

CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 3rd February 2016 in Hermon Cottage

Present: Cllr. John Overall (Chairman) Cllr. David Scott Dist. Cllr. Gary Curtis Cllr. Chris Thomas Cllr. Martin Holgate 11 Members of the Public Cllr. Julian Goodliffe Mrs Carol Hodgson (Clerk/RFO)		Apologies: Co. Cllr. Kathryn Field PCSO Daryl Holter Cllr. Rachel Tottman
No.	Agenda Item	Action
1.	Apologies and reasons for absence. Cllr. Field was not well and PCSO Holter was not on duty	
2.	Members to agree the minutes of the Parish Council meeting on 6th January 2016 RESOLVED: The minutes were agreed and signed.	
3.	To receive declarations of interest on agenda items. Cllr. Goodliffe declared a personal interest in:- <ul style="list-style-type: none"> Item 20 – Village Hall as a Trustee and Parish Council’s representative Item 7.1a – As a resident in Skinner Lane Cllr. Overall declared a personal interest in:- <ul style="list-style-type: none"> Item 7.1a – As a resident in Skinner Lane 	
4.	Public participation session re matters on the Agenda at the Chairman's discretion. There were 11 members of the public present in relation to planning applications 7.1a Skinners Lane. The Chairman agreed to adjourn the meeting when this item was reached to allow them to speak.	
5.	To receive any external reports. <ul style="list-style-type: none"> Cllr. Curtis had reported the broken ‘Village Hall recycling area’ direction sign to the Rother DC and was waiting to hear back. Both Rother DC’s Environmental Health Department and the Environment Agency were investigating the concerns raised in relation to the activities at Twisly Oak Farm. 	
6.	Matters arising <ol style="list-style-type: none"> To receive an update on concerns raised in relation to Twisly Oak Farm. Cllr. Curtis had updated Parish Council under item 4. To receive an update on Parish Council’s website. The new website was nearing completion and should be launched very soon. To receive any applications for the casual vacancy on Parish Council. No further applications had been received. Parish Council had received notification from Cllr. Rachel Tottman that she would be stepping down from her post with immediate effect. RESOLVED: To notify Rother DC of the Casual Vacancy and to continue advertising for the existing Casual Vacancy. To set a date for the Annual Parish Assembly and discuss promoting the event. RESOLVED: To set Wednesday 13th April 2016 as the date for the Annual Parish Assembly and issue details in the next Newsletter. 	
7.	Planning	
7.1	To consider response to planning applications. <ul style="list-style-type: none"> <u>RR/2015/3119/P</u> - Skinners Lane - Land at, Catsfield Outline: Development of twelve private dwellings incorporating four affordable housing units. Applicant: Mr Colin & Mrs Rosellen Dorling Cllr. Overall gave an overview of the planning history on this site. He advised Members of the Public that Parish Council was aware of the objections they had submitted to Rother DC and asked if there were any further comments they wished to make. The meeting was adjourned at 7.45pm to allow members of the public to speak. Residents from Skinners Lane made the following comments :- <ul style="list-style-type: none"> Previous planning applications for 6 bungalows had been refused and the subsequent appeals dismissed. Parish Council explained when the planning application for 6 bungalows was submitted the site had not been designated as an approved site for development in the SHLAA, which it now has. The application states there is no wildlife on the site but ‘Salamanders’ had been seen. Previous issues raised in relation to drainage had not been addressed – photos were shown of a recent incident of flooding in Skinners Lane. Parish Council also felt that the geology had not 	

been adequately dealt with.

The applicant advised that experts had been on site to address the issues of drainage but were unfortunately not available to answer questions at the meeting.

- It was generally felt that application was not significantly different to the previous application.
- The Transport Report claimed the 50 additional car movements the development would create was not considered excessive but existing Skinners Lane residents considered it to be excessive.
- No thought had been given to the infrastructure. The school is full, pre-school provision is limited, no local Doctors surgery etc.

The meeting reconvened at 8.00pm.

RESOLVED: Parish Council sees no significant change from the previous application RR/2015/1418/P, though withdrawn was being recommended for 'Refusal' by planning officers. Parish Council continues to object to the proposed plan for 12 dwellings but as before is amenable to a less dense development that will be more in keeping with the surrounding neighbourhood. We are particularly concerned that the technical issues in relation to foul and surface water drainage have not been sufficiently addressed.

- [RR/2015/3031/P](#) - Broomham Cottage, The Green, Catsfield
Erection of detached ancillary building.

Applicant : Mr & Mrs M Condon

Cllr. Thomas reported.

RESOLVED: Parish Council has no objections to this planning proposal.

- [RR/2016/67/P](#) - Senlac Wood Holiday Park, Main Road, Catsfield
Variation of conditions 4, 6 & 7 of planning permission RR/77/1138 to; increase site capacity to 45 caravans, 20 tent pitches and 10 static mobile homes; allow winter stay of caravans (unoccupied); increase tent period on site from 21 to 28 consecutive nights.

Applicant : Mrs Marie Gibbs

Cllr. Thomas reported.

RESOLVED: Parish Council objects to this planning proposal for the following reasons:-

- 1) There will be an increase in traffic movements which will create a hazard around the entrance to the 'Holiday Park'.
- 2) There is a significant increase in the site capacity.
- 3) The introduction of static mobile homes changes the site from being 'touring' to 'residential'.

- [RR/2016/123/FN](#) - South Wood, Catsfield

Erection of clear span Romney Hut type structure

Applicant : Duncans Wood Ltd (Mrs Christine Duncan-Brown)

Cllr. Thomas reported.

RESOLVED: Parish Council has no objections to this planning proposal.

- [RR/2016/160/P](#) - Covertside, Powdermill Lane, Catsfield

Demolition of existing dwelling and construction of new two storey detached 4 bedroom house and double garage.

Applicant : Scott Anthony & Jodee Lavocah

Cllr. Thomas reported.

RESOLVED: Parish Council has no objections to the replacement of the existing dwelling but is concerned that the proposed replacement is over development of the site.

7.2 Neighbouring Planning Application:-

- a. [WD/2015/1949/MAO](#) – Land at Potmans Lane, Ninfield. TN39 5JL

Proposed frontage development comprising a mix of two, three and four-bedroom detached and semi-detached houses.

Applicant : Beech Homes Ltd

Parish Council discussed the development and had no comments to submit.

7.3 To receive advice of decisions on previous applications.

- a. [RR/2015/2761/TN](#) - Redcoat Farm - opposite, Catsfield Road, Catsfield

Installation of High Speed Broadband Cabinets.

Outcome : Telecom – Planning not required ([Decision notice](#))

Noted

7.4	<p>To receive advice on current enforcement orders</p> <p>a. ENF/176/15/CAT - Senlac Wood Caravan Park Complaint : Additional Pitches, 8 Static Caravans, Additional Area For Tourers And Tents Status : Application received Noted</p> <p>b. ENF/13/16/CAT - Twisly Oak Farm Complaint : Importation And Processing Of Timber, Storage Of Skips And Waste Materials. Lapsed Planning Permission For Farm Shop (RR/2012/290/P) Noted.</p>	
7.5	<p>Community Benefit Offer from Lightsource Renewable Energy Ltd. re: St Francis Farm Solar Farm Dev.</p> <p>a. To receive discuss any proposals for the disbursement of the Community Benefit. RESOLVED: Cllr. Goodliffe will discuss a proposal to remodel Hermon Cottage with the Village Hall Committee at their next meeting.</p>	
8.	<p>Neighbourhood Planning</p> <p>a. To receive an update on Local Planning and Site Allocations project with Rother DC. Rother DC is currently revising the timetable Development and Site Allocations Plan (DaSA). RESOLVED: To contact Roger Comerford - Principal Planning Officer at Rother DC for an update on the DaSA and what the current position is with the Skinners Lane & FGS sites.</p> <p>b. To receive an update on the Catsfield 'Local Action Plan' (Re: The Catsfield Parish Survey). From the 'The Catsfield Parish Survey' several possible projects had been identified to improve the quality of life in Catsfield. RESOLVED: To review the outcomes for inclusion in the Catsfield Local Action Plan.</p>	
9.	<p>Newsletter</p> <p>a. To receive the latest newsletter RESOLVED: The next Newsletter to include details of the forthcoming Annual Parish Assembly and also the Casual Vacancy's on Parish Council.</p>	
10.	<p>Emergency Plan</p> <p>a. To receive any further updates. Cllr. Overall reported from the last RALC Meeting that town and parishes were being encouraged to revisit and update their Resilience Plan. Rother DC has a Resilience Plan but it is important to have a more local plan for emergency situations. Cllr. Goodliffe reported that he was in the process of updating the Catsfield Parish Emergency Plan.</p>	JG
11.	<p>Highway Matters</p> <p>a. To receive an update on the traffic calming measures project outside Catsfield CEP School. Cllr. Scott reported the results of the village consultation on the proposed traffic calming measures to be implemented in Church Road had been forwarded to ESCC Highways. Brian Banks - Team Manager Road Safety at ESCC dealing with the project, was on leave at present.</p> <p>b. To receive an update on the traffic calming proposals on The Green. Cllr. Scott reported that he was liaising with the local Highway Steward to how some inexpensive traffic calming measures could be implemented.</p> <p>c. To receive any other reports. There were no further reports received.</p>	DS DS
12.	<p>Community Speed Watch</p> <p>a. To appoint a coordinator. Catsfield Community Speedwatch was currently without a Coordinator following the resignation of Cllr. Tottman. RESOLVED: To advertise for a Speedwatch Coordinator in the next Newsletter and at the Annual Parish Assembly.</p> <p>b. To receive any reports. There were no further reports received.</p>	
13.	<p>Playing Field and Pavilion</p> <p>a. To receive an update on the car parking improvements at the playing field entrance area. Cllr. Scott reported that due to no response by Geewoods Construction Ltd a further quote had been obtained from Arrowhead Landscapes. This amounted to £4,557.49 + VAT (Compared to Geewoods at £3,600 + VAT) but included deeper foundations for parking area to the right before the entrance gate, but did not appear to allow for resurfacing of the existing access tarmac. RESOLVED: To ask Arrowhead Landscapes to clarify and revise their quote. To confirm that</p>	DS JG

	<p>they are an ESCC 'Approved' Highways Contractor and to provide details of their public liability insurance. Parish Council would continue to invite further quotes.</p> <p>b. To receive an update on a header board for the new notice board. Greenbarnes Ltd – supplier of the original noticeboards had quoted £229.78 + VAT to supply two header boards printed with 'Catsfield Parish Council'. RESOLVED: To accept the quote from Greenbarnes Ltd to supply two header boards printed with 'Catsfield Parish Council' in white lettering at £229.78 + VAT.</p> <p>c. To receive an update on installing a rainwater gutter system on the playing field storage shed Cllr. Goodliffe was chasing-up the supplier to commence work.</p> <p>d. To receive any reports on the dog fouling at the playing field. No further comments had been received.</p> <p>e. To receive any other reports. There were no further reports received.</p>	
14.	<p>Playground Sub-Committee</p> <p>a. To receive the latest Recreation Ground Inspection. Cllrs. Thomas and Holgate reported on their playground inspection. There were no obvious signs of dog fouling. The roundabout had seized up. There were still concerns regarding the safety surfacing around the play equipment which is sinking. The Cricket Nets at the far end of the playing field were in need of repair. The goal posts need painting. One of the wooden benches had a bolt protruding. There were also slats missing on some benches. There were gaps in the stock fencing on the boundary line near the gym, which was leaving barbed wire exposed. RESOLVED: To request a site visit from Playdale (who supplied and installed the play equipment and safety surfacing) to review the safety surfacing and the roundabout. To liaise with the Cricket Club about the damaged Cricket Nets. To arrange for the benches to be repaired.</p>	CT/MH
15.	<p>Hedgerows and verges</p> <p>a. To receive any reports There were no updates to report.</p>	CT
16.	<p>Open Spaces</p> <p>a. To receive any reports. Cllr. Scott reported he is working on the Catsfield road sign which has proved a challenge in obtaining the correct designated colours.</p>	DS
17.	<p>History Centre</p> <p>a. To receive any reports. Mrs. Bodey reported that the History Group was still carrying on with archiving. They are starting to prepare for an exhibition next year. Details will be released at a later date.</p>	
18.	<p>Village Hall Car Park</p> <p>a. To receive an update on the external lighting requirements in the Village Hall Car Park. Cllr. Goodliffe had no further updates to report. Cllr. Thomas reported that he had been contacted regarding concerns on the proposed external lighting in the Village Hall Car Park. Residents were concerned that these would be shining into their properties. He had also received a complaint regarding the updated lighting outside the Village Hall which was shining into neighbouring resident's gardens at night.</p> <p>b. To receive an update on the following items:</p> <ol style="list-style-type: none"> i. Signage ii. Rules and regulations iii. Risk Assessment <p>Cllr. Goodliffe had no further updates to report.</p> <p>c. To receive an update on the repair work required to the perimeter fencing in the Car Park. Cllr. Goodliffe reported that he was obtaining photographs of the damaged fence to send to Littlewoods for a quote to supply and repair. Under the terms of the Lease with Rother DC, Parish Council would be able to recover 70% of the costs. Rother DC's Village Hall Car Park Condition Survey in 2014 had noted that the post to the fence in question was requiring some attention.</p>	JG JG

19.	Village Hall a. To receive any reports from meetings. Cllr. Goodliffe reported from the last Village Hall meeting. The Pre-School were in need of more storage space, which had highlighted other general storage problems. Routine maintenance was behind schedule due to Village Hall Caretaker being out of action.	JG													
20. 20.1 20.2 20.3 20.4 20.5	Finance <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">a. Southern Counties Fuels</td> <td style="width: 40%;">Heating Oil</td> <td style="width: 30%; text-align: right;">£242.81</td> </tr> <tr> <td>b. Surewaste (Sussex) Ltd</td> <td>Fortnightly waste collection</td> <td style="text-align: right;">£ 70.20</td> </tr> <tr> <td rowspan="3">c. Carol Hodgson</td> <td>Salary – January 2016</td> <td style="text-align: right;">£363.55</td> </tr> <tr> <td>Qtly PAYE (Oct-Dec15)</td> <td style="text-align: right;">£ 15.00</td> </tr> <tr> <td>Microsoft 365 Annual Subs</td> <td style="text-align: right;">£ 79.99 £458.54</td> </tr> </table> <p>RESOLVED: The payments list was agreed and the cheques were signed.</p> <p>20.2 To ratify a decision made at the meeting on 6th January 2016 to amend a cheque payment payable to Mrs. Carol Hodgson from £1089.32 to £1051.33 RESOLVED: The decision made at the meeting on 6th January 2016 to amend a cheque payment payable to Mrs. Carol Hodgson from £1089.32 to £1051.33 was ratified.</p> <p>20.3 To receive the monthly statement of accounts to 28-Jan-16 Received and noted.</p> <p>20.4 To appoint an internal auditor Parish Council’s current Internal Auditor Alison Hillman had advised due to work commitments she would no longer be providing audit services with immediate effect. RESOLVED: To appoint Mr. Keith Robertson as Internal Audit for the year ending 31st March 2016.</p> <p>20.5 To receive a quote for producing Parish Council ID cards RESOLVED: To purchase ID cards for Councillors and The Clerk @£7.50+VAT</p>	a. Southern Counties Fuels	Heating Oil	£242.81	b. Surewaste (Sussex) Ltd	Fortnightly waste collection	£ 70.20	c. Carol Hodgson	Salary – January 2016	£363.55	Qtly PAYE (Oct-Dec15)	£ 15.00	Microsoft 365 Annual Subs	£ 79.99 £458.54	
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21.	Any other business / reports I. Queens 90 th Birthday Beacons – 21 st April 2016 Details Noted II. ESCC public consultation - Proposed changes to library opening hours Details Noted III. Rother DC - Promoting collective energy Details Noted IV. Rother DC - Draft Revenue Budget and Council Tax Consultation 2016/17 Details Noted	ALL													
22.	Future Agenda Items There being no further business, the meeting closed at 11.11pm														

Chairman.....

Date.....