

**Full Parish Council – Minutes
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concerning the Primary School and Neighbourhood Plan. The statement made by Marion Lott would be attached to these Minutes as an appendix 1.

Nick Geering reported that two Lorries had got stuck in Keysford Lane as they were too large for the bridge. The warning sign for the bridge was in the wrong position. The Clerk would contact the West Sussex Highways Department about the sign.

Peter Willis made a plea to the Parish Council concerning the latest planning application for Birch Grove. He expressed concern about there being no defensible boundary. Peter Willis also highlighted again that the meeting held by the developers in village hall earlier in the year should not be treated as a public consultation meeting. Peter Willis also expressed his support for the Governor’s frustration concerning the Neighbourhood Plan, but surmised that continuing to tweak numbers in the plan would not derive any benefit. Mr Willis did suggest that the Parish Council should consider the 2017 school places planning document supplied by WSCC.

The Chairman responded and reminded those present that the Parish Council’s independent consultant Lindsey Frost had concluded that there was not any correlation between increased housing and the amount of numbers in schools.

Brian Oliver stated that there was no direct linear between houses and numbers of children. The better schools tended to have the better admission rates.

Marion Lott and a fellow Governor reported further that St Giles Primary School was looking to recruit new Governors and would welcome applications. The Governors also welcomed a continuous dialogue with the Parish Council.

Councillor Vince agreed that the Parish Council should build up a good relationship with the school and communication was key.

APOLOGIES – Chris Wheatley.

DECLARATIONS OF INTEREST

Members are invited to make any declaration of personal or prejudicial interests that They may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.

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Cllr Hersey's Declaration of Interest:

I wish to advise that with regard to any comment (s) I may make on any planning application on tonight's agenda, I reserve the right to alter my views on any application and submission should it come before Planning Committee B or the District Planning Committee, following reading the Planning Officer's report, considering any verbal update the Planning Officer may provide and taking into account the views expressed by other Members or members of the public at the meeting.

Cllr K O' Regan declared a personal interest with regard to any discussions or decisions concerning the potential coffee shop at the Memorial Pavilion.

Cllr R Clarke declared a personal interest with regard to the planning application for Birch Grove in that the landowner was a personal friend.

MINUTES

- 24. To resolve that the minutes of the Council Meeting held on Tuesday 13 June be taken as read, confirmed as a correct record and signed by the Chairman- with the following explanation note:

There would be a need for a formal Minute when the Neighbourhood Plan is formally submitted to Mid Sussex District Council.

MATTERS ARISING

The following matters arising were discussed:

Councillor Clarke reported that the Parish Council and the Clerk were fully aware of the issues at Leamland Wood. The Parish Council had voiced its concerns about the rubbish and general condition of the wood. Mid Sussex District Council were liaising directly with the owner of the wood.

FINANCE

- 25. RESOLVED to authorise the schedule of payments and receipts and year to date expenditure; and
- 26. RESOLVED to agree the bank reconciliation; and
- 27. RESOLVED to approve the Donation requests as set out in the attached schedule in Appendix 2 to these Minutes.

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- 28. RESOLVED to note that the Finance & Governance Committee were undertaking a review of the Tennis Club license and rent payments.
- 29. RESOLVED to note difficulties that had arisen with Barclays Bank in relation to adding the Clerk to the bank signatories and online banking. These had now been resolved.

REPORTS - TO RECEIVE REPORTS FROM COUNCILLORS

Chris Hersey, local District Councillor updated the Parish Council about the District Council. It was noted that following elections in May there had been some changes – there was a new Chairman and some of the Committee memberships had changed all updates could be found on the District Council website. He reported that the Inspector was due to reconvene on 25/26 July to consider the District Plan. Once finalised the MSDC website would be also be updated.

Cllr Dye reported that there were several large potholes in the road leading up the Crown Pub. The Clerk would look into this further.

Also, Cllr Dye sought clarification as to who the new County Councillor was and whether they would be attending future meetings. The Clerk reported that Cllr Andrew Lea was the new County Councillor and that he had received the Parish Council Agendas. The Clerk would contact Cllr Lea to make sure he had received them and whether he would be able to attend the next meeting.

Cllr. Mike Kirk, Parish Councillor updated the Parish Council about the fingerposts. He had purchased some paint and together with the HACKERS had begun to look at some of the fingerposts.

Cllr Kirk also stated that the large potholes near the waterworks needed addressing. The Clerk would look into this.

Cllr. Sarah Webster reported that some residents had complained about the oak tree in the recreation round. Children were able to climb it and it was affecting the privacy of some of the houses in the area. Cllr Clarke as tree warden would look at the trees and the TGR & H Committee would agree a course of action at their next meeting at the end of July. The Clerk would also put something in the P& P about climbing trees and the Memorial Pavilion roof.

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The Chairman reported the very good news about the nominations for Westhall House and members of staff for the National Care Awards. The awards were in November and the Parish Council congratulated the care home and its team.

NEIGHBOURHOOD PLAN

The Chairman reported that the website was now up to date with the latest documents regarding the Neighbourhood Plan.

The Parish Council also considered the planning application for Birch Grove – DM/17/2345. The Parish Council agreed that the statement circulated by the Chairman should be forwarded to Mid Sussex District Council as the Parish Council’s comment on the planning application. The statement is attached to these Minutes as appendix 3.

TGR & H COMMITTEE

The Chairman of the TGR & H Committee updated the Parish Council about the work of the TGR & H Committee since the last meeting. It was noted that the racing on the green had been a successful event and the fun run was a great community occasion. It was noted that the hedges near the allotments needed cutting back and the Clerk would arrange for the contractors to attend. It was noted that the fence near the Horsted Club car park needed repairing, but Mid Sussex District Council had reported that this was not their fence. The Clerk was looking into this further.

The Chairman of TGR & H Committee also recommended that the Coffee Shop should be granted a license to use the memorial pavilion for one year, rent free. The coffee shop would pay the utilities for the pavilion. This would give the coffee shop a chance to see if they could make a go of it. After a year the agreement and rent arrangements would have to be reviewed.

- 32. RESOLVED that the Clerk would send the coffee shop applicant a license for signature and the Chairman would arrange for a set of keys to be given to the applicants. The coffee shop applicants must supply the Parish Council all the necessary insurances and food hygiene document before the coffee shop could open.

The Parish Council also discussed the next steps with regard to the play area. The report about public consultation would be tidied up with all the appendices and placed on the Parish Councils website. Councillor Webster would provide the Clerk with a

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completed document as this would provide supporting evidence for the loan application.

Grant applications would need to be completed. The Clerk would make sure the Mid Sussex Loan application was still accessible. Cllr Webster and Emma Ball would complete the grant applications and the Clerk would confirm and agree before sending to Mid Sussex District Council. The Clerk would also look into sending off further grant applications where applicable. Councillor Webster would complete grant forms for agreement by the Clerk. The loan application would be completed by the Clerk once all the necessary supporting documentation had been compiled and provided. It was hoped that the results of these applications would be reported back to the next meeting in September.

RESOLVED – to note the next steps as outlined above.

The Parish Council also discussed the application to have a boules pitch on the village green outside the Green Man pub. The Clerk reported that the Parish Council needed to agree the location of the site of the pitch which would be subject to receipt of a risk assessment. After some debate the Parish Council voted about the location of the site. The site was already marked out on the Green under the telegraph pole outside the pub. The Clerk advised that the Parish Council needed to be satisfied that the pitch was in the correct location. It should be noted that the proposed pitch was directly outside the pub and a resident's house. The Chairman suggested that there may be other sites that could be used. After some debate the Parish Council decided to vote about the location of the site and voted for the site outside the Green Man Pub house under the telegraph pole as marked out by white paint. The vote was 9 for this site and 1 against (Chairman voted against). The location of the pitch would have to be stated as part of the Agreement.

The Clerk also reminded the Parish Council that the Boules Group needed to provide a suitable risk assessment and their agreement that they had drafted would need to be checked by the solicitor appointed by the Parish Council for such matters.

RESOLVED – (1) that the Parish Council agreed to the location of the Boules Pitch outside the Green Man Pub (see note above) subject to a suitable risk assessment; and

(2) That the agreement drafted by the Boules Club would need to be checked and agreed by the Solicitor appointed by the Parish Council; and

(3) a risk assessment and appropriate liability insurance must be provided by the Boules Club.

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VISION EXERCISE/PLAN

The Parish Council discussed the next steps in developing the Parish Council’s vision and business plan. Some of the Parish Councillors had prepared some notes about their particular areas and these are attached as appendices to these Minutes.

Communication was a big issues and Councillor Clarke suggested that one way to communicate with residents would be via an electronic newsletter, but this would mean gathering resident’s emails. This would need further investigation. How to improve mobile connectivity was also another big issues for the village.

DATE OF NEXT MEETING

9 September 2017 at 7:30 pm.

COMMENTS FROM THE PUBLIC

The representatives from the Pre School thanked the Parish Council for their donation.

Suzanne Sainter thanked the Parish Council for the donation towards the HACKERS.

Peter Willis voiced disappointment about the Parish Council not being able to offer a donation to the village hall, but was grateful to Cllr Luckhurst who had agreed to help the village hall make applications to West Sussex County Council.

Kay MacNaughton stated that she was disappointed about how long it had taken to make arrangements concerning the coffee shop. She suggested that it was difficult to move matters on as you needed to wait for a public meeting for decisions to be made. Cllr Humphreys Davis stated that it was frustrating but that local government statute sets out the way decisions need to be made. It was also noted that the Parish Council had a particularly heavy workload.

(See Separate Exempt Minute for Confidential Items)

The Meeting ended at 09:50 pm

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Appendix 1

Statement from Marion Lott:

Last month when I attended the Parish Council meeting, I was very disappointed by the response from the members of the Council to the letter from the Governors of St Giles School. We had hoped that the points raised in our letter might have resulted in the Council adjusting its opinion about its role in supporting the school.

I hope everyone living in the village would acknowledge the importance of a vibrant and successful primary school in promoting our community.

Other local Parish Councils have supported their village schools, not only by their attitude but also financially. We have not asked for money, although like most state schools, we are facing continuing reduced funding. This has caused us to make some very difficult decisions but we are confident these will ensure the school's future.

The past year has been a time of considerable change at St Giles school. It included an Ofsted inspection which, as was mentioned by a Councillor at the last meeting, resulted in our being downgraded to 'Requiring Improvement'. Everyone at school, the new permanent Headteacher, the staff, the children and the Governors have all been working extremely hard to rectify this and great progress has been made. It would be good if we could be assured of our Parish Council's support in all our efforts. We hope that in the future there will be opportunities for a continuing dialogue to ensure clarity between us.

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Appendix 2

Donation Requests Received 2017/18

	Requested	Agreed		
Budgeted for Distribution	2017/18	2017/18		
Donations	£2,500.00	£2,500.00		
Section 137	£0.00	£0.00		
Donation Requested	2017/18	2017/18		
HKPCC - P&P (no amount requested, but historically given £1,000)	£1,000.00	950.00		
HKPCC - Churchyard	£2,500.00	750.00		
Carols on the Green	£100.00	100.00		
HK Conservation Group (Hackers)	£200.00	200.00		
HK Pre School	£500.00	200.00		
Village Hall	£800.00	00.00	£5,100	Requested
	Subtotal	£5,100.00	£2,200	Actual
Section 137 (Out of parish)*	2017/18	2017/18		
St.Catherine's Hospice	£200.00	100.00		
Victim Support	No amount specified	0.00		
Kent, Sy & Sussex Air Ambulance	£250.00	100.00		
St Peter and St James Hospice	No amount specified	100.00	£450	Requested
	Subtotal	£2,500	£300	S137 Actual
Overall Total	£5,600.00	£2,500		
Overall Balance	-£3,100.00	0		

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Appendix 3

Objection to Birch Grove Planning Application

1. Defensible Boundaries

The site is outside (i.e. not adjacent to) the defined built-up area boundary of the village, and has not been allocated in our Neighbourhood Plan. Further, it was not submitted in the two Calls for Land – the first in November and December 2014 and the second in August and September 2015.

The development of this site beyond Danehill Lane constitutes 'ribbon development' with no defensible boundary, which is highly detrimental to the Conservation area. It would provide a precedent for similar sites within the area to be considered for development. **Danehill Lane provides a defensible boundary.**

The Mid Sussex District Local Plan 2004 (Chapter 29) states that a built-up area boundary is defined for Horsted Keynes which seeks to conserve the rural setting of the village and to protect the surrounding countryside from unnecessary development – policies to support this statement remain in place, namely 'C1: protection of the countryside outside built up areas' and 'C4: protection of AONBs'.

Policy C1 states that proposals for development in the countryside, particularly that which would extend the built-up area boundaries beyond those shown will be firmly resisted and restricted to 7 exceptions – none of which are relevant.

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Further, the site has not been allocated within the Horsted Keynes Neighbourhood Plan.

Policy C4 states that development will not be permitted in the Sussex Downs and High Weald Areas of Outstanding Natural Beauty, unless 1 or more of the 3 exceptions are met – none are.

Until the District Plan is adopted, the Horsted Keynes built-up area boundary is shown in the Adopted Proposals Map (dated August 2016) and its Insets (dated August 2016), and show that two of the saved policies apply to the area outside the built-up area boundary, namely 'C1: protection of the countryside outside built up areas' and 'C4: protection of AONBs'.

The emerging District Plan for Horsted Keynes built-up area boundary is shown in the Proposals Map (dated August 2016), its Insets (dated August 2016), and show that three policies apply to the area outside the built-up area boundary, namely 'DP10: Protection and Enhancement of Countryside', 'DP14: High Weald Area of Outstanding Natural Beauty' and 'DP15: Ashdown Forest Special Protection Area (SPA) and Special Area of Conservation (SAC)'.

Policy DP10 states that development will be permitted in the countryside, defined as the area outside of built-up area boundaries on the Policies Map, provided it maintains or where possible enhances the quality of the rural and landscape character of the District, and:

- it is necessary for the purposes of agriculture;
- it is supported by a specific policy reference either elsewhere in the Plan, a Development Plan Document or relevant Neighbourhood Plan.

Further, the site has not been allocated within the Horsted Keynes Neighbourhood Plan.

2. Built Up Area Boundary

The planning application fails to take account of the Horsted Keynes Neighbourhood Plan policy HK1, which states:

New development in Horsted Keynes parish shall be focused within the

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built-up area boundary of Horsted Keynes village as identified on the Policies Map.

Small-scale residential development proposals of less than 10 units to meet local need only will be permitted on land adjacent to the built-up area boundary subject to the following criteria:

- The proposed development contributes to sustainable development;
- The proposed development is able to demonstrate that it does not have an unacceptable impact on the landscape. Applications must be supported by an assessment of the environmental and visual impact of the proposal, particularly the impact on the High Weald Area of Outstanding Natural Beauty, and include appropriate mitigation measures as necessary;
- An application is supported by a robust assessment of the impact of the proposal upon the local highway network;
- The application is clearly not one phase of a larger site development that is being brought forward individually to meet the dwelling threshold.

Development proposals separate from the built-up area boundary will not be permitted unless:

- they represent development proposals on the site allocations (Policies HK17 to HK19); and
- they comply with Policy C1 of the Mid Sussex District Plan 2004 or any subsequent updates to that policy; or
- they relate to necessary utilities infrastructure and where no reasonable alternative location is available; or
- they comply with policies in this Neighbourhood Plan in particular those relating to dwelling extensions (Policy HK4) and expansion of business premises (Policy HK11).

3. High Weald Area of Outstanding Natural Beauty

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In order to provide 'full visibility splays' the proposal states that it would be necessary to remove existing hedgerows in both directions, and replace them with new native hedgerow. However, there does appear to be a significant gap in the length of the new native hedgerow near the Danehill junction.

The proposal indicates that a hedge is to be removed across the entire width of the site, which is contrary to one of the 'saved policies' relating to the MSDC Local Plan 2004, namely 'C6: protection of trees, hedgerows and woodlands', which states that 'Development resulting in the loss of woodlands, hedgerows and trees which are important in the landscape, or as natural habitats, or historically, will be resisted'.

The information we received regarding this site from the AONB Unit on 19th October 2016 was:

- **Geology, landform, water systems and climate:** the site is on sandstone / siltstone bed.
- **Settlement:** the site is detached from the main settlement of Horsted Keynes.
- **Routeways:** Birch Grove Road and Danehill Lane are historic routeways which were in existence pre 1800.
- **Woodlands:** There is no ancient woodland on the site.
- **Field and Heath:** the fields are classified as medieval (AD 1066- 1499) cohesive assart, part of a wider medieval field system around Ovenden Wood. There are historic field boundaries around the site and dissecting it. The proposed site boundary does not follow these historic boundaries.

In terms of how this information is used in site assessments, the AONB Unit advice is that fields that are medieval or earlier (i.e. pre-1500AD) should be avoided when considering sites for development because these are the fields that best reflect the national significance of the AONB landscape.

4. Conformance with the National Planning Policy Framework

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- *As this site is located within the High Weald AONB the applications must be considered in the context of paragraphs 114, 115 and 116 of the NPPF which sets out the criteria for the exceptional circumstances under which development in AONB may be accepted. As the NPPF indicates that the presumption in favour of sustainable development does not apply in these cases due to their location in the AONB.*
- The National Planning Policy Framework (NPPF) confirms that AONBs, together with National Parks and the Broads, “have the highest status of protection in relation to landscape and scenic beauty” (paragraph 115). Landscape embraces all aspects of landform, geology, flora and fauna, landscape features and the settlement pattern, developed over centuries.
- National Planning Policy Framework gives great weight to conserving landscape and scenic beauty in AONB’s as outlined in paragraphs 115-116. Development proposals within an AONB need to pay particular attention to its character and conserve and enhance its natural beauty. Planning permission should be refused for a major development except in exceptional circumstances and where it can be demonstrated the development is in the public interest and its benefits outweigh the adverse impacts resulting from the development.

This application is a major development, and has the potential for further development. There is no expression of public interest in favour of this development, and it is not allocated within the Horsted Keynes Neighbourhood Plan.

5. Vehicular Access

While the access point is within a 40mph speed restriction, the road is derestricted a short distance from the access point.

The statement in the Transport Report that estimates 18 traffic movements out during AM and 15 traffic movements in during PM periods resulting from this development which seems rather less than would be expected for 45 dwellings, given that the majority of movements in and out of the village are by car.

6. Pedestrian Access

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The planning application fails to take account of the Horsted Keynes Neighbourhood Plan policy HK16, which states:

New developments shall include publicly accessible footways and, where possible, cycleways from the site to the wider footway and road network.

New developments shall provide footways serving the new dwellings that are of sufficient width to accommodate at least two persons walking abreast and are suitable for wheelchairs, prams, pushchairs and mobility scooters.

The pedestrian access to the proposed footpath requires further consideration as elderly residents from Westall House would necessitate crossing Birch Grove Road, the junction of Birch Grove Road and Danehill Road, and the junction of Birch Grove Road and Bonfire Lane – the latter is a narrow and has limited visibility for traffic, pedestrians and equestrians.

The existing footway from the junction of Danehill Road and Birch Grove Road into the village is narrow, such that pedestrians cannot walk two abreast and there is insufficient room for pushchairs, parents with young children and mobility scooters to travel safely adjacent to the highway.

The notes (03/10/2015) provided by WSCC Highways after a site visit stated:

- Careful consideration will be required regarding pedestrian access and its linkage to the existing path network.

7. Parking

The planning application fails to take account of the Horsted Keynes Neighbourhood Plan policy HK15, which states:

For all new residential developments, the following minimum standards shall apply for the provision of off-road parking:

- 1 bed dwelling 1 off-road parking space.
- 2 bed dwelling 2 off-road parking space.
- 3 bed dwelling 2 off-road parking space.
- 4 bed dwelling 3 off-road parking space.

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- 5+ bed dwelling 4 off-road parking space.

Possible changes to H.K. Infrastructure

Assets of Community Value

A community has a right to bid for 'assets of community value' introduced by the Localism Act 2011. Once registered with Mid Sussex D.C. we would have 6 months (assuming we wish to bid) to raise funds to bid for the asset. It is not a right to buy the asset, just to bid. This means that the local community may not be successful

These assets might include:-

The Green Man.....The Horsted Club.....and the Shop.

Clive and Bridget have said that if they decide they can no longer run the shop they will give the Parish Council good warning and we do not wish to exert pressure on them. However if we explained what is involved in being a community asset ie market value and only a delay of 6 months, they might realise how important it is for us to have a set time period to raise funds.

It would be inadvisable to list the CRICKET GROUND for two reasons:-

1. It would alert the owners that they still own it.
2. If sold it would be developed and we would not be able to raise the several million pounds required to purchase it.

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Possible other things to consider

The Public Toilet last year cost the Parish £3700 for cleaning, water, electricity and maintenance. Probably it costs more than a pound for each pee.

Should we demolish the building or keep the facility ?

Mid Sussex District Council have re-surfaced the car park. In the past it was offered to the Parish. We could consider asking Mid Sussex if their offer is still open, for two reasons:-

1. It surrounds the Horsted Club and if the Parish ever wished to bid for the Club it would help in the negotiations.
2. At some point the Parish may wish to extend the car park.

Please consider these suggestions which may form part of our **5 YEAR PLAN** and let us know your views.

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