that EH would look and report to committee **ACTION: EH**

<b>Decisions - noted</b>			
LM/17/01283/ELD	Little Heath, Heath Rd.	Re-model parking space - erection of a sleeper wall to the existing concrete wall, erection of sleeper bed to replace existing bank, re-plant with hedgerow and excavate 3.8m of the front lawn with associated works.	PC No objection: - WITHDRAWN
LM/17/03544/DOM	11 Wey Gdns.	Single storey rear extension.	PC No objection: CDC - PERMIT
LM/17/03659/DOM	19 Springfarm Rd.	Single storey rear extension with replacement external stair and balcony area. Alterations to external materials and existing window layout.	PC No objection: CDC - PERMIT
SDNP/17/03463/HOUS / SDNP/17/03464/LIS	Highbuilding Vann Road	Replacement windows and doors, proposed 1 no. rooflight to the east elevation and internal layout alteration to the outbuilding.	No Objection / APPROVED

Signed.....

Date.....