

**MINUTES OF AN EXTRAORDINARY MEETING OF BALCOMBE PARISH
COUNCIL HELD ON WEDNESDAY 2 JUNE 2015 AT 8.00 PM IN BRAMBLE HALL**

Present: Cllrs Katherine Daniel (KD), Martin Flint (MF), Nicky Gould (NG), Simon Greenwood (SG), Lisa Greer (LG), Neil Lindsay-Stewart (NS), Charles Metcalfe (CMet), Catherine Miners (CMin), Mat Record, Alison Stevenson (AS), Sue Taylor (ST)
In attendance Rosemary Robertson (RR) Clerk to the Council.

0020. Public Participation

Malcolm Kenward asked about the Balcombe Parish Council website and what would happen now he was “following.”

District Councillor Gary Marsh congratulated the new council on their election. He referred to the good working relationship between Mid Sussex District Council and the parish council and hoped it would continue.

0021. Declarations of personal or prejudicial interest

Cllr Greenwood declared prejudicial interest in Item 4 (0022) Neighbourhood Planning. Cllr Greer declared a personal interest in Item 6 (0025) as a near neighbour of St Agnes.

Cllr Greenwood left the room.

0022. Ratification of the Balcombe Draft Neighbourhood Plan for public consultation

The document had been available to view in Dropbox and circulated. CMet acknowledged the fantastic work done by the last council and thanked Cllr Daniel. Cllr Taylor as a new member of the Neighbourhood Plan team had reviewed the work and was happy: Cllr Flint asked if the Design Statement would be submitted too (it would be). It was unanimously agreed that the Balcombe Draft Neighbourhood Plan should be presented for consultation (Proposed by Cllr Metcalfe, Seconded by Cllr Daniel). It was hoped that it would be published c12 June and village drop-ins sessions had been booked for Thursday 25 and Sunday 28 June.

Cllr Greenwood re-entered the meeting.

0023. To sign off the Annual Return and to review 15/16 budget

The Sub Committee nominated to audit procedures had met and ruled that everything was in good order and the Internal Auditor Rosy Telford had signed off the Accounts. The accounting statements in the Annual Return for the year ended 31 March 2015 as previously circulated were approved and signed by CMet and RR. The annual governance statement 2014/5 was approved and signed by CMet and the Clerk. Cllr Taylor had reviewed the budget and suggested that it be reviewed in September, this was agreed. She would produce the figures for the next meeting in the usual format but then ask for input from Councillors about how they wanted them to be presented.

0024. To confirm Cllrs Taylor, Flint, Metcalfe & Stevenson as cheque signatories

Cllr Metcalfe as Chair was required to be a cheque signatory, so the following Councillors had signed the mandate to be signatories, Taylor, Flint, Metcalfe & Stevenson. In the interim Cllr Metcalfe had given permission for Ex-Cllrs Williamson and Saunders to continue to sign any urgent cheques.

0025. Planning

DM/15/1809 Land Adj. To St Agnes, Bramble Hill RH17 6HR - Erection of detached dwelling and detached garage – Cllrs Greer & Miners had been to the site and new plans had been received. The Clerk had received comments about the building line, hedges and drainage on the London Road from Barbara Saunders which she relayed.

There was no objection: the design was viewed as relatively unassuming and, assuming the accuracy of the street scene drawings supplied, was unobtrusive. The issue of drainage, particularly the London Road run-off should be dealt with and the London Road hedges retained. It was agreed that if a landscape and screening plan could be supplied the retention of the hedges could be monitored. For visibility whilst accessing on Bramble Hill the hedges should be cut back/maintained as shown on the Bramble Hill street scene drawings. During excavation and construction it was suggested that every effort be made to control and suppress dust and work should only be carried out during normal working hours to limit the noise nuisance for neighbours.

0026. To confirm membership, terms of reference & leadership of interest groups

The Clerk stressed that all correspondence to outside bodies or individuals should be copied to her and that groups should be set up to reflect the spirit of the Code of Conduct which all Councillors have to abide by. The distinction between working groups and committees was discussed. Working Groups are for a project with a finite term and all decisions have to be ratified by the PC. Committees may have delegated powers and are usually made up of Councillors alone.

Neighbourhood Plan Working Group – members were Cllrs Daniel, Gould, Record, Stevenson, Taylor plus Carol Jarvest and Catherine Dennison. It was reported that Jane Fitzpatrick would be interested in joining – KD to contact. This was exempt from normal Working Group rules through the Localism Act. It was suggested that when CIL money becomes available next year the Neighbourhood Planning team would be best placed to decide how to spend it (c£600,000/£700,000) and plans should be drawn up well in advance. The Parish was entitled to 25% plus a proportion of the 75% for local projects.

Planning – Cllrs Greer & Miners would meet informally to inspect. Terms of Reference would be written. Planning would be moved up the Agenda in future.

Oil – it was agreed there was no need for a Working Group and Cllr Taylor would undertake a “watching brief.” A Working Group would be re-convened if circumstances changed. It would stay on the Agenda to enable the public to make representation.

Safety & Security including Welcome Packs – Cllr Taylor would take this on, liaising and supporting Neighbourhood Watch. It was suggested that the location of the village defibrillator be advertised on the website and noticeboards.

Traffic Committee – Cllrs Gould, Metcalfe & Stevenson; this would be a formal Committee meeting once a year to address Highways, Traffic, Parking and Footway matters affecting the Parish but the majority of work would be done in Working Groups, exploring options on reducing traffic speed, tackling road and pedestrian safety issues and access with special regard to the issues identified in the previous Parish Plan (including pot holes). They would also work alongside the Neighbourhood Planning team to progress the aspirations for traffic, parking and pedestrian access within the Plan and its associated Infrastructure Plan. It was noted that the current Newlands TRO had not been signed off so it was still unenforceable at present.

Rail – Cllrs Flint and Record would meet informally, they would review Terms of Reference received from Kevin Bottomley. Working groups would tackle station facilities, car-parking, frequency of service, protection of station heritage, extension of platform etc

Cllr Miners left the meeting.

Facilities & Halls – Cllrs Gould & Greenwood. It was reported that the Bramble Hall fire exit needed attention with hedges needing a trim, a loose flagstone and guttering blocked (RR to contact the Ranger). Cllr Taylor suggested that BPC usage of Bramble Hall should be properly billed back to the Council. This group would cover the Pavilion, Bramble Hall, snow plan, bus stops etc and the skate park when it materialised. There was a need to discuss who could authorise the snow plan. Cllr Marsh mentioned a source of funding from MSDC – The Economic & Community Development Fund.

Finance – Cllrs Flint, Greenwood & Taylor plus the Clerk/RFO. The Audit Sub-Committee would meet annually and there would be a Working Group to discuss the budget.

Youth – Cllrs Greer and Miners will join the Youth Committee. They had met with the Youth Workers. This was a formal committee with a constitution and the first meeting of the Committee should decide the Chair. Helen Savage had expressed interest in helping and AS offered to stay on the parent rota. RR will check the DBS status needed by volunteers.

Footpaths – Cllr Lindsay-Stewart will liaise with the Ranger and the existing volunteers who walk the paths, Laurie Dunne, Alex Henderson and Angela Wenzel. Ricki Fitzpatrick was also interested in helping.

County Local Committees Meetings – RR would email the list of quarterly dates to make sure that BPC was represented at each one - this was useful for funding.

Cluster Meetings (local parishes) – Cllr Taylor and RR would attend the next

Friends of St. Mary's Trustee Committee – RR to get Peter Huxley to contact Cllr Lindsay-Stewart.

There being no further business the Chairman closed the meeting at 9.45 pm.

**THE NEXT REGULAR PARISH COUNCIL MEETING WILL BE HELD ON WEDNESDAY
17 JUNE 2015 AT 8.00 PM IN BRAMBLE HALL**

Signed.....

Date: 17 June 2015