

# MINUTES OF THE MEETING HELD AT THE ASHURST VILLAGE HALL ON THURSDAY 2<sup>nd</sup> MARCH 2017 AT 8.00PM

**ATTENDANCE:** Cllr Hedley (Vice Chairman),  
Cllrs Nicholson and Russell  
Cllr Willett (Horsham District Council)  
Cllr Barling (West Sussex County Council)  
In attendance - Elizabeth Leggo (Clerk)

Questions or statements from the public, made at the Chairman's discretion

**1. Apologies for Absence.**

Apologies were received from Cllrs Hammond, Fischel, Jesse and Knight (Ashurst Parish Council) and from Cllr Lloyd (Horsham District Council).

**2. Declaration of Members Interest.**

Cllr Russell declared an interest regarding planning application DC/17/0261.

**3. Approve the Minutes of the Meetings of 12<sup>th</sup> January 2017**

The minutes of the meeting of 12<sup>th</sup> January 2017 were circulated to all cllrs and taken as read. It was **RESOLVED** that the minutes be approved and adopted as a true record of the meetings and they were signed by the Vice Chairman.

**4. Outstanding Actions.**

- **Update from Cllr Willett about District Council enforcement and the bund at Soper's Farm.**  
Cllr Willett informed the Council that at all district councils, including Horsham District Council (HDC), that matters with enforcement can take time to resolve. However, he assured the Council that action is being taken by HDC, and that he will follow this up, and that he as a Member can continue to ask questions of HDC until a resolution is reached. See **appendix 1** for the summary of the relevant planning applications provided by HDC Planning to Cllr Willett for Ashurst Parish Council.
- Alan Griffiths also attended the meeting to give a history of the planning at Soper's Farm from his time as Chairman to Ashurst Parish Council – it was noted that the original application for the site was DC/06/2073;
- **Update from Cllr Barling about Prior's Byne Solar Farm**  
Cllr Barling updated the Council that that West Sussex County Council (WSSCC) tried to enter into an agreement with the developers of the Solar Farm to fund repairs to the road, but that there was a problem with the legal documentation, which is currently with the solicitors. WSSCC Highways has inspected the road for safety and are currently unable to undertake any aesthetic repairs. Email communication from Cllr Lloyd has confirmed that planting has begun around Prior's Byne Solar Farm and it should be completed by April 2017 – see email communication in **appendix 2**;
- Clerk has informed Sussex Land Services that they have been awarded the grass cutting contract for Ashurst Recreation Ground and has written to the other the companies who had put in a tender, to thank them for their quote and inform them that they had not been given the contract on this occasion;
- Cllrs met at Ashurst Recreation Ground and have fixed both the slide and climbing frame. Additionally, cllrs fixed the roof of the cricket pavilion and did some painting.

- Clerk has uploaded amended meeting dates to the website;
- Clerk has submitted precept form to Horsham District Council.

#### **ACTIONS**

1. Clerk to research the cost of purchasing two swing seats (one baby and one larger seat) from Wicksteed.
2. Cllr Willett to monitor the applications regarding Soper's Farm at HDC and will advise the Council as to what action has been taken regarding the invalid planning application DC/16/0772.
3. Cllrs to check that the planting is underway at Prior's Byne Solar Farm.

#### **5. Recreation Ground Matters.**

The bank balance at HSBC as at 20<sup>th</sup> February 2017 was **£4720.20**

##### **Incomes received**

Partridge Green Football Club	Rent of football pitch	£250.00
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##### **Expenditures authorized**

Southern Water	Water to John Eaton Hut	£47.54
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Electricity meter reading required.

Water supply changing from Southern Water to Business Stream for non-household customers from 1st April 2017.

Recreation Ground survey for Horsham District Council was completed by cllrs during the meeting.

#### **Ashurst Cricket Club Rent Review**

A report submitted by Mr D Fischel, Chairman of Ashurst Cricket Club was circulated to all cllrs. **See link to separate document entitled 'Ashurst Cricket Club' on website.** Mr Fischel attended the meeting to talk cllrs through the report. The Council decided to defer this decision and asked the Clerk to add this item to the agenda for the meeting in May.

#### **ACTIONS**

1. Cllr Russell to provide meter reading for electricity meter.
2. Clerk to add item to agenda for May to review rent for Ashurst Cricket Club.

#### **6. Planning Matters.**

**DC/17/0231** - 3 bay carport/store with home office/studio over. Holly Cottage Church Lane Ashurst Steyning, West Sussex, BN44 3AR

No objections.

**DC/17/0261** - Demolition of existing detached garage, proposed two storey side extension and internal alterations at Otters, Church Lane, Ashurst. Otters, Church Lane, Ashurst, Steyning, West Sussex, BN44 3AR.

Cllr Russell declared an interest on this planning application, which resulted in loss of quorum. It was therefore decided to hold an extraordinary meeting on Thursday 9<sup>th</sup> May to discuss this item.

**7. Late planning applications.**

None for this meeting.

**8. Planning Decisions from Horsham District Council**

**Permitted:** Application Number: **DC/16/2816**. Site: Spithandle, Spithandle Lane, Wiston, Steyning, West Sussex, BN44 3DY. Sand school.

**9. Financial Matters.** Receive the report on the Councils income and approve expenditure.

The bank balance at Lloyds TSB as at 26<sup>th</sup> January 2017 was **£10,433.34**

**Incomes received**

None for this period

**Expenditures authorized**

Ashurst Village Hall	Hall Hire	£84.00
Bramber Parish Council	SWAB NP shortfall	£11.15
Ashurst Recreation Ground Trust	Grant	£1,500.00
E Leggo	Office Allowance	£40.00
HMRC	Tax	£129.80
E Leggo	Salary	£519.55

Mulberry & Co have been approved as the internal auditors for 2017-18.

**10. Update on Youth Provision.**

Cllr Russell and Cllr Nicholson are due to attend the Joint Parishes Youth Committee meeting on 13<sup>th</sup> March to review the contract with Horsham Matters and memorandum of understanding between parishes.

**11. Neighbourhood Plan.**

Cllr Fischel submitted a written summary which was read out by the Clerk (**appendix 4**).

**12. Correspondence.**

- Draft mineral plan – Clerk was asked to submit the previous comments of the Council
- Kent, Surrey & Sussex Air Ambulance Trust – asking for grant
- Horsham & Mid Sussex CCG Newsletter
- Local Government Boundary Commission: Electoral Review of Horsham
- Glasdon: Quality by Design: Focus on Local Councils
- West Sussex Joint Minerals Local Plan
- Clerks and Councils Direct

**13. Reports from Outside Bodies.**

None for this meeting.

**14. Reports from District and County Councillors**

In addition to the reports above in outstanding actions, Cllr Barling reported that he checked the surface of the B2315 through Ashurst, inspecting potholes and areas of poor road surface. He then wrote a memo to Highways Officers, who agreed to fill the potholes and re-surface the poor sections by the end of March/April 2017. See email communication in **appendix 3**. Cllr Barling also advised the Council that the next Parish Council meeting for Ashurst is on the same day as the elections for West Sussex County Council. The Council decided that the meeting should be moved to 11<sup>th</sup> May to enable either Cllr Barling or a newly elected member to attend the meeting.

**15. Information Items.**

The next Flicks in the Sticks film night is at Ashurst Village Hall on 16<sup>th</sup> March.

**ACTIONS**

1. Clerk to arrange extraordinary meeting, called by Vice Chairman, on 11<sup>th</sup> May 2017 to discuss planning application DC/17/0261 and other items as directed.
2. Clerk to check that cllrs are available to meet on 11<sup>th</sup> May, and if so to display the amended date on the website.

**16. Date of next meeting.**

Annual Parish Meeting: Thursday 20<sup>th</sup> April at 8pm at Ashurst Village Hall

Meeting of Ashurst Parish Council: Thursday 4<sup>th</sup> May 2017 at 8pm, at Ashurst Village Hall.

**The Vice Chairman closed the meeting at 9.22pm**

Signed ..... Chairman Dated .....

**Appendix 1: Summary of some of the planning applications for Sopers Farm, provided by HDC Planning to Cllr Willett for a report to Ashurst Parish Council on 2/3/17**

**DC/17/0261 – Planning Officer is Luke Simpson**

Luke sent an email to the Agent 28 February 2017 advising him that it is unlikely that the application will be approved.

**Sopers Farm – DC/13/0180**

We have held an Invalid Application DC/16/0772 for almost 1 year.

The Validation Team has contacted the applicant/agent regarding this and advised them that they need to pay the fee; the applicant and or the Agent will need to look at the plans to ascertain that the application is still the same as when they submitted the original application.

**DC/16/0772 description reads as follows**

*'Retention, repositioning and landscaping of earth bund around the farm perimeter with tree and flooding protection measures, plus retention and habitat enhancement of existing pond permitted under DC/06/2073 at Sopers Farm (Resubmitted application DC/13/0180)'*

**Appendix 2: Update from Chris Lyons to Cllr Lloyd regarding Prior's Byne Solar Farm, Director of Planning, Economic Development and Property, Horsham District Council**

Tim,

Sorry for the delay on this one. We have been chasing them and there were some discussions with the planning officer and they have now replied in writing. I have set out the response below. They do appear to be dealing with the details and the landscaping should be completed by end of April:

First of all, apologies for my late reply.

Answering your email, Gamma is still responsible of the for the ongoing maintenance of the site.

Regarding your two points:

1.- We are aiming to have completed the screening in this planting season, until April 2017.

For your information, some discussions have been had with the landscape architect in regards the design specified in the Planning Conditions and after that with Nicola Martin, and as conclusion it would be needed to amend the design in order to be aligned with the environmental specifications and therefore, submit an application to discharge the approved condition to implement the proposed changes. Please, see attached the email with Nicola Martin in this regards.

Gamma is aiming to submit the application as soon as possible.

2.- S52 Agreement was not entered with West Sussex County Council. In this regards, before construction we were asking to them for such agreement, however Highways Engineer said it was difficult to have the feedback from their side in that time, therefore, he allowed us to perform the construction without this. I was chasing this again during the construction period, and he was insisting internally in West Sussex County Council to have it prepared, although they had never submitted the agreement.

All the traffic route was addressed in the best way possible and measurements were implanted according with Construction Traffic Management Plan.

I hope to have answered all your points.

Chris Lyons Director of Planning, Economic Development & Property

### **Appendix 3: Email communication between West Sussex Highways and Cllr Barling re the B2315 in Ashurst**

Good Afternoon Cllr Barling

Apologies regarding delay replying to your enquiry.

Regarding the road condition through the village in Ashurst this section of road is on a monthly inspection route & defects have been logged following the last inspection, one major defect has been repaired by our emergency team other defects have been marked for filling , I have visited site today with our routine maintenance engineer who has inspected the defected sections & hopefully budgets allowing we can arrange some major patching to the worst sections of carriageway , Any further safety plus defects noted on the monthly inspections will be logged for repair at this time as required .

Regards Paul .

**Paul Stanford**  
Highway Steward  
Economy, Infrastructure and Environment  
Highways and Transport  
West Sussex County Council

### **Appendix 4: SWAB NP Update from Cllr Fischel**

#### **SWAB Steering Group Meetings**

There have been no SWAB Steering Group meetings since our last Ashurst Council Meeting, pending the holding of HDC's Neighbourhood Plan Conference, but a meeting is scheduled to take place in the next few weeks.

#### **HDC Neighbourhood Plan Conference**

On the 25<sup>th</sup> of January, five members of the Steering Group attended the HDC Neighbourhood Plan Conference in Billingshurst. Each of the four parishes was represented.

#### **Housing**

Following the Henfield NP challenge and the Storrington, Washington & Sullington Neighbourhood Plan Examiner's report, HDC will no longer be taking a 'light touch' approach. It would appear that HDC is planning to use a 'traffic light' assessment for Housing Site Selection similar to that used by SWAB. This means that, with some minor additions and further cross-referencing, SWAB's earlier work such as the Vision Statement, and its site assessments should be acceptable.

#### **Local Green Spaces (LGS)**

An examiner may choose to recommend changes or remove certain areas he does not consider suitable to be included as a LGS. This will not affect the overall outcome of the Plan.

#### **Sustainability Assessment (SA) and Strategic Environmental Assessment (SEA)**

These documents need to be completed. The work will be done by our consultants, rCOH.

#### **General Update**

A couple of sites have been removed from consideration.

There are some changes on the SWAB Steering Group due to changes in personal commitments.

*Draft minutes of the meeting of 2nd March 2017*

*Minutes subject to approval by Ashurst Parish Council on 11th May 2017*