

**SHEET PARISH COUNCIL**

**CHAIRPERSON:** Ron Dark

**CLERK:** Jenny Hollington

**Minutes of a Meeting of Sheet Parish Council held on Tuesday, 10<sup>th</sup> February 2015 at 7.30 p.m. at Sheet Village Hall**

**Present:** Cllrs. Ron Dark (in the Chair) Gail Martin Vaughan Clarke  
Robin Forrest Will Glancy Brian Bird

**In Attendance:** Clerk - Jenny Hollington

There were 4 members of the public in attendance throughout the meeting.

15/22 **Apologies** – Cllr. Clive Shore

15/23 **Minutes** – The Minutes of the Parish Council Meeting held on 13<sup>th</sup> January were approved and signed.

15/24 **Declarations of Interests** - Councillors were reminded of their responsibility to declare any pecuniary interest which they may have in any item on the Agenda as they go through the meeting.

15/25 **Public Comment** –

- An extra dog waste bin in Pulens Lane was requested following incidents of bagged waste being left in gardens/hedges. The Clerk was asked to look into the possibility of a bin being sited next to the noticeboard.
- Concerns regarding planning regulations in respect of “garden grabbing” were raised following an approach by a developer wanting to buy land at the end of back gardens in Pulens Lane for new housing. The Chairman explained that the Parish Council can only comment once plans have been submitted to EHDC.

15/26 **Planning** – Current planning applications were discussed – Cllr. Forrest left the room for the discussion on SDNP/15/00187/CND.

SDNP/15/00257/HOUS	<b>2 storey side and single storey front extension</b>	4 Pulens Lane, GU31 4DB	<b>No Objection</b>
SDNP/15/00187/CND	<b>To allow the approved roof lights in the west and south elevations to be constructed with a cill height of 1.3/1.4m glazed with obscure glass and opening</b>	19a Pulens Lane, GU31 4BZ	<b>Objection – Overlooking and loss of privacy</b>
SDNP/15/00300/HOUS	<b>Internal partitioning of existing outbuilding/snooker room to form ancillary accommodation to the main dwelling</b>	Sanlea, Midhurst Road, GU31 5AT	<b>No Objection</b>
SDNP/15/00290/TPO	<b>Remove branch as shown on plan</b>	Land N.E. of Sheet School, School Lane	<b>No Objection</b>
SDNP/15/00298/FUL	<b>Detached equipment store building</b>	Sheet Recreation Ground, Inmans Lane	<b>No comment</b>

15/27 **SDNPA SHLAA Review** – Several sites had been put forward to the South Downs National Park to be assessed for development potential. South Downs National Park have now published the results of their review and the full details can be found on their website:

<http://www.southdowns.gov.uk/planning/planning-policy/local-plan/evidence-and-supporting-documents/strategic-housing-land-availability-assessment>

15/28 Finance –

- (a) The grant request from SVCT for £600 towards printing costs of the Parish Newsletter was approved.
- (b) It had been reported that the lights at the recreation ground had failed and a temporary repair had been carried out (1 hour @ £25). An estimate from Joules Electrical Services for further recommended work to remove faulty control gear and install a water proof box for connections at a total cost of £209.20 was considered and it was agreed that the work should be undertaken to prevent on-going problems.
- (c) The following cheques were approved:

Chq No.	Amount	Payee	Service
300283	£310.00	Paul Marston	Millennium Field Car Park
300284	£42.57	E-on	Village Hall
300285	£34.01	County Supplies	Village Hall - new toilet supplies
300286	£575.80	DNE Services	Maintenance work - V. Hall
300287	£300.00	Tony Clear	Hedges/clearing - Rec
300288	£638.65	Landscape Group	Bins
300289	£624.00	Sheet Music Ltd.	Caretaking V. Hall
300290	£48.00	HMRC	Tax - Clerk
300291	£545.76	J. Hollington	Salary and expenses
300292	£169.42	CNG	V. Hall
300293	£120.00	S. Warr	Allotment clearance (plot 65)
300294	£600.00	SCVT	Grant - newsletter

- (d) Bank Reconciliation - The bank reconciliation for January, circulated prior to the meeting, was approved.
- (e) The actual to budget figures for the last quarter (September to December 2014) had been circulated prior to the meeting and were discussed. It was noted that the actual income to end of December for the Village Hall did not match predicted budget figures and it was agreed that the Chairman would meet with the Clerk to go through the accounts and check that nothing has been missed. There were no other areas of concern.
- (f) The Statement of Internal Control 2014/15, circulated prior to the meeting, was approved.

15/29 Sheet Parish Assets – Although parish assets have been transferred to the Parish Council under the EHDC Reorganisation of Community Governance Order dated 2<sup>nd</sup> August 2012, the transfer of title from Petersfield Town Council to Sheet Parish Council has still to be completed. An estimate received from EHDC Legal Department of 2 hours work at £135 per hour to submit the application to Land Registry was discussed and it was agreed that EHDC should be asked to undertake this work.

15/30 Risk - The Risk Register had been circulated prior to the meeting for consideration. A couple of changes from last year have been incorporated and these were discussed:

- Data Protection - The requirement for registration with the Information Commissioners Office is not required and has been deleted
- The requirement for a **written** record of the weekly playground and bmx track checks was highlighted. Cllr. Forrest undertook to carry this out and has purchased a notebook for this purpose.

With these items noted, the Risk Register 2015 was approved.

15/31 Sheet Neighbourhood Plan – The Open Meeting to discuss and agree the scope of the Neighbourhood Plan had been held on Friday, 16<sup>th</sup> January and was attended by Chris Patterson from SDNPA – this

meeting had been extremely well attended, with lots of interest from members of the public. However, in the course of the discussions and questions, it had become clear that there was a mixed response with regard to the need for a Plan and a dearth of volunteers for active involvement. A follow-up Steering Group Meeting had been low on numbers and enthusiasm for carrying out the Plan. In the meantime, the results of the SDNPA Strategic Housing Land Availability Assessment had been published showing potentially 2 of the sites initially offered were deemed possible. These would provide 21 houses.

Mr. Platt, Chairman of the Steering Group, confirmed that the general feeling of the Steering Group was that it would be extremely hard to move forward with the Neighbourhood Plan without more support from parishioners, taking into consideration the cost implications and risk element of the referendum.

In view of the fact that the Steering Group had been split as to whether the plan should be progressed, the Parish Council felt there was not a strong enough reason to proceed further and it was therefore agreed **NOT** to proceed further with a Neighbourhood Plan for Sheet and to rely on SDNPA policies to protect Sheet Parish. The Clerk was asked to write to SDNPA to notify them of this decision.

Concerns were then raised about open land within the parish not protected by policy and it was queried whether green spaces could be designated and protected without a Neighbourhood Plan in place. Cllr. Martin undertook to contact Chris Patterson to discuss this issue.

- 15/32 Developer's Contributions – There has been no response to the request for a meeting with EHDC representatives to discuss the non-payment of contributions for Sunnymeade. The Clerk was asked to continue to chase this.
- 15/33 Network Rail – Sheet Crossing – No up-date has been received from Network Rail with regard to a date for the Public Exhibition.
- 15/34 Southern Water – Dr. Dart is currently on annual leave, and no up-date on progress had been made available.
- 15/35 Street Lighting – The new lights have now all been installed, including the Heritage lighting within the conservation area.
- 15/36 Road Signage – the request for extra signage on Kingsfernsden Lane and the London Road have been made on-line to HCC. New street signs in Village Street, Mill Lane, Farnham Lane, and School Lane have been installed.
- 15/37 Sheet Recreation Ground - The new play equipment has been ordered and is due for delivery and installation at the end of March - 50% of the cost of the equipment will be required in advance, although no invoice has yet been received – it was agreed that payment of this sum would be delegated to the cheque signatories if required between the February/March P.C. Meetings so as not to hold up installation. The planning application for the new storage shed is currently going through at EHDC.
- 15/38 Allotments – Mr. Mogg is aiming to set up the new Management Company as an Industrial & Provident Society (run solely by and for the benefit of its' members) within the next few months. The Clerk will continue to liaise with Mr. Mogg to progress this.
- 15/39 Village Green – No objections had been received with regard to the pruning work to the Horse Chestnut. The lights have now been taken down and work is due to take place on 19<sup>th</sup>/20<sup>th</sup> February. Cllr. Forrest undertook to organise a notice warning cars not to park around the green on these dates.
- 15/40 Old Billiard Room – Cllr. Glancy has now had a chance to assess the flooring and confirmed that it is not dangerous. Redecoration and electrical re-wiring has been carried out and Cllr. Glancy will ensure the electrical work is certified. The Lion & Unicorn Players have also requested permission to install a noticeboard at the front of the building – it was agreed that, if possible, the style of the noticeboard should be similar to the Parish Council noticeboard.

15/41 Village Hall

- (a) A further break down of the quote from The Fabric House to reflect the saving if the existing (large) back curtain was kept and renovated, rather than have new, was discussed. Samples of the material (New Manor Park velvet by Blendworth) were also compared with the current material and agreed to be a good match. The total cost to re-line the meeting room curtains, with blackout lining and to supply and fit curtains in the rest of the hall in the velvet (not including the back curtain), to alter stage curtains and to provide and fit new track and missing track components is £3390.86 + VAT (the cost of a new large back curtain in the velvet is £1247 + VAT). It was agreed to go ahead with new curtains at the sides of the hall where the damage is most obvious, and to obtain the cost of new blackout lining and cleaning of the large back curtain.
- (b) The Clerk has now contacted 3 companies to quote for the re-decoration of the main hall, new suspended ceiling and new lighting and this will be discussed at the March Meeting.
- (c) DNE Services have carried out the remaining maintenance work to include a new extractor fan to replace the faulty fan in the existing toilet, installation of a breakfast bar in the kitchen, clearing of the drainage gully at the back of the hall, clearing of guttering and down pipe, installation of air bricks and supply and fitting of two drain covers for the side of the property.
- (d) Broadband – The Clerk was asked to investigate the cost of broadband installation.

15/42 Sheet Link Roundabout – A kitchen company has expressed interest in advertising on the Sheet Roundabout – Petersfield Town Council have also been approached and are pursuing the option further via SDNPA/EHDC. It was agreed to wait and see how they get on before making a decision.

15/43 Church Field – Mr. Wake is in the process of consulting an Architect to discuss plans.

15/44 County Councillor's Report – The County Councillor's report is appended to these Minutes.

15/45 Correspondence from SDNPA regarding "Dark Skies" – It was agreed that the Clerk should respond giving support in principle.

15/46 Annual Parish Assembly and Annual Meeting of the P.C. – Because of the elections on 7<sup>th</sup> May, it was agreed that the Annual Meeting of the Parish Council would be held on 19<sup>th</sup> May (to allow time for the count and summons). The Annual Parish Assembly will be held on 5<sup>th</sup> May (or 28<sup>th</sup> April if this is too close to the elections) – to be confirmed.

15/47 Standing Orders – A new regulation in respect of s.1 of the 1960 Public Bodies (Admissions to Meetings) Act by the Openness of Local Government Bodies Regulations 2014 which allows for members of the public to record Parish Council Meetings has come into force. The Parish Council's Standing Orders have therefore been amended to reflect this change and wording circulated to Councillors prior to the meeting. The new wording of section 1 (d) of the Standing Orders to reflect this change, was approved.

15/48 Exclusion of members of the public and the press by reason of the confidential nature of the business to be discussed (Public Bodies (Admission to Meetings) Act 1960)

It was agreed in accordance with the above act to exclude members of the public and the press in order to discuss a staff contract.

(See confidential Minute – 15/47)

15/49 Date of Next Meeting – **Tuesday, 10<sup>th</sup> March 2015 at 7.30 p.m. at Sheet Village Hall.**

The meeting closed at 9.05 p.m.