

EARNLEY PARISH COUNCIL

MINUTES OF THE MEETING OF EARNLEY PARISH COUNCIL HELD ON THURSDAY 22nd MARCH 2012, WHICH COMMENCED AT 7.00PM, AT BRACKLESHAM BARN BEECH AVENUE BRACKLESHAM

PRESENT: Cllrs Michael Karn (Vice Chairman in the chair), Colin Field, Chris Bayley and Sandy Simpson.

In attendance: Mrs Louise Chater(Clerk), Dan Sanders (Principal Community Officer, West Sussex County Council), District Cllr Peter Clementson, District Cllr Graeme Barrett, PCSO Rose Bainbridge, PCSO Oliver Broad and one member of the public.

22.12 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

PCSO Bainbridge introduced PCSO Oliver Broad who was currently undertaking training.

PCSO Bainbridge stated that there had been increases in burglary in the surrounding area; in particular rural areas were being targeted, therefore patrols had been increased. It was requested that all residents be mindful of home security and a request was made that residents report any suspicious activity in the area, especially suspicious vehicles.

PCSOs Bainbridge and Broad left the meeting.

23.12 APOLOGIES AND REASONS FOR ABSENCE

Cllr Bob Norris (Chairman) – holiday
West Sussex County Cllr Pieter Montyn – holiday

24.12 CODE OF CONDUCT

There were no declarations of interest on items included on the agenda.

25.12 PRESENTATION BY DAN SANDERS, PRINCIPAL COMMUNITY OFFICER, COMMUNITY DEVELOPMENT, COMMUNITY INFRASTRUCTURE, WEST SUSSEX COUNTY COUNCIL.

Dan apologised profusely for not attending the previous meeting.

He advised that the County Council was changing to become more community focused, and intend to work with, rather than to dictate to, the community. His role was to be a single point of contact, and he would facilitate the team to provide the required service. He was aware that most councils and clerks had worked hard to build relationships with officers and they should be the first point of call if there was a known contact. He could be contacted either by email or on 07921294171 and he would investigate and provide a response as soon as practicable.

The Chairman thanked Dan for attending the meeting.

Dan Sanders left the meeting.

26.12 COUNTY COUNCILLOR'S REPORT

No report received.

27.12 DISTRICT COUNCILLORS' REPORT

District Cllr Barrett advised that the new Chief Executive for the District Council had

been appointed. Although the position had been advertised externally, the successful applicant was an internal appointment, Diane Sheppard.

In East Wittering, negotiations in relation to the Youth Club were taking place between the Guides and WSCC with regard to the ownership of the building.

District Councillor Clementson stated that statistical information on all the parishes had been uploaded on to the Chichester District Council website, which might be useful if the Parish Council was considering completing a Neighbourhood Plan.

Cllr Clementson advised that until the LDF was adopted the District Council was in the unfortunate position that development in the District would be controlled by developers and the planning inspectorate, via the appeal system.

Facilitating Appropriate Development (FAD): Cllr Karn expressed concern that the Parish Council had not been notified when the District Council had adopted this policy. Cllr Clementson stated that the District Council considered it appropriate to put an interim policy in place to protect the area until the adoption of the LDF

District Cllr Clementson left the meeting.

28.12 MINUTES

11.12 (c) Wittering Youth Centre cheque number amended to read 300033

On a proposal by Cllr Bayley, it was **RESOLVED** to agree and sign the minutes of the meetings held 26th January 2012; this was duly completed.

29.12 MATTERS ARISING FROM THE MINUTES

All matters were covered by the Agenda.

30.12 PLANNING

1. Applications considered since the last meeting

E/11/05373/FUL

Mr G Morgan

Greenacres Almodington Lane Almodington Earnley

Partial rebuild of existing building, extension and alterations. (Retention of building for office/storage with alterations to fenestration.)

NO OBJECTION

E/11/05394/FUL

Mr Richard Valler

Marsh Farm Barn Drove Lane Earnley

Engineering works to ditches at Marsh Farm Barn, construction of a new vehicle access and track and retention of a hardstand.

The proposed works would result in the removal of the sites boundary hedgerow of low oaks and other bushes and shrubs that were beneficial to wildlife and screen the existing caravans. The Parish Council **OBJECT** to the proposed removal of the hedgerow as being detrimental to the rural character of the area. The Parish Council would respectfully request if permission was granted that a condition be imposed to require a new planting scheme.

E/11/04604/FUL

Mr J Clay

Redhouse Farm Bookers Lane Earnley

Erection of replacement agricultural barn and the installation of 204 solar photovoltaic panels on the southerly roof slope.

NO OBJECTION subject to Chichester District Council ensuring use of appropriate dark-coloured wall and roof cladding and the imposition of a condition limiting the use of the building to agricultural purpose in connexion with the existing agricultural use of Red House Farm only and for no other or any separate purpose.

2. Applications to be considered at the meeting

E/12/00733/DOM

Mr/Mrs Andrew Fitzgerald

Apple Trees 119 Almodington Lane Almodington

2 no. glazed dormers in place of existing velux's and new swimming pool domestic usage.

NO OBJECTION subject to a condition limiting the use of the office accommodation to the occupation to the dwelling house and no other purpose.

3. Update on decisions made by Chichester District Council

E/11/04604/FUL

Mr J Clay

Redhouse Farm Bookers Lane Earnley

Erection of replacement agricultural barn and the installation of 204 solar photovoltaic panels on the southerly roof slope.

PERMIT

E/11/05398/FUL

Mrs Beverley Cuthbert

Manor Farm House Clappers Lane Earnley

Remove agricultural occupancy condition (b) on planning permission E/5/49 with current certificate of Lawful Use or development reference E/06/00634/ELD.

PERMIT

E/11/05254/DOM

Mr Richard Farley

Elm Tree House Somerley Lane Earnley

Re-fenestration of building exterior. 2 storey extension. Demolition and replacement of rear extension and side conservatory.

PERMIT

E/11/05430/TCA

Mr Peter Chandler

Millfield Bell Lane Birdham

Notification of intention to fell 2 no. Leyland Cypress trees.

NOT TO PREPARE A TPO

E/11/05061/DOM

Mr And Mrs Colin And Caroline Durant

Dragon Cottage Third Avenue Batchmere

Detached garage / garden store with office over.

PERMIT

E/11/04991/DOM

Mr Gary Morgan

The Paddocks Almodington Lane Almodington Earnley

Raise height of pitch of garage roof by 350mm, 2 no. velux roof lights to west elevation and small window to gable north elevation. (Alterations to detached garage approved under E/10/01597/DOM.)

PERMIT

E/11/04792/DOM

Mr D Dudlyke

Hedgehog Hall Bell Lane Earnley

Proposed South East facing solar panels to roof of existing outbuilding.

PERMIT

E/11/03619/EXT

Mr Frederick Easton

Game Lodge Batchmere Road Almodington Earnley

Extension of planning permission E/07/03500/FUL - One for one replacement of existing dwelling.

PENDING DECISION

E/11/03255/FUL

LGM Developments

LGM Developments Greenacres Almodington Lane Almodington

Removal of timber framed building and 2 no. steel containers replace with a brick and tiled building.

PENDING CONSIDERATION

4. Appeals, licence applications and enforcement matters

E/09/00494/CONSH - Game Lodge Batchmere Road Almodington Earnley

E/18 Erection of building without planning permission

E/19 Without planning permission change of use of the land and stable buildings to use for leisure/clubhouse purposes

ENFORCEMENT NOTICES NOT COMPLIED WITH PROCEEDING TO PROSECUTION

Appeal Ref: app/L3815/A/2160759/NWF

SI/10/04990/FUL

Madestein UK Ltd

Easton Farm Easton Lane Sidlesham

Glasshouse, office building and associated works

Cllr Karn stated that during the public inquiry representatives of the Council attended every day. The appeal would continue for a further two days on 17th and 18th April. The inspector would be carrying out site visits to Tangmere and Runcton HDA and the proposed site.

Appeal Ref: app/L3815/C/12/2169349

E/10/00501/CONSRV – Land south of Sparrow Cottage Bell Lane Earnley

Without planning permission, change of use of the land to the storage of boats, motor vehicles, a trailer and a metal tank.

Appeal start date: 21 February 2012

5. Planning Correspondence

- a) Hedgerow in Clappers Lane – the Clerk had written to Chichester District Council. A response was awaited.
 - b) Tree preservation order – Earnley Concourse. The Parish Council was very pleased that Chichester District Council had taken the initiative to protect the trees within the complex.
6. Affordable Housing – the first meeting of the working party had taken place.
7. Neighbourhood Plans - it was noted that all councillors had read the publication produced by CPRE/NALC. The plan was meant to be a positive document which provides the local view on housing, infrastructure, and community facilities. The Parish had none of these facilities and was not aware of any pressure from residents to provide them. Additionally, the Parish consisted of three separate communities, which complicated matters.

It was noted that the Neighbourhood Plan was required to comply with the Local Development Framework (LDF) which Chichester District Council was in the process of producing. If the community was satisfied with the options provided in the LDF then there would be no requirement to complete a Neighbourhood Plan.

8. Wates Developments Beech Avenue Bracklesham

- a) Facilitating Appropriate Development – the Clerk recalled that the Council had asked whether the application complied with the 17 tests, in particular Coalescence of Settlements.
It was noted that a planning application had not yet been submitted.

9. Article 4 conservation area status – Cllr Field expressed concern that installation of solar panels appeared to be permitted development, including in conservation areas and on listed buildings. Concern was expressed that panels could potentially be installed on unlisted buildings within the conservation area. It was agreed that the Clerk write to Chichester District Council to request clarification with regard to what circumstances an unlisted building in a conservation area required planning permission to install solar panels, with special reference to Earnley and Somerley conservation areas.

CLERK

31.12 COMMUNITY ENGAGEMENT STRATEGY

On a proposal by Cllr Field it was RESOLVED to adopt the policy; Cllr Karn signed the document.

32.12 FINANCE

- a) Bank Balance – as at 22 March 2012

Current Account	£5,525.59
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- b) Approval of Parish Council payments and authority to sign cheques

	Total	Cheque No	
West Sussex County Council Pension Fund	64.93	300035	pension month 12
Mr D Goodman	75.00	300034	bus shelter cleaning 4th quarter
CommuniCorp	234.84	300036	Diamond Jubilee Mugs

SALC	15.50	300037	LCR subscriptions
Post Office Ltd	112.40	300038	PAYE
Bizcard UK	18.00	300039	photocopying
CPRE	29.00	300040	subscription
SEE Contracting Ltd	111.72	300041	street light - First Avenue
Mrs Louise Chater	55.02	300042	mileage, postage and anti-virus
West Sussex County Council Pension Fund	64.93	300043	pension month 1
Staples	91.63	300045	printer cartridges, paper and plastic pockets

On a proposal by Cllr Bayley, it was RESOLVED to make payment and sign the cheques including the additional payment for Staples as listed above. This was duly completed.

- c) Financial Report January and February 2012 – On a proposal by Cllr Bayley, it was RESOLVED to sign the Financial Reports for January and February 2012.
- d) Power of Well Being – adoption of the Power of Well Being – On a proposal by Cllr Field, it was RESOLVED to adopt the Power of Well Being.
- e) Diamond Jubilee grant from Chichester District Council – the Clerk advised that Chichester District Council provided a grant of up to £200.00 to be spent on Diamond Jubilee and Olympic celebrations. The Clerk had submitted a grant request towards the cost of the Diamond Jubilee mugs and had received confirmation of payment in the sum of £97.85, being 50% of the cost of purchasing the mugs. It was noted that if the Parish Council incurred any further expenditure for either event, another claim could be submitted.
- f) Website – the Clerk advised that she had received two quotes, the first was from Access-by-Design, the current website provider, to redesign the website to the parish council’s brief, in the sum of £1530.00 (plus VAT), and the current hosting fees would remain unchanged. The second from CS Design to set up a new website for the parish council in the sum of £250.00. There would be an additional charge of £150.00 per year to purchase the domain name and host the website; this is comparable to the annual charges from the current provider.

It was noted that the domain name Earnley.org was not available consideration to be given to alternative options earnleypc.org, earnleyparishcouncil.org, earnleyvillage.org or Earnley.net are currently available.

It was agreed that all councillors would review the local parish council websites provided by the two service providers. **ALL**

- g) SLCC – Faster Development, Higher Aims, Stronger communities Conference – Maidstone 28th March 2012 £65.00 (excluding VAT). It was RESOLVED that the Clerk attend the conference. **CLERK**
- h) Localism Conference – East Grinstead 20th April 2012 £85.00 (excluding VAT). It was RESOLVED that Cllr Simpson attends the conference. **CLERK/SS**
- i) First Aid at Work – Bracklesham Barn Bracklesham 8th March 2012 £55.00 (excluding VAT). It was RESOLVED that the Clerk attend the training session. **CLERK**

33.12 DIAMOND JUBILEE

It was noted that 26 orders had been received for jubilee mugs. Comments received from parishioners had all been positive. It was RESOLVED to place the minimum order from Clerk and Councils Direct for 36 mugs.

34.12 WEST SUSSEX COUNTY COUNCIL COMMUNITY ACTION PLANS

It was noted that the Clerk had submitted a response to the request for information for the highway priorities for those areas not included in the Community Action Plan area. No response had been received. It was noted that Cllr Field would raise the matter at the next CDALC meeting, which was due to take place on 26th March 2012.

CF

35.12 MEDMERRY MANAGED REALIGNMENT SCHEME

1. Medmerry Managed Realignment Scheme – Chichester District Council – Public Footpath 70 (Part) (Parish of Sidlesham) Diversion Order 2012 Number One – Public Footpath 75 (Part) (Parish of Sidlesham) Diversion Order 2012 Number Two. Deadline for representation no later than 17.00 12 April 2012.

It was noted that the proposed changes would have no direct effect on the Parish although it runs along the parish boundary. The Parish Council RESOLVED to make no objection to the proposals.

36.12 ENVIRONMENT REPORT

- a) Public Rights of Way – no report received.
- b) Hayden's & Morgan's Pond – no report received.
- c) Earnley Wildlife & Bio Diversity Group – no report received.

37.12 EMERGENCY PLANNING

It was RESOLVED to include information on emergency planning in a future edition of the Parish Council newsletter.

38.12 NEIGHBOURHOOD WATCH

Cllr Simpson stated that Yvonne and Dennis Fenter and PCSO Bainbridge were organising a meeting with the local co-ordinators. PCSO Bainbridge had been actively recruiting new members and co-ordinators in the Bracklesham area.

39.12 SOUTH CHICHESTER COUNTY LOCAL COMMITTEE

It was noted the draft minutes from the meeting held in February were available on the West Sussex County Council website.

40.12 ROAD SAFETY in the PARISH

1. Posts in Highway verge on Earnley Grange bend adjacent to Russ Auto – the Clerk advised that Steve Hodd at West Sussex County Council had investigated the matter and had reported that the land owner had installed the posts to prevent damage to the newly planted hedgerow.
2. CASPER – Cllr Bayley stated that he had made representation to the SCCLC meeting. As a consequence, a meeting had taken place with Dan Sanders, West Sussex County Council, and the matter was now moving forward. It was the County Council's intention to reinstate the use of CASPER and to analysis the data provided. Cllr Bayley reported that the police were keen to reinstate the use of SID on the Peninsula.

41.12 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS

- a) MSTaG – Cllr Field advised that the work was on schedule, the site was being photographed from the air once a month to produce a diary of the changes and a Bronze Age settlement had been discovered and it was hoped that an

exhibition would be organised. It was noted that the RSPB had taken control of Pagham Harbour and was proposing to improve the footpath network to connect to the Medmerry Realignment Scheme footpaths.

- b) Cllr Field stated he had attended a meeting between the residents of Bookers Lane and the Environment Agency to discuss the possibility of improving the drainage in Bookers Lane. The Environment Agency advised there would be no funding available from the Medmerry Scheme to improve the situation. However, the Environment Agency offered the use of their experts availability whilst the Medmerry Scheme was being implemented.
- c) Manhood Neighbourhood Plan for the peninsula to identify areas where the parishes would be happy to consider development: Concerns should be raised through the Manhood Peninsula Forum and CDALC. There was general consensus that planning should form a main item on all Peninsula Forum agendas, with the potential of a meeting exclusively for planning.
- d) Neighbourhood Management Panel – Cllrs Bayley and Simpson had attended the meeting. Janet Duncton, Chichester District Council cabinet member for planning and housing had observed the meeting.

42.12 CLERK'S REPORT AND CORRESPONDENCE

- 1. Street Lamp – 2 Bookers Lane – no further information available
- 2. Sussex Flag and Sussex Day – 16th June 2012 – the Clerk advised that she had received a free flag which it was hoped would be flown on Sussex Day. It was noted that there was no flag pole available within the parish.
- 3. Annual Meeting of Parish Electorate on 24th May 2012 – it was noted that Sue Allery, Water Efficiency Officer, Portsmouth Water had agreed to attend the meeting. It was agreed that the Clerk would advertising meeting with posters in Birdham Store, Central formerly Boughton's), Co-op and articles in the Local Rag and the Chichester Observer.

The meeting closed at 9.22pm

Signed Chris Bayley - Chairman Dated 24th May 2012