

ANSTY AND STAPLEFIELD PARISH COUNCIL

The minutes of the meeting of Ansty and Staplefield Parish Council held in the Committee Room above **Ansty Village Hall** on **Monday 12th November** at 7:30pm.

Members present: Brad Williams (Chairman), Bob Birthwright, Crispin Salimbeni, Maria Fielding, Dhana Mahendran, Simon Stokes, Jon Gilley, James Steadman.

Also present: Liz Bennett (Clerk). Pete Bradbury MSDC and WSCC Councillor, two members of the public.

Public Session.

Bob Birthwright spoke as a member of the public. He would like to place 10x2 bedroom affordable houses on the land next to Staplefield Village Hall in order to meet the need for affordable housing. The houses would be for people with a local connection for in perpetuity. The scheme would mean designating the site as a Rural Exception Site. The Housing Enabling Team at MSDC have confirmed that there is always a need for affordable housing and Bob also believes that staff at Brantridge School might be interested in living in the village. Evidence in the Neighbourhood Plan showed that young people are leaving the parish at a rate of 11 per year. Nothing has been built in Staplefield since 1963.

Scott House from Southern Housing Group provided additional information and explained the different types of affordable housing which can include shared ownership and renting. The site would include a mix of tenures. On this site the shared ownership scheme would mean that people could only ever buy a maximum of 80% of the property. This can be sold on or bought back by the Housing Association, meaning that it will always remain as affordable housing, but will help people to get on the property ladder.

1. Apologies for absence.

Apologies were accepted from Andrew Keiller.

2. Declarations of interest in items on the agenda.

Jon Gilley and Crispin Salimbeni declared that they are Parish Council nominated members of Ansty Village Centre CIO.

James Steadman and Simon Stokes declared that they are Parish Council nominated members of Ansty Village Hall Trust.

Bob Birthwright declared a prejudicial interest in agenda item 4, because he is the owner of the site. Crispin Salimbeni and Maria Fielding also declared interests in agenda item 4 because they are trustees of Staplefield Village Hall.

Maria Fielding and Crispin Salimbeni declared personal interests in agenda item 6d. Crispin owns a field adjacent to the school and Maria has a child at the school.

Crispin declared a personal interest in agenda item 6e because he is a near neighbour.

Bob Birthwright declared a prejudicial interest in agenda item 7 because his brother in law has quoted for the work at the pavilion.

All other member interests are shown in their Register of Interests.

3. Minutes of the meeting held on 15th October 2018.

The minutes were AGREED and signed by the Chairman.

4. Outline proposal for 10 x 2-bedroom affordable housing units at land next to village hall in Staplefield.

Bob Birthwright declared his interest and left the room for the duration of the discussion.

The Clerk explained that Rural Exception Sites are sites that would not normally be given permission for housing but may be used for the development of affordable housing for local people in perpetuity. They can only be developed with the support of the parish council. They are developed in response to an identified local housing need and MSDC has confirmed that this would be through a Housing Needs Survey. The last one was conducted in 2012 and would be considered out of date. There are currently 5 affordable houses in Staplefield and 6 in Ansty. A further 10 will be provided on a development site in Ansty. There are also large peripheral developments at Rocky Lane and the Northern Arc which will provide a significant number of affordable houses.

It was agreed that the peripheral developments are a long way from the settlements in the parish and that affordable housing provision in the settlements should be considered. The survey could identify the need in different areas, although caution will be needed with interpreting this because the actual number of responses spilt by area could be very small.

A Housing Needs Survey will cost £3500 to £4000 and MSDC have indicated that they might be able to split the cost of this with the parish. It was agreed that the Parish Council cannot consider supporting the proposal without the evidence from the survey.

Pete Bradbury said that MSDC will be asking parishes to refresh their Neighbourhood Plans and that a new survey might be needed as part of this work anyway.

The Clerk was asked to write to Pete to ask if MSDC could provide the funding for the survey. The Clerk will also find out when the Neighbourhood Plan refresh is likely to be needed.

5. Planning decisions.

The following applications were noted:

- a. Appeal Ref: APP/D3830/W/18/3197630. Land to the north of Anstye Place, Cuckfield Road, Ansty RH17 5AJ. The appeal is dismissed and planning permission for the erection of 5No. detached dwellings each with a balcony to first floor, consisting of 2No. 3 bed, 1No. 4 bed with integral garage and 2No. 5 bed with integral garages. Also, the creation of a new vehicular access and associated hard and soft landscaping works is refused.

- b. DM/18/3438 and DM/18/3455 Description: Erection of a single storey extension to the rear (east) elevation. Location: Moorfields Farmhouse, Broxmead Lane, Cuckfield. Listed Building Consent and planning permission granted.
- c. DM/18/0171 Description: Expunging of section 52 legal agreement (completed under planning permission CD/3/80) following the granting of planning permission (DM/17/4044) to demolish granary cottage. Location: Barnsnape Farm Barn, Broxmead Lane, Cuckfield. The Section 52 Legal Agreement dated the 14th July 1980 associated with planning permission CD.3.80 relating to Barnsnape Farm, Broxmead Lane, Cuckfield is hereby discharged to allow for permissions DM/18/2159 and DM/18/2168 to be carried out.
- d. DM/18/2159 and DM/18/2168 (Listed Building Consent. Description: proposed conversion, alterations and extension to redundant agricultural buildings to create a single residential dwelling (incorporating demolition of detached modern domestic outbuilding) and associated works (amendments to planning ref: DM/17/4044). Location: Barnsnape Farm Barn, Broxmead Lane, Cuckfield. Granted.
- e. DM/18/3787 Description: proposed 2 storey side extension and single storey rear extension. Location: 1 Paynes Place Cottages, Cuckfield Road, Burgess Hill. Granted.
- f. DM/18/3986 Description: front side extension - crown roof to incorporate the Sussex style. Location: Sherwood, Bolney Road, Ansty. Granted.

6. Planning applications.

- a. DM/18/4132 Application Type: Full Application. Proposal: Proposed development of 25 residential dwellings on land east of Valebridge Road with the demolition of Pump House and Nuggets. Site Address: Pump House Valebridge Road Burgess Hill. The Parish Council object to this application because the site was not allocated in the Neighbourhood Plan. If the application were to get permission, they request that s106 money is allocated to the Ansty Village Centre project.
- b. DM/18/3981 Application Type: Full Application. Proposal: Conversion of old milking parlour and cow byre into one office. Site Address: Brooklands Farm, Rocky Lane, Haywards Heath. No objection.
- c. DM/18/4310 Application Type: Householder Application Proposal: New single storey detached ancillary building to provide two car park spaces in open bay carport and storage for a tractor including workshop & maintenance area. Site Address: Apple Tree Cottage, Deaks Lane, Ansty. This application has subsequently been withdrawn by MSDC.
- d. DM/18/4313 Application Type: Full Application Proposal and DM/18/4340 Listed Building Consent. Replacement timber window. Site Address: St Marks Primary School Brantridge Lane Staplefield. No objection.
- e. DM/18/4484 Application Type: Trees in a Conservation Area Proposal: 4 x Cypress Trees reduce by 13m to hedge level height of 2m. 1 x Eucalyptus Tree - fell. Site Address: Silver Birches Handcross Road Staplefield. No objection.
- f. DM/18/4495 Application Type: Listed Building Consent Proposal: Rendering and painting is proposed on ground floor external walls of house on West, South and East Elevations. It is proposed the external Southern and Eastern elevation will be tile hung at first floor level. Site Address: Little Ashfold Farm, Cuckfield Road, Staplefield. No objection.
- g. DM/18/4500 Application Type: Listed Building Consent Proposal: Replacement of the existing front door porch canopy with a timber post and pitched roof porch. Site Address: Little Ashfold Farm, Cuckfield Road, Staplefield. No objection.

- h. DM/18/4498 Application Type: Listed Building Consent Proposal: Proposed erection of a staircase from the first-floor landing to the second-floor attic room. Site Address: Little Ashfold Farm, Cuckfield Road, Staplefield. No objection.
- i. DM/18/4499 Application Type: Listed Building Consent Proposal: Relocation of two new internal doors in existing barn approved under applications DM/17/3667 and DM/17/3673. Site Address: Little Ashfold Farm, Cuckfield Road, Staplefield. No objection.
- j. DM/18/4530 Application Type: Lawful Development Certificate Proposal: Lawful Development Certificate for the addition of timber panelling to the living room and playroom on the ground floor of the house. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the proposed use cannot be taken into account. Site Address: Little Ashfold Farm, Cuckfield Road, Staplefield. No objection.
- k. DM/18/3052 Application Type: Outline Application Proposal: Outline planning application for 27 new dwellings, including 30% affordable housing with access via Isaac's Lane, the provision of public open space, associated infrastructure and landscaping. All matters reserved except for Access. Amended plans showing revised layout and additional information received 8th November. Site Address: Woodfield House Isaacs Lane Burgess Hill. The Parish Council object to this application because the site was not allocated in the Neighbourhood Plan. They are also concerned that the access is on a sharp bend and potentially dangerous. If the application were to get permission, they request that s106 money is allocated to the Ansty Village Centre project.

7. Maintenance work at Staplefield Pavilion and drainage of pavilion water tank.

Bob Birthwright declared his interest and left the room for the duration of the discussion.

It was agreed that only the most essential work should be carried out at this stage. Crispin Salimbeni agreed to take another look at the pavilion and draft a specification. He will also look at whether the pavilion water tank can be safely drained or whether a plumber is required.

8. Purchase and installation of new notice boards.

At the last meeting the Clerk was asked to speak to an alternative contractor, but he was unable to do the work. It was AGREED that the three notice boards in the parish will be replaced. The cost for the boards and posts from Green Barnes is £4550, although it will be a bit less than this because posts are not required at Ansty or Brook Street. Screwed and Glued handyman services will fit the boards.

9. Update re traffic from Burgess Hill Northern Arc and appointment of a traffic consultant.

Responses to the freedom of information requests submitted to MSDC, WSCC and Homes England are due on 16th November.

Balcombe Parish Council have agreed to contribute £250 and Cuckfield Parish Council have agreed to pay 50% of the remaining costs of engaging a Traffic Consultant. It was agreed that the consultant should be asked to do two days work which will cost the Parish Council £600. The report from the consultant could also be useful when considering other planning applications.

The plans for the Northern Arc focus on creating a “sense of place”, but do not mention preserving the sense of place in the surrounding villages. It was agreed that the brief to the consultant should focus on what measures can be taken to encourage traffic onto the A2300 and then the A23 and discourage cars from going up through the villages on the B2036.

Pete Bradbury reported that WSCC has suggested that the Northern Arc masterplan must include mitigating proposals for traffic especially on the B2036.

The Clerk will circulate the brief for the consultant. Once the consultant has been appointed then Garry Wall at MSDC will be notified of the work and timetable.

It is hoped that the report from the traffic consultant can be received in the first week of December.

10. Grass cutting contractors for 2019.

The specification was discussed and will be amended to reflect the fact that the strimming takes place once a month and not as shown in the spec. The Clerk was asked to request dates when each item of work will be completed so that it can be monitored more closely.

It was AGREED that IDVerde will be appointed for the next three years at the same rate as they charged this year.

11. Finances

The finance report showing the schedule of payments, receipts and bank reconciliation was AGREED and signed by the Chairman and is attached to these minutes.

12. Ansty Village Centre and agree any actions required.

A meeting of the CIO is being held later this week to consider a proposal from a potential additional partner. The VAT decision is expected soon as well as decisions on several grants. The CIO will need to keep the options open in case the VAT and grants don't go as hoped.

13. WSCC Bus User Survey.

Councillors have asked residents to complete the survey. The Clerk was asked to write to WSCC to say how important the buses are in the parish and that demand could increase as the housing numbers increase.

14. Internal Dispute Resolution Procedure for the Local Government Pension Scheme.

The clerk has drafted a procedure as requested by WSCC. The draft IDRPs was approved.

15. Inspections of trees on parish council land.

The Clerk advised that a recent insurance claim went against a parish council because they had not inspected their trees. The trees on Staplefield Common are the responsibility of the Parish Council, but they are also in a Conservation area. The Tree

Officer at MSDC has advised that the Parish Council should employ a qualified arboriculturist to undertake the work. The Parish Council is concerned at the possible expense of this and resulting work. The Clerk was asked to write to Pete Bradbury to ask for advice on tree management in a Conservation area.

16. Request to place a memorial bench on Ansty Recreation Ground.

This item will be carried forward to a future agenda.

17. Update from play park contractors re the safety matting.

The Clerk reported that the contractors will take another look at the safety matting following the Inspection report, but think it will be an ongoing problem. The Clerk will send the email to the Staplefield councillors so that they can see the exact explanation.

18. Road safety issues in parish, including the 30mph speed limit in Brook Street.

The Clerk met with the Area Highways Manager to finalise the details of the Ansty pedestrian safety scheme. The proposed footpath will be extended to the new development, "Crouch Fields", so that residents can get to the bus stop without having to cross the road three times. The footpaths on Deaks Lane to the village hall will run on both sides of the village hall and end at the existing entrance to the village hall.

The Clerk outlined the other components of the scheme and the Parish Council asked for thanks to be passed on to WSCC for devising an excellent scheme that will improve the safety of pedestrians around the village.

19. Fingerpost repairs.

No update has been received.

20. Any other meetings attended.

Staplefield Councillors had a tour of Brantridge School which was very interesting.

21. Reports from County and District Councils.

Updates were covered elsewhere on the agenda.

22. To note Chairman's Correspondence.

The following correspondence was noted:

West Sussex County Council Cybercrime survey

WSCC – stakeholder communication re Integrated Prevention and Earliest Help.

Southern Water will be conducting a survey of sewers and water mains on Staplefield Common where they cross a public highway. This will be done in the next 4-6 weeks.

23. Minor matters and items for the next agenda

a. Staplefield Review Group. It has not been possible to find a suitable date and so the meeting will be arranged for January.

b. Christmas Dinner. This will now be held on Tuesday 4th December.

c. Finance committee. This will be held on Monday 3rd December.

MEETING CLOSED

DRAFT MINUTES SUBJECT TO CONFIRMATION.

Ansty and Staplefield Finances 12th November 2018

Payments for approval

	Ref	Description	Amount
TalkTalk	72	Phone	28.40
Castle Water	73	Pavilion water	12.10
EDF Energy	74	Pavilion electricity	13.00
Staplefield Village Hall	75	Room Booking	17.50
Cuckfield Carpentry	76	Final payment Brook Street phone box	472.50
WSCC	77	Salaries	1999.02
WSCC	78	Payroll admin	90.58
Elizabeth Bennett	79	Expenses	88.50

Receipts in October

	Ref	Description	Amount
G Crosta (Jolly Tanners)	AA	Final cricket payment	580.50
EDF Energy	AB	Refund	36.20

Ansty and Staplefield Parish Council: Bank Reconciliation				
31st October 2018				
Bank			Cashbook	
Current Account		19758.32	Balance forward	73516.51
Deposit Account		84815.18	Receipts	71210.46
			less payments	-43868.58
Less unpaid transactions		-1999.02		
		-384		
		-102		
		-10		
		-1202.09		
		-18		
	0	100858.39		100858.39

Signed by Chairman of PC meeting held on 12th November 2018