



Fittleworth Parish Council

**DRAFT Minutes of the Parish Council Meeting held on
9th July 2018 at 7.00pm in the Pavilion Building.**

Present:

Chris Welfare (CW) Chair, Mike Allin (MA), Alison Welterveden (AW), Tony Broughton (TB), Robin Dunstan (RD), Kerry Coughtrey (KC) & Lee Scott (LS), David Brittain (DB) & Mick Foote (MF)

In attendance:

Janet Duncton County & District Councillor (JD) and Louise Collis (Clerk)

Members of public: None

Minute Ref	Agenda Item	Action by
18-077	1. Apologies for absence: None	
18-078	2. Minutes of the Annual Parish meeting The minutes of the Annual Parish Meeting held on 8 th May 2018 were approved as a correct record. The Minutes were PROPOSED by RD and SECONDED by TB The minutes were then signed by CW.	
18-079	3. Minutes of the last meeting and matters arising The minutes of the previous meeting held on 21 st May 2018 were approved as a correct record. The Minutes were PROPOSED by KC and SECONDED by AW The minutes were then signed by CW.	
18-080	4. District / County Councillor reports a) JD has attended the Universal Credit Workshop. She feels this will be a good scheme once it is working correctly. b) <i>Fittleworth Primary School</i> JD confirmed that there will be no school closures in her district. This will shortly be a Cabinet for Education meeting. JD to attend. c) <i>WSCC Crowd Funding</i> This is now up and running and will be reviewed after 1 year. d) <i>JD Re-elected to CLC Chair</i> e) <i>Questions</i> i) DB asked who made the decision re the Velo South event. JD confirmed that there was no requirement for a public consultation and that the road closure decisions were made by WSCC Highways. ii) Clarification re the court closure in Chichester was requested. A recent article in a local paper stated that a decision to retain some of the civil law element of the court service in Chichester was imminent. JD to email clerk.	JD
18-081	5. Public Questions - a) MA asked a question on behalf of a parishioner about speeding on Lower Street. This will be covered later in the meeting 18-090 (Agenda Item 14 e) ix))	
18-082	6. Declaration by Council members of personal or prejudicial interest – <u>Agenda item 9 – Planning</u> <ul style="list-style-type: none"> MA to declare a personal interest in the planning application for Gorseland. LS declared a personal interest in the planning application for the Barlavington Estate, Pump House Barn, Barn Coates Lane Fittleworth <u>Agenda item 11 - Finance</u> <ul style="list-style-type: none"> RD member of the Sports & Social Club – Rent issue 	
18-083	7. Update on on-going matters not covered elsewhere	

a) Meetings

i) **Meetings attended and to be attended**

<i>Meetings</i>	SALC Clerk Training Day – 23rd May 2018	Clerk
	CLC Meeting -19th June 2018	CW
<i>Up-coming meetings</i>	SALC Councillors Briefing & Awareness Training – 10th July 2018	KC
	SALC Chairman’s Networking meeting – 12th July 2018	CW
	SALC Councillors Briefing & Awareness Training – 4th September 2018	LS
	Pathwatch Meeting - 2 October 2018, 10 am to 11.30 am South Downs Centre, Midhurst	DB
	CLC Meeting -6th November 2018	CW

. *a) Meetings attended – reports*

i) SALC Clerk Training Day – 23rd May 2018

Areas covered were GDPR, New Model Standing Orders, Meetings and Planning. Parish clerks were reminded that all Parish Councils must hold all committee meetings in public. 3 days notice of the meeting is also required with the agenda and any working papers to be made available to the public. This includes Planning Committee meetings. Specific advice for members of the planning committee were given. This was circulated to the councillors. It was **AGREED** that Planning meetings would take place in the Swan, Fittleworth. The meetings will be advertised.

Planning Committee meetings

ii) CLC Meeting -19th June 2018 – CW Report

North Chichester County Local Committee meeting - Held at Elsted Village Hall on 19th June 2018.

A full briefing note of the meeting was circulated to the councillors. The main areas covered were:

Velo South: two representatives of the organisers made a short presentation (very short, followed by questions including: How the event was given permission, the finances of the event, access and parking.

Rogate traffic scheme: now that the radical proposal to remove all lines on the A272 through Rogate is coming close to implementation, snags have been encountered. The view of officers (and that of an independent adviser) is that some yellow lines must be retained for safety reasons. The Rogate group do not want to oppose the TRO, for fear of bringing the whole scheme to a halt, and are unsure how to proceed.

iii) SDNP Workshop – 6th June 2018. KC report

Full slides can be found at <https://www.southdowns.gov.uk/national-park-authority/committees-meetings/npa-workshops/> A full briefing note of the meeting was circulated to the councillors. The main areas covered were:

A good overview of the aims, successes and future hopes of the South Downs National Park with an emphasis on working with local Parish Councils. Will be looking for new ideas and input later in the year for the 2020-2025 plan

Whole estate plans - None currently in our Parish.

Highways and Roads - Some interesting points came up including:

	<ul style="list-style-type: none"> controlling speed through design (an example being removing the white lines in a particular village created a reduction of vehicle speed by 13%) special hierarchy protecting local distinctiveness including fingerposts etc. a local group is more effective than individual points of view Traffic projects take a long time to develop – but this should not deter us! <p>Public rights of way - A comprehensive report by Jane Noble of WSCC on all the different rights of way across the County and what they do on a daily basis to maintain. Also to reiterate the legal powers of Parish Councils in maintaining PRoW.</p> <p>How Parish Council's can help</p> <ul style="list-style-type: none"> Build links with Access Ranger Report issues with as much information as possible. Help with landowner issues <p>Dark Night Skies</p> <p>Examples of good and bad lighting as well as all new light sources being subject to the following questions:</p> <ul style="list-style-type: none"> Is the light needed in the first place Is it an appropriate light source for the zone? Is the impact minimized by effective design <p>Fittleworth Parish isn't bad in terms of light pollution but could do better.</p> <p><u>b) Velo Event</u> – LS reported that there is nothing further to add to the Village magazine article.</p>	
18-084	<p>8. Items for discussion</p> <p>a) Consultations</p> <p>i) West Sussex Fire & Rescue Service Consultation – deadline 28 May 2018. – No comments submitted</p> <p>ii) 2018 Strategic Transport Investment Programme (STIP) Key Decision deadline 20/7/18</p> <p>iii) Local Heritage List - Consultation with Parish Councils – deadline 30th July 2018</p> <p>iv) School Effectiveness Strategy Consultation – 250 schools. JD confirmed earlier in the meeting that Fittleworth Primary will be ok.</p> <p>v) West Sussex County Council - Bus Strategy Consultation – – No comments submitted</p> <p>b) Village Shop & Playground update</p> <p>AW reported that, according to contractors, the build is currently 1 week behind however confident that the build is still expected to be completed on 31st August. Playground to be installed from 17 September 2018. The committee have received a number of applications for the paid positions as well as a number of volunteers have put themselves forward. There will be a grand opening. Details to follow.</p> <p><u>b) Neighbourhood Plan update</u></p> <p>CW reported that the submission version is taking longer than expected to perfect. It is hoped that the submission version will be presented at the September Parish Council meeting and the Referendum by the end of the year.</p>	<p>CW</p> <p>CW</p>
18-085	<p>9. Planning</p> <p>a) Status of recent applications</p> <p>NEW APPLICATIONS & DECISIONS – SEE APPENDIX 1 - MA went through the Planning Committee comments submitted since the last meeting and the SDNP Decisions. The comments are set out on Appendix 1.</p>	

	<p>b) Other Planning matters</p> <p>i) <u>Planning Appeal - SDNP/17/01554 -Withies Cottage</u> CDC are still awaiting a Start letter. Once this arrives CDC will notify all interested parties and consultees</p> <p>ii) <u>Quarry, Bognor Common, Stretch Hill</u> – DB reported that a parishioner has logged a Letter of Concern about stone being imported (breach of the planning consent), and additional building and motorbike noise.</p> <p>iii) <u>Other Planning issues</u> CDC Planning Application Consultation Changes – the clerk has emailed the councillors information from CDC about paper copies of plans. Paper copies will not be sent to Parish Councils from October 2018. Councillors will need to view online or make arrangements to print off their own copies.</p>																																
18-086	<p>10. Correspondence</p> <p>The list of Correspondence was considered. The following items from the list were highlighted.</p> <p>a) Police Community update - The Arun Prevention Team, Sussex Police. Contacted the clerk to see whether or not the Parish Council would be interested in a member of the team attending a meeting to provide a short crime update (relating to our area). This has been arranged for 16th September 2019.</p>	Sept 19 PC Meeting																															
18-087	<p>11. Finance</p> <p>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 June 2018 – The RESOLUTION to APPROVE the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 June 2018 the was PROPOSED by RD and SECONDED by TB. The motion was carried. TB signed the bank reconciliations and the bank statements for the period ended 30 June 2018.</p> <p>b) Payment of invoices Paid between meetings in May/July 2018 – STANDING ORDER PAYMENTS</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Date</th> <th>Youth Account</th> <th>Fittleworth Parish Council Account £</th> </tr> </thead> <tbody> <tr> <td>Netwise Ltd</td> <td>Additional data for Parish council emails for 1 year</td> <td>31/5/18 (Cheque No: 2385)</td> <td></td> <td>£144.00</td> </tr> <tr> <td>Internal Transfer</td> <td>Youth Account to FPC Current Account. Agreed via email that £1000 to be used towards the Youth Area in the Playground project SEE f) v) below.</td> <td>31/5/18 (Cheque No: 0001)</td> <td>£1000.00</td> <td></td> </tr> </tbody> </table> <p>Paid on 21st May 2018</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Hesworth Account £</th> <th>Fittleworth Parish Council Account £</th> </tr> </thead> <tbody> <tr> <td>Clerk</td> <td>Expenses –BT phone bill/ / mileage/ stationery (Chq 2395)</td> <td></td> <td>£191.02</td> </tr> <tr> <td>I Wilson - Inhome Gas Services</td> <td>Sports Pavilion Annual boiler service (Chq 2386)</td> <td></td> <td>£80.00</td> </tr> <tr> <td>M.Allin</td> <td>Mileage for tree training course & Expenses for Worthing Volunteers(Chq.000032</td> <td>£72.02</td> <td></td> </tr> </tbody> </table>	Payee	Description	Date	Youth Account	Fittleworth Parish Council Account £	Netwise Ltd	Additional data for Parish council emails for 1 year	31/5/18 (Cheque No: 2385)		£144.00	Internal Transfer	Youth Account to FPC Current Account. Agreed via email that £1000 to be used towards the Youth Area in the Playground project SEE f) v) below.	31/5/18 (Cheque No: 0001)	£1000.00		Payee	Description	Hesworth Account £	Fittleworth Parish Council Account £	Clerk	Expenses –BT phone bill/ / mileage/ stationery (Chq 2395)		£191.02	I Wilson - Inhome Gas Services	Sports Pavilion Annual boiler service (Chq 2386)		£80.00	M.Allin	Mileage for tree training course & Expenses for Worthing Volunteers(Chq.000032	£72.02		
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SSALC Ltd	Councillors Briefing & Awareness course – 2 councillors (KC and LS) (Chq 2387)	£144.00
SSALC Ltd	Chair's Networking Day - CW (Chq 2388)	£96.00
Grasstex Ltd (date 1/6/18)	Grass cutting Recreation Ground 3 times in May, Centenary Garden Maintenance twice in May (Chq 2389)	£454.14
Grasstex Ltd (date 2/7/18)	Grass cutting Recreation Ground twice in June, Centenary Garden Maintenance twice in June, Alley Dick, clear & remove leaves from path & ditch – once in June (Chq 2390)	£433.32
Netwise Ltd	Premium Package support & Maintenance 26/7/18 to 25/7/19) (Chq 2392)	£300.00
GDPR-Info Ltd	GDPR Audit & Report (Chq 2393)	£180.00
WSSC	Payroll May 2018 (Chq 2391)	£1093.26
Internal transfer	From Fittleworth Parish council Current Account to Hesworth Common Account re HLS Payment 2017/18 (Chq 2394)	£600.00

The **RESOLUTION** to approve the payment of invoices as listed was **PROPOSED** by TB and **SECONDED** by RD.

To be paid between July and September meeting 2018

Payee	Description	Fittleworth Parish Council Account £
WSSC	Payroll June 2018	Awaiting invoice
WSSC	Payroll July 2018	Awaiting invoice

The **RESOLUTION** to pay the payroll invoices between meetings was **PROPOSED** by AW and **SECONDED** by KC.

c) Financial regulations to incorporate Online banking– approval by resolution – emailed to all councillors prior to the April 2018 Parish council meeting. Postponed until September meeting.

d) NatWest Online banking forms

From 1 October, NatWest will not answer queries over the phone unless the organisation has registered for internet or telephone banking. The clerk has established that for both the Recreation Ground Charity and for Fittleworth Parish Council (and the 4 additional associated accounts) we can apply for Digital and Direct banking. For each group of accounts we can have up to 3 signatories being able to have access online (to view only) and telephone banking.

Recreation Ground signatories are currently CW, Clerk, TB, KC and DB – CW already has online view only access. The **RESOLUTION** for the Clerk and DB to have online view only access **PROPOSED** by AW and **SECONDED** by KC.

Fittleworth Parish Council (and associated accounts) signatories are currently CW, Clerk, AW and MA. The **RESOLUTION** for the CW, AW and Clerk to have online view only access **PROPOSED** by MF and **SECONDED** by LS.

If the Parish Council wants to have the facility to make payments online with 2 signatory authorization, this is possible but at a cost.

Next meeting

	<p>e) VAT Claim Year ended 31 March 2018, VAT Claim Period ended 30 June 2018</p> <p>In May a VAT Refund Claim for £3,726.42 was submitted to HMRC for the year ended 31/3/18. This was paid on 12 June. However, the bank statement was only received on 5/7/18. The clerk will submit the next VAT Refund Claim for the period ended 30/6/18 prior to the meeting. The claim will be for £5,778.52. This will help with the cashflow for the Playground.</p> <p>f) Any other financial issues</p> <p>i) <u>Sport Club Rent</u></p> <p>Mike Stanbridge has been asked to approach the Parish Council on behalf of the Sports and Social Club to see if there is any possibility of the Council reviewing the current rent and the chance of them being offered a lower monthly rent in the light of the current economic uncertainties and our precarious financial position.</p> <p>It was AGREED that, subject to the Sport Club publicising all fixtures and opening times, the Sports Club will have a 50% discount for the remaining rent payments (due October 2018 & January 2019) until the next Rent review due in January 2019.</p> <p>The RESOLUTION was PROPOSED by MF and SECONDED by TB. The Vote was unanimous.</p> <p>ii) <u>HLS payment 2017/18</u> – A further £600 was received in June for the 2017/18 scheme. The Parish Council has now received the full amount of £2,400 for 2017/18. £600 has been included in the payments schedule in item 11b) to transfer from the FPC current account to the Hesworth Account.</p> <p>iii) <u>Parish Council Insurance</u> – Having had the Insurance plan fixed for three years, this year Parish Council can look at alternative cover. Came & Co have been in touch to go through the Parish Council requirements in order to shop around. The renewal date is 1st October.</p> <p>iv) <u>Silent Solider</u></p> <p>AW reviewed the agreement between the Royal British Legion and the Parish Council for the Silent Solider. A question with regard to the requirement to fund raise was emailed to the contact. Unfortunately, the contact has now left the organisation. The clerk will continue trying to place the order via another route.</p> <p>v) <u>Transfer of £1000 from Youth Account to FPC Current account</u></p> <p>The RESOLUTION to approve the use of the money on the Youth Account (£1000) for the Youth Area Project was PROPOSED by MF and SECONDED by LC. The Vote was unanimous</p>	<p>Sept 18 meeting/ Clerk</p>
<p>18-088</p>	<p>12.General Data Protection Regulations (GDPR) working Group Report</p> <p>a) Data Audit Report</p> <p>The Data Audit was carried out in May and the report was circulated to all the Parish Councillors. The clerk will start working through the points.</p> <p>There are no policies in place either on the website or in paper form relating to current data protection law. It is a legal requirement for various policies to be in place – these include Privacy Notices, Internal Privacy Policies, Retention of Records Policies, Subject Access Request Policies & forms and Cookie Notices on the Website.</p>	<p>Clerk</p>

	<p>There is SSL Encryption on the Parish website – this will help the site not to be hacked, however there is no Cookie Notice visible.</p> <p>Since the audit the clerk has opened an account on dropbox and copied all documents onto dropbox except for the emails which are either on gmail or the Netwise server.</p> <p>The Clerk contacted Netwise about the requirements :-</p> <ul style="list-style-type: none"> • Customer privacy policy • GDPR compliant cookie consent function <p>This will cost £199. A decision was deferred to the next meeting.</p> <p>It has also been brought to my attention by GDPR-Info that the Information Commissioner is trying to make it a requirement that individual Parish Councillors are registered as data handlers and therefore subject to the £35 annual fee. This is because parish councillors receive and send emails and phone calls from parishioners. Therefore, data must be handled appropriately.</p> <p>b) Parish Councillor Emails The clerk has rolled out the emails to 2 councillors – KC and AW. Once these have been set up then the roll out programme will continue.</p> <p>c) Policies The clerk has stated drafting a Retention Policy and Privacy Notice.</p>	<p>Sep 18 meeting</p> <p>Clerk</p>																				
18-089	<p>13. Health & Safety: Update of new and on-going items</p> <table border="1" data-bbox="244 987 1385 1727"> <thead> <tr> <th>Location</th> <th>Next Report date</th> <th>Location</th> <th>Next Report date</th> </tr> </thead> <tbody> <tr> <td>Centenary Garden & Arch (every 6 months) - last report 19/2/18</td> <td>Sept 2018</td> <td>Recreation Ground & Bus Shelter (every three months) - last report 19/4/18</td> <td>Sept 2018</td> </tr> <tr> <td>Hesworth Common / Birchwalks Wood (every 3 months) - last report 21/5/18</td> <td>Sept 2018</td> <td>The Triangle (every 3 months) - last report 8/7/18</td> <td>Oct 2018</td> </tr> <tr> <td>Sports & Social Pavilion (monthly) - last report 8/7/18</td> <td>Sept 2018</td> <td>Village tree inspection</td> <td>Sept Meeting if required</td> </tr> <tr> <td>Playground & Gym Equip.</td> <td>N/A</td> <td>Bowls Pavilion (monthly) - last report 15/5/18</td> <td>Sept 2018</td> </tr> </tbody> </table> <p>Sports & Social Pavilion: Report 8/7/18 – Submitted. 6 loose slabs near football pitch. MF and RD to sort out in August.</p> <p>The Triangle: Report 8/7/ 2018 – Submitted. One post needs replacing MA to replace. Tree to be reduced above Rifle Range. MA arranging with Tree Surgeon.</p>	Location	Next Report date	Location	Next Report date	Centenary Garden & Arch (every 6 months) - last report 19/2/18	Sept 2018	Recreation Ground & Bus Shelter (every three months) - last report 19/4/18	Sept 2018	Hesworth Common / Birchwalks Wood (every 3 months) - last report 21/5/18	Sept 2018	The Triangle (every 3 months) - last report 8/7/18	Oct 2018	Sports & Social Pavilion (monthly) - last report 8/7/18	Sept 2018	Village tree inspection	Sept Meeting if required	Playground & Gym Equip.	N/A	Bowls Pavilion (monthly) - last report 15/5/18	Sept 2018	<p>MF/RD</p> <p>MA</p>
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b) Asset Register Review

MA and Clerk have visited all assets in the Parish (Except for the benches on Hesworth Common). All items are in a fair condition except 7 items that required minor repairs.

c) Hesworth Common Tree removal – MA to update

Following the fallen tree across the road on Sunday 3rd June at the top of Lower Street, WSCC Highways cleared the tree to the side of the road but it is up to the Parish Council to clear the debris.

The Rifle Club are concerned about the angle of one of the trees close to the Rifle Club building which is leaning closer to the structure following the fallen tree incident. This has been looked at by both tree surgeons and advised there was no immediate danger.

Two quotes were received for the necessary tree work.

Quote from Beechdown

Total cost leaving all brushwood and timber unprocessed in the hollow area behind the Bowling Club and at the base of the beech tree: £2,300 inclusive of VAT
Total cost including the removal of all arisings: £3,840 inclusive of VAT

Quote from Arboricultural Excellence

Total cost: £1,836.00 inclusive of VAT

It was Agreed that the Parish Council would accept the quote from Arboricultural Excellence. The cost of the work will be split 50:50 between the Parish Council and Hesworth Common. The approval of the quote and the splitting of the cost was **PROPOSED** by MF and **SECONDED** by RD.

MA

d) Hesworth Common carpark entrance repair – MA to update

MA reported that the cost of a new arch will be £182 + VAT for materials and £175 for labour. The approval of the costs for the repair was **PROPOSED** by KC and **SECONDED** by AW.

MA

e) Tree Survey

The last survey was carried out in September 2015 by Andrew Gale. The cost at the time was £624 (incl VAT)

Beechdown quote for tree survey - Total cost: £1,960 inclusive of VAT

Andrew Gale Tree Surgeon quote for tree survey - Total cost: £540 inclusive of VAT

It was Agreed that the Parish Council would accept the quote from Andrew Gale. The cost of the work will be paid by Hesworth Common. The approval of the quote was **PROPOSED** by MF and **SECONDED** by AW.

f) Fittleworth Primary School - Oak Tree

The bursar contacted the Clerk re the trees on the boundary of school and the footpath behind school close. The clerk was informed that a tree surgeon was to remove branches with deadwood from an Oak Tree with which overhangs the school's boundary.

MA

The same tree is very heavily covered in Ivy so quite difficult for the school to keep any eye on. A request for the Parish Council tree surgeon to remove the ivy. MA has spoken to the school. The Ivy is good for wildlife habitat. No action to be taken.

	<p>g) Swan Arch MA has got a quote to clean the Arch, paint and seal- £215.</p> <p>The Oak Arch needs to be inspected annually. MA to look into this and report back at the September meeting.</p>	<p>MA</p> <p>MA</p>
<p>18-090</p>	<p>14. Working Group Reports</p> <p>a) Communications / Community / Youth – Nothing to report</p> <p>b) Crime Prevention – – Nothing to report</p> <p>c) Hesworth Common / Birchwalks Wood –</p> <p>i) <u>Report on Hesworth Common and Birchwalks wood</u></p> <p>MA reported that in June the Working Group seeded lavender to link up areas. An area in Birchwalks Wood was also cleared.</p> <p>MA reported that the volunteers are meeting on 31 July. The planning of the next 2 year phase of the Natural England Programme is underway.</p> <p>MA has suggested that a Friends of Hesworth Common Group should be formed to encourage volunteers.</p> <p>d) Maintenance</p> <p>i) <u>Boiler Service – The Sports Pavilion</u></p> <p>The boiler and waterheater service has been carried out. No issues have been detected. Next service June 2019.</p> <p>ii) The Fleet Bus Shelter bin replacement</p> <p>CDC were unable to carry out a site visit before the meeting as the Facilities Manager is currently on leave. A ballpark quote of £450 for the bin and installation however an accurate quote will be provided once a full site visit and CAT scan for utilities has been undertaken.</p> <p>e) Highways & Footpaths</p> <p>i. Stretch of Pavement in Upper Street outside The Glebe</p> <p>At the last meeting it was reported that Steve Hodd informed CW that a WSCC drainage team will be sent out to investigate. An update has not been received to date.</p> <p>ii. Alley Dick Footpath by School Close - clearance</p> <p>A parishioner complained about the state of the footpath and the overhanging trees. CW got Grasstex to quote for the work. £480 +VAT to clear the path, however this does not include any work on the mature trees. It was AGREED to go ahead with the work. The approval of the quote was PROPOSED by RD and SECONDED by MF.</p> <p>iii. School Close – verges and conditions of roads</p> <p>AW reported that WSCC will get developers to reinstate the verges and roads once the development is complete. If not WSCC have stated they will reinstate site.</p> <p>iv. The Fleet/School Lane – BT manhole cover</p> <p>MF has reported this on the Love West Sussex app and still waiting for BT to rectify.</p> <p>v. School Lane Parking</p> <p>Since the last meeting there have been quite a few emails relating to the School Lane parking issue. It is hoped this will be a short term issue. Once the development at School Close has been completed and the Shop and Playground have been finished then it is hoped the parking issue will be resolved.</p>	<p>June 2019</p> <p>Clerk</p> <p>CW/ Clerk</p> <p>CW</p>

	<p>vi. <u>Sandy Lane Parking</u> – No further action to be taken.</p> <p>vii. <u>Lower Street Road safety</u> At the last meeting it was reported that Following the drafting and distribution of the letter to the residents of St Richards Cottages about road safety, responses have been received from some residents. CW has drafted a response but it has not yet been sent out.</p> <p>viii. <u>Drainage – Little Bognor Lane by Leconfield Fishing Ponds</u> The Clerk contacted the Leconfield Estate. Although the Estate does not own the land where the problem is located, it was agreed that DB and Mark Allen from the Estate will carry out a site visit to see what can be done.</p> <p>The Land could be owned by The Pits Hill Estate. Mark Allen has suggested looking at The Land Registry online service to determine ownership (as long as it's registered).</p> <p>A site visit has been arranged a meeting the Leconfield Estate. DB to update at the next meeting.</p> <p><u>ix. Lower Street/ School Lane traffic concerns</u> Issue raised by a parishioner. The Police occasionally have a speed camera in use in the afternoons in and around Fittleworth, however the main issue is between 5-7pm weekdays and large trucks in the mornings going over 40 mph. Another danger point is overtaking on The Fleet close to the Limbourne Lane junction.</p> <p>The following ideas were suggested:-</p> <ul style="list-style-type: none"> • White gates to enter village (similar to Chiddingfold) • Red road markings need to be reinstated • Purchase a solar sign speed awareness sign <p>It was AGREED that a Traffic Working Group would be set up. The Parish Council members of the Working Group are KC, LS and MF. The Working Group will report back in September.</p> <p><u>x. Other Highways & Footpaths issues –</u> At the March Parish Council meeting C.Cllr Duncton was asked to look into the following issues:-</p> <p>i) <u>Request for additional speed limit signs</u> – RD requested for additional signage where the speed limit changes from 60mph to 40mph into the village coming down the hill from Pulborough, as the current signage is not clear. JD said this was unlikely but would look into it. To date the clerk has not received any further updates. This will now come under the Traffic Working Group.</p> <p>ii) <u>Little Bognor – state of footpaths</u> DB reported that the footpaths in and out of Little Bognor are deteriorating. DB will keep an eye on them and if necessary report issues to clerk to forward onto the Ranger.</p> <p>f) Village Hall - CW reported the new online booking system is now working well, the AGM is 12 July.</p>	<p>CW</p> <p>DB</p> <p>Sept Meeting</p>
18-075	15. Items for inclusion on the July Agenda - No additional items	
18-076	16. Date of next meeting: Monday 17th September 2018 at 7.00pm in the Pavilion Building	

APPENDIX 1

FITTLEWORTH PARISH COUNCIL - PLANNING APPLICATIONS STATUS REPORT (21.5.18 TO 8.7.18)

NEW APPLICATIONS

REFERENCE	DETAILS	RECV'D	REPLY BY	FPC RESPONSE	COMMENTED ON WEBSITE
SDNP/18/02404/PA30	Pump House Barn , Barn Coates Lane Fittleworth Notification for Prior Approval for a Proposed Change of Use of building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3)		25/5/18 (not 5/6/18 per listing)	No Objection	1/6/18
SDNP/18/02617/TCA	Orchard Barn , School Lane, Fittleworth Notification of intention to fell 1 no. mixed Conifer Hedge (marked on plan as H1) along rear fence line.	15/5/18	20/6/18	No Objection	18/6/18
SDNP/18/01206/FUL	Lithersgate Common Bedham Retrospective change of use of land from woodland to recreational including engineering works for construction of BMX jumps/bike track & accompanying tool sheds on the land.	1/6/18	29/6/18	No objection	26/6/18
SDNP/18/02612/HOUS	Badgers Drift Tripp Hill Fittleworth RH20 1ER Proposal: Single storey rear extension, removal of existing attached shed, improvement to existing porch & provision of outdoor pool Resubmission of refused application ref: SDNP/18/00005/HOUS		6/7/18 (per weekly list deadline 4/7/18)	No objection	3/7/18
SDNP/18/03064/LIS	1 Norwood Cottages Lower Street Fittleworth Pulborough West Sussex RH20 1EN Proposal: Two storey rear extension and alterations.		9/7/18 (per weekly list deadline 4/7/18)	APPLICATION WITHDRAWN (29/6/18)	
SDNP/18/03059/HOUS	1 Norwood Cottages Lower Street Fittleworth Pulborough West Sussex RH20 1EN Proposal: Two storey rear extension and alterations.		9/7/18 (per weekly list deadline 4/7/18)	APPLICATION WITHDRAWN (29/6/18)	
SDNP/18/02810/HOUS	Little Bognor House Little Bognor Road Fittleworth RH20 1JT Proposal: Extension and alteration to existing outbuildings.		6/7/18	Application to be Verified – on list in error	

SDNP/18/02905/APNB	Hill Croft Wakestone Lane Bedham Wisborough Green West Sussex RH20 1JR Proposal: Replacement barn for machinery storage.		27/7/18 but Clerk request 20/7/18	No Objection	10/7/18
SDNP/18/03312/TCA	Fittleworth House Bedham Lane Fittleworth RH20 1JH Proposal: Notification of intention to reduce down to a height of 1m on 1 no. Holly tree (T1) and reduce eastern lateral section overhanging roof by 1.5m on 1 no. Yew tree (T3).		20/7/18	No Objection	10/7/18
SDNP/18/03312/TCA	Location: Woodend, Lower Street, Fittleworth, Notification of intention to fell 2 no. Elm trees.		27/7/18 but Clerk request 20/7/18	No Objection	10/7/18
SDNP/18/02724/ADV	Fittleworth Village Hall , School Lane, Fittleworth, RH20 1JB Erection of an Interpretation Board.		1/8/18		
SDNP/18/01738/HOUS	2- The Old School, Old School House , School Lane, Fittleworth, RH20 1JZ Two storey rear extension, single storey side extension to replace existing attached garage and single storey front extension		8/8/18		
SDNP/18/03489/HOUS	3 Padwicks Field, Fittleworth, RH20 1HJ Proposed ground floor single storey rear garden room in-fill.		8/8/18		
SDNP/18/03783/HOUS	Park Lodge Bedham Lane Fittleworth Pulborough West Sussex RH20 1JH Proposal: Proposed ground source heat pump store.		14/8/18		

SDNP – DECISIONS AND PENDING

REFERENCE	DETAILS	RECV'D	FPC RESPONSE	SDNP DECISION (Decision date)
SDNP/18/00373/HOUS	Strawberry Trees Sandy Lane Fittleworth RH20 1EH Retrospective application for the construction of an outdoor		Fittleworth Parish Council object to the application in its current form, since we are concerned that the proposal will impact on the character and tranquility of the surrounding area, by virtue of its siting near to the public road. We would however be minded to withdraw this objection if the following could be	APPROVED (23/5/18)

	swimming pool, plant house and associated works.		secured through legal agreement: <ul style="list-style-type: none"> • bolstering of planting between the pool and the road, so as to ensure the adequate screening of the pool and associated structures, including during winter months, and the retention of such planting in perpetuity • restriction on hours of use (to between 8am and 8pm), in order to protect the tranquil character of the surrounding largely rural area, and • restricting any artificial illumination of the pool and surrounding area (including lighting within the pool itself) to between 8am - 8pm or between dawn and dusk (whichever earlier or later) 	
SDNP/18/01279/LIS	Three Chimneys School Lane Fittleworth RH20 1JB Change of use of barn into habitable accommodation, new rooflights and flue, replace one side ground floor window and re tile roof.	12/3/18	Neutral with concerns Further to our initial visit to Three Chimneys when we met Mr Elsdon, who was reluctant to admit us onto his property to access the barn to enable us to make an informed decision on his proposals for change of use of the barn into habitable accommodation, I have as agreed with him , sent him a text and rung him on four occasions to try and agree a site inspection with no response, therefore our planning committee are unable to make an inspection. We are therefore unable to comment on this listed building application.	APPLICATION WITHDRAWN 22/6/18
SDNP/18/01353/HOUS	The Knoll House Sandy Lane Demolish glazed structure and replace with conservatory using the existing base, and the erection of a conservatory at the front of the property		No Objection (25/5/18)	APPROVED (20/6/18)
SDNP/18/01551/HOUS	Gorseland Wyncombe Close Fittleworth Proposal: Loft conversion, front and rear dormer windows,	24/4/18	No Objection (14/5/18)	APPLICATION WITHDRAWN 18/6/18

	covered porch and sliding doors to rear elevation			
SDNP/18/01578/FUL	Amen Wood Yard Fitzleroi Lane Proposal: Resubmission of expired application SDNP/13/01622/FUL for the alterations and extension to existing industrial building to provide office, store and WC.	24/4/18	No Objection (8/5/18)	APPROVED 29/6/18
SDNP/18/02404/PA30	Pump House Barn Barn Coates Lane Fittleworth Proposal: Notification for Prior Approval for a Proposed Change of Use of building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3)		No Objection (1/6/18)	Prior Approval Granted (26/6/18)
SDNP/18/02617/TCA	Orchard Barn , School Lane, Notification of intention to fell 1 no. mixed Conifer Hedge (marked on plan as H1) along rear fence line.		No Objection (18/6/18)	Raise No Objection (26/6/18)