



FITTLEWORTH PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21ST SEPTEMBER 2009 at 8.30pm in the Pavilion Building.

Present: Dr A Poole, Mr M Allin, Mr J Barstow, Mr A Butcher, Mrs S Dipper, Miss J Hawkins, Mr J Mills and Mr P Stanforth.

In Attendance: Cllr. J Duncton (CDC), Mr J Butler and Mr P Henderson (Clerk).

109/9. To Receive and Approve Apologies for Absence: Apologies were received and accepted from Mrs H Barkworth.

110/9. Declaration of Personal and Prejudicial Interest: There were none.

111/9. Minutes of the Previous Meeting:

The minutes of the previous meeting held on 20th July 2009, and previously circulated, were accepted as a true record of the meeting and were signed by the Chairman. (Proposed by JM and seconded by JB).

112/9. Matters Arising from the Minutes:

Re 98/9 – The damage to the Pavilion fascia board had been reported to the police by the Clerk. The damage had been repaired at a cost of £80.00 gross.

Re 98/9 - The missing dome from the slide complex in the playground had not been replaced. The Clerk had been unable to contact Universal Play.

Re 98/9 – Mr J Edgar had been informed that the tree in Birchwoods was not considered to be a hazard.

Re 100/9 – The Sports Association had been informed of the Council's decision re the payment of the boiler repairs/service and the most recent accounts.

Re 101/9(5) – Mr & Mrs Lewis and Mr & Mrs Welfare had been informed that the Council had no intention of allocating an area in St Mary's as an official car park.

Re 101/9(7) – Nancy Allen had been thanked by the Clerk, on behalf of the Council, for the work carried out in Alley Dick. At a meeting on site, the condition of a tree on the east side was discussed. The ownership of the west side was being investigated.

102/9(c) – The insurance company had been contacted regarding the 'Swan Sign'. They stated that no claim could be made as the problem was due to natural wear and tear. If the sign was replaced, it should be inspected visually from the ground once every 3 months and manually (close to) once a year. Accurate records of such inspections must be kept. The photographs supplied by AB proved to be a great help.

106/9(a&b) – The 3 new benches had been included on the insurance policy and the 'Other Sports Surfaces' removed as the Council had instructed. A refund of £125.13 had been received.

Re 101/9(3) – AP had submitted an article to the Village Magazine but it had been edited out. It is to be included in the next edition.

Re 101/9(7) – AP reported that the blocked drain under School Lane had been cleared by WSCC.

113/9. Health and Safety:

The Clerk had previously circulated details of the current situation. Since the last meeting inspection reports had been received for the Playground (AP), The Triangle (JM and AB) and Hesworth Common (MA).

- In his inspection report MA stated that beaters had been stolen from Hesworth Common and that a new swing had been erected.
- The damaged fascia board on the Pavilion had been repaired.
- The missing dome from the small slide complex had not been replaced as the Clerk was unable to contact Universal Play. The missing item is not thought to be a health hazard.
- The vandalised wire netting had been replaced.
- The trees at the Centenary Garden had been pruned by MA and JM.
- The 'Swan Sign' had been replaced.
- The playground had been inspected by ROSPA. Four faults of 'low category' had been noted.
- The Clerk was asked to thank Les Mann for the cleaning work done on one of the centenary benches. **Clerk to Action.**

114/9. Planning.

AB updated the meeting on the progress of applications currently being considered.

a) Ongoing Applications

1. River lodge, Hesworth Common Lane – Alteration to ancillary building and provision of a loggia extension and kitchen extension. **The PC has No Objections. PERMIT**
2. River Lodge, Hesworth Common Lane – Removal of slate roofing and replacement over insulation on repaired oak frame. Replacement of double doors, infill one window and provide new glazed door. Construct new lean to glazed link from extension to main house. **The PC has No Objections. PERMIT**
3. Rough Meadow, Wakestone Lane, Bedham – To build a single storey extension to side of existing dwelling with vaulted ceiling and extending bedroom at rear. **The PC has No Objections. PERMIT.**
4. Mants, Wakestone Lane – Proposed single storey oak framed building for use as a studio. **The PC has No Objections. PERMIT.**
5. Coombe Cottage, The Fleet – Replacement of plastic windows with wooden windows. Also to change modern storm proof windows to traditional style windows. **PC has No Objections. PERMIT.**

b) New Applications

1. Woodside Cottage, Lower Street – notification of intention to crown reduce by 33% 1 No. Sycamore Tree. **The PC has No Objections. APPLICATION WITHDRAWN.**
2. The Grange, Hesworth Common Lane – Notification of intention to fell 1 No. Walnut tree. **The PC has No Objections. NO TPO TO BE PREPARED.**
3. 5 Coates Castle – Relocation of domestic heating oil tank within the cartilage of a listed building. **PC has No Objection but record that the eaves will require cladding in accordance with section 4 of Appendix A. No decision by CDC.**
4. Fittleworth Recreation Ground – Erection of 1 no. Floodlight post to illuminate the area used for football training sessions one evening a week from 6.30pm to 9.30pm. **To be considered by PC.**
5. Woodend, Lower Street – Notification to reduce crowns by 33% on 5 no. Sycamore Trees. **To be considered by PC.**
6. Applejacks, The Fleet – Two storey side extension. **To be considered by PC.**

115/9. Finance:

a) Permission was received from AP and PS to pay the following during August.

1. Horsham Fencing – Repair of playground fence - £391.00 (gross)
2. P Henderson – Clerk's wages and expenses for August - £332.43.
3. Howards – Maintenance Contract for July - £462.88 (gross).

b) It was resolved to pay the following invoices. Proposed by AB and seconded by JM).

1. Mazars – External audit fees - £178.25 gross.
2. Howards – grass maintenance contract for August - £462.88 gross.
3. Wizard Windows – repair of damage to the fascia board of the Pavilion - £80.00 gross.
4. Fittleworth Village Hall – Hire of the hall between December 2008 and March 2009 - £17.50.
5. Fittleworth Village Hall – Electricity for Car Park Light between 23rd September '08 and 26th March '09 - £18.22.
6. P Henderson - Clerk's Wages and expenses for September 2009 - £332.43.
7. Public Works Loan Board – Loan repayment due on 21st September **by direct debit** - £618.97.
8. SALC – Clerk's Course on 28th September - £51.75 (gross).

c) Income Received since the last meeting

1. Sports clubs Association – Quarterly rent - £750.00
2. Came & Company - Insurance refund - £125.13
3. COIF Dividend - £12.28.
4. COIF Dividend - £4.81.

d) Budget v Expenditure

Up to date copies were distributed to the meeting. PS requested that the Clerk complete the 'anticipated expenditure' column as far as possible. **Clerk to Action.**

116/9. Correspondence:

1. It was resolved that two copies of the CDC Local Development Framework – Draft Statement of Community Involvement be purchased at a cost of £6.00. **Clerk to Action.**
2. BT had invited the Parish Council to purchase the telephone kiosk outside the Village Hall for a fee of £1.00.

On payment, BT would remove the telephony and transfer ownership to the PC. (see Agenda item 15).

117/9. Reports:

- AP had attended a Police Consultation Meeting in Fittleworth on 1st September. A full report of proceedings had been circulated to members.
- AP had attended a Petworth parking meeting in Petworth on 15th September. A full report of the proceedings had been circulated to members.
- MA reported that the next Hesworth Management meeting would take place on 8th October and the next working day on 11th October.
- PS reported to the meeting on the proceedings of a Housing Development meeting on 15th September.
 - a) CDC now had a 5 year land supply since the Graylingwell site had come on line.
 - b) Developments outside of the settlement areas will not now happen unless they are solely for affordable housing. The site adjoining Fleet Cottage would therefore only get support from CDC if it was for affordable housing.
 - c) The housing needs register in CDC had increased from 2500 to 6500 in the last year.
 - d) Those households wishing to live in Fittleworth and who have local connections had increased to 39.
 - e) Sam Irving (CDC Housing Enabler) urged the working group to pro actively look for sites that would produce 10 new homes.
 - f) It was recommended by the Parish Council that the Housing Development Working Group should contact local large landowners in order to gain their reaction to Mr Irvine's proposals.

118/9. The Swan Sign:

The Clerk informed members that The Swan Sign had been replaced above the arch on Monday 24th August by the management of The Swan. As the replacement of the sign had not been discussed by the PC and no decision taken, the Clerk was asked by JM to write to The Swan management to ask if a decision to replace the sign could be delayed until after the September meeting when a PC decision would be made regarding its future. It was pointed out that as the arch was Council property he was not within his rights to replace the sign without permission. The letter was disregarded.

AP had unearthed the minutes of the PC meeting of 20th March 2000 in which it states that the placement of the sign was subject to a planning application by Whitbread's Brewery. The ownership and responsibility for the sign was therefore the present owners of the Swan.

Following discussion, it was agreed that JM, AB and the Clerk should meet with the management of The Swan with a view to agreeing ownership of the sign, the frame and future responsibility for their maintenance. **JM & AB to Action.**

119/9. Youth Shelter and Youth Provision:

SD reported that parents and children had met and looked at the proposed site.

120/9. Vandalism and Rubbish Dumping:

Since the visit by Graham Nunn from CDC to the July meeting, JM reported that there had been no obvious signs of fly tipping around the village.

121/9. Sports Clubs Association Lease:

PS reported that he had exchanged phone calls with Mr B Stokes regarding the lease and that a meeting was to be arranged in the near future. **PS to Action.**

122/9. Alley Dick:

AP explained to the meeting that Nancy Allen had cleared the ditch to the west and east of School Lane. However, in so doing she had removed the verge of earth from between the pathway and the ditch on the east side. There was now the possibility of someone falling into the ditch and technically there was a Health and Safety problem.

The meeting agreed that;

- A chestnut fence be erected along the ditch from School Lane to its eastern most limit at an approximate cost of £150.00. **MA to Action.**

- Part of a tree growing out of the ditch be made safe and overhanging branches removed at an approximate cost of £280.00. **MA to Action.**

123/9. Telephone Kiosk:

The BT offer that the telephone kiosk outside the Village Hall should be purchased for £1.00 was discussed.

- JB queried whether the box should be sold or removed at all.
- PS posed the question regarding its future use following possible purchase.
- JH thought that the kiosk ought to be purchased.
- SD suggested that the details of the scheme be published in the Village Magazine together with the proposal that the Parish Council buy the kiosk and then offer it for sale to anyone interested in removing it. It was agreed that MA and AP should formulate an article for publication in the magazine and on the website. **MA and AP to Action.**

124/9. Items for inclusion on the Next Agenda:

1. The Swan Sign.
2. Youth Shelter.
3. Sports Association Lease.
4. Telephone Kiosk.

125/9. It was agreed that the next meeting would take place at 7.30pm on Monday 19th October 2009 in the Pavilion Building.

The meeting closed at 9.56pm

P Henderson 22-09-09