

Kingston Parish Council

(www.kingston-pc.org.uk)

Minutes of the Kingston Parish Council Meeting Wednesday 8 January 2020 at Kingston Pavilion

ItemNo:		Action By:
	<p>PUBLIC ATTENDANCE AND QUESTIONS:</p> <p>The chair welcomed 1 member of the public and SDNPA representative Richard Waring to the meeting.</p> <p>Standing Orders were suspended to allow discussion on planning application SDNP/19/05763/HOUS, the proposed demolition of existing single dwelling and replaced with a four bedroom detached house at Astley, 5 Ashcombe Lane. It was reported to the meeting that a response to KPC from the planning department confirmed that the application had been handled incorrectly by Lewes District Council and that a design access statement must also be included as part of the application. The process for the application must be started again and KPC will receive a fresh application to comment on as consultee.</p>	
	<p>AGENDA</p>	
1.	<p>MEETING ATTENDANCE</p> <p>Present: Councillors: Fiona Harrison (FH), Chris Moulder (CM), Tony Wheeler (TW), Rosemarie Jeffery (RJ), John Bewick (JB) and Jeanne Peterson (clerk). Acceptance of Apologies for Absence: None Absent: None</p>	
2.	<p>DECLARATION OF INTERESTS:</p> <p>CM declared an interest should the issue of the Kingston Ridge path be raised for discussion during the planning item.</p>	
3.	<p>MINUTES OF PREVIOUS MEETINGS:</p> <p>A question as to accuracy was raised on item 9 b) of the 13 November 2019 minutes. But it was agreed that the minutes covered both the requirement for a report on the SDNP meeting to be written and circulated to members (as had been completed) as well as the council looking and discussing options about producing a neighbourhood/community plan – to which all members could contribute and work collaboratively.</p> <p>The meeting agreed to retain the minutes as presented and the minutes of Kingston Parish Council meeting held on 13 November 2019 were approved and signed by the chair.</p>	
4.	<p>MATTERS ARISING FROM THE PREVIOUS MEETING NOT COVERED IN THIS AGENDA:</p> <p>i. RJ asked whether she could raise a question at the forthcoming Katy Bourne “workshop” she will be attending, about the introduction of the new local PCSOs. This was agreed.</p>	

	<p>ii. It was noted that the idea to place polite notices on cars which park illegally could be discussed during the traffic and highways item 11.</p>	
5.	<p>CASUAL VACANCY:</p> <p>This has been advertised but with no responses of interest. It was decided to promote the vacancy again via the Kingston News and the KPC website. Up to two people can be recruited. Members were asked to let FH know of any further ideas by Friday 10 January which is the deadline for submission to the Kingston news.</p> <p>As an additional idea for the KN it was agreed that an article would be written and submitted by TW about the SDNPA planning policies around the development of new housing. Members thought this would act as a helpful guide to village residents.</p>	<p>FH</p> <p>TW</p>
6.	<p>REPORTS FROM OTHER BODIES:</p> <ul style="list-style-type: none"> ➤ District Councillor William Meyer (WM) - was unable to attend the meeting and sent apologies. ➤ County Councillor Sarah Osborne – was unable to attend the meeting and sent apologies ➤ SDNP Representative Richard Waring (RW) – Richard introduced himself to the meeting. He was nominated in July as representative and has since been attending parish meetings to let them know that he is available to represent councils in matters relevant to the national park, mainly planning but not exclusively. It was agreed that information on the Iford shoot appeal would be sent to RW and the council will in future keep him up to date with local issues. ➤ Kingston Action Group (AG) – There was no report available from the group ➤ Pavilion Committee – Appendix 1 was taken as read and it was confirmed that the initials JS refer to Jerry Sinclair the new booking secretary. A new bookings email contact address has now been set up bookings@kingston-pc.org.uk. The clerk will be meeting JS next week to go over the financial processes for pavilion booking fees and Data Protection requirements. There were no further questions. <p>It was resolved: To note the available updates and authorise any further actions.</p>	<p>TW</p> <p>clerk</p>
7.	<p>MEADOW PLANTING ON ST PANCRAS GREEN:</p> <p>This item is deferred to the next meeting 11 March 2020.</p>	
8.	<p>FINANCIAL REPORTS:</p> <p>a)Financial Report October to December 2019 Appendix 2 b)Bank Reconciliation to end of December 2019 Appendix 3 c)Budget v Actual Report to end of December 2019 Appendix 4</p> <p>The financial reports Appendix 2, 3 and 4 were taken as read. The clerk was asked If there were any particular costs to highlight during the latest quarter, which there weren't. The end of December reports show that the council is on track with its current year budget showing a net of 10,406 when unbudgeted costs are removed from the expenditure column (Appendix 4 refers).</p> <p>d)Draft Budget v2 2020 2021 Appendix 5 and 5a were taken as read as an update to the draft presented at the November meeting. The previously suggested expenditure for pavilion works has been reviewed and notes updated in Appendix 5a note 3.</p>	

	<p>The final draft budget still proposes no rise in precept from the current year. It allows te continued level of funds for KPC to deliver on its responsibilities and duties.</p> <p>e) The council considered and agreed the retrospective and current year invoices from Thoughtbubble Limited relating to the pavilion website hosting and maintenance costs. It looks forward to now receiving an annual bill for these services.</p> <p>It was resolved: a)to c) To approve the financial reports d)To approve the final draft budget and authorise the clerk to submit the council’s precept request to Lewes District Council by the deadline of 13 Jnaury 2020. e) To approve and agree payment of the retrospective and current year invoices from Thoughtbubble Limited relating to the pavilion website hosting and maintenance costs.</p>	clerk
9.	<p>SAXONDOWN – EASEMENT REQUEST:</p> <p>The final draft papers have been received from the Saxondown side and attached to this meeting’s agenda taken as read:</p> <ul style="list-style-type: none"> i. Deed of Easement final draft Appendix 6 ii. Construction Management Plan KPC informing paper Appendix 7 iii. Saxondown Consultation Management Pan final draft Appendix 8 iv. Schedule of Condition Roadway Appendix 9 v. Outline Specifications for Post Completion Highway Surfacing Works final draft Appendix 10 vi. Plan 1 Appendix 11 vii. Plan 2 Appendix 12 viii. Plan 3 Appendix 13 <p>The clerk had received further communication the day of the meeting to confirm that the grantee will be Saxondown Farm Limited. So all papers stand correct as they are. The council is asked to approve the final drafts with delegated authority for [any] two member signatories to execute and complete at the appropriate time which will be when the grantee is in funds and ready to proceed.</p> <p>Members agreed that the Saxondown Construction Plan covered all it had asked to be taken in consideration.</p> <p>It was unanimously agreed to approve the Easement.</p> <p>The council wished to note its thanks to the clerk for her work on this project over the last two years.</p> <p>It was resolved: To approve the Easement and authorise the clerk to correspond with the council’s solicitor accordingly and to arrange at the appropriate time for two members to sign the engrossed deed.</p>	clerk
10.	<p>TOWN AND COUNTRY PLANNING:</p> <p>a)The planning report Appendix 14 was taken as read. The only changes to note were the two approved applications marked in red SDNP/1903596/HOUS and SDNP/19/04089/HOUS. There are no new applications.</p>	

	<p>As noted in the public section of the meeting, the proposed application at Astley, Ashcombe Lane will have to be re-submitted.</p> <p>Points to note:</p> <ul style="list-style-type: none"> i. Pump House, Kingston Ridge – KPC has made representations to SDNPA and LDC about the installation of the hard core track, but have got nowhere with either. As a parish council it cannot do much more apart from go back to local residents to let them know this, also that it is mindful of development on that land and that residents may themselves make direct representation to SDNPA and LDC. The District Councillor WM has been informed as will Richard Waring be as Representative on the SDNPA. <p>b) Neighbourhood / Community Plan – TW has circulated a paper as agreed at the last meeting and members of KPC plan to meet later in January to discuss and consider options on whether there is a way forward in producing a neighbourhood/community plan.</p> <p>It was resolved:</p> <ul style="list-style-type: none"> a) To note the planning updates b) To continue discussion within council around the options available in producing a neighbourhood/community plan. 	
<p>11.</p>	<p>TRAFFIC AND HIGHWAYS – ISSUES RELATED TO KINGSTON:</p> <p>a) Air Quality – Information has been received from the student that they hope to start air quality measurement sometime this term (no set date yet) – a modification of the equipment has slightly delayed the process. There has been no word from the university supervisor but the project still appears to be in hand.</p> <p>b) Speed Sensors – Due to ESCC Highways rules, KPC has rather come to a halt on this project. It was mentioned that in West Sussex, Ferring is a known example, it appears that an equivalent project was set up with comparative ease. Members agreed that it would be helpful to gain some understanding of West Sussex procedures as potential leverage for further discussion with ESCC. There had been no responses from potential volunteers to consider setting up a Speedwatch group.</p> <p>c) and d) and e) It was proposed and agreed that these three items be looked at together with a view of gathering further evidence (including photographic) to escalate the council's efforts in getting help to resolve the speeding, HGV and parking issues prevalent in the Ashcombe Lane, Ashcombe Hollow and Wellgreen Lane areas. KPC has tried everything it can and also encourages individuals to report directly to ESCC any cause for concern such as illegal parking and potholes.</p> <p>JB as transport lead will draft a letter for circulation to members, putting all these points together along with additional concerns about inappropriate signage giving "access" to HGVs from the A27 roundabout and no signage at all at the Kingston Ridge junction. This is with a view to engage the support of Sarah Osborne in making a case to ESCC.</p>	

	<p>f) South East Transport Strategy Consultation</p> <p>Although SDNP urged local councils to participate in the consultation, members agreed that as it is such a high level document and does not go into lower local concerns, that it would not respond as a council. But suggested that interested individuals do go ahead and make independent responses should they want to.</p> <p>g) Wellgreen Lane appears to now be clear, with any overgrowth onto the path cut back. There continues to be a problem with cars parked onto the pathway and also cracked tarmac. The council encourages residents to also make representations to ESCC directly via its website or call line which helps put weight behind any problem that the county council needs to resolve.</p> <p>Members considered whether it would be legal to produce and put “polite” notices onto cars parked illegally in the village. The clerk was asked to investigate further and also at what level of obstruction would it be deemed ok to place a notice.</p> <p>The state of the path running from Juggs Road to Ashcombe Hollow was again noted as being very bad. The council had not been able to secure a point of responsibility for its maintenance despite trying. RJ agreed to look out some old papers which might help.</p> <p>It was resolved:</p> <p>a) To report back to the next meeting on progress with the university project b) That the KPC clerk contact the clerk at Ferring council to seek information with a potential site visit to be arranged. c) to e) That a letter to Sarah Osborne would be drafted pulling all points together to escalate KPC’s concerns via ESCC f) That the council would not submit a response to the Transport Strategy Consultation g) The clerk will look into the legal side of placing notices on illegally parked vehicles and the council would continue to look into who has responsibility/ownership of the Juggs Ashcombe path to the bus stop.</p>	<p>JB clerk</p> <p>JB</p> <p>clerk RJ</p>
<p>12.</p>	<p>HOUSING:</p> <p>The return of the completed draft survey report to KPC was delayed due to staff changes at AiRS so the initial draft has only just been received. There are some corrections needed so the survey will be shared once those have been made.</p> <p>It was resolved: To note that the survey report should soon be available.</p>	
<p>13.</p>	<p>FOOTPATHS & RIGHTS OF WAY, TREES & HEDGEROWS, VILLAGE GREENS:</p> <p>Points raised on the agenda were taken as read and there were no questions.</p> <p>It was resolved: That the clerk continues to liaise with relevant ESCC departments and contractors in relation to path and tree maintenance as noted in the update.</p>	<p>clerk</p>
<p>14.</p>	<p>PAVILION ACOUSTICS:</p> <p>There was nothing further to add at this stage to previous reports. RJ wished to note that the pavilion committee had done a very good job in the measures it had already taken and its research into other possibilities.</p>	

	<p>This should not be a rushed project and the ongoing process of gathering information will continue.</p> <p>It was resolved: That RJ would continue making enquiries and report to the council at the March 2020 meeting.</p>	RJ
15.	<p>COMMUNITY INFRASTRUCTURE LEVY:</p> <p>It was agreed that there was not enough information yet available on establishing outdoor projects in the village in time for the council to present a proposal for CIL funds in this term. JB offered to start looking into this however, with the aim of considering a case for presentation at the next CIL funding round.</p> <p>Meanwhile the Parish Hall (PH), as a charity, can apply and have come up with an initial proposal for funds towards the hall roof, guttering and solar panels. Meetings are arranged with contractors to get more information on installation and requirements. The PH can make an application in its own right but its case may be strengthened if supported by KPC.</p> <p>It was resolved: That the council would agree to support a PH application for CIL funds but that it would not submit any proposal of its own in this round. That JB would now start the research process looking forward into viable outdoor facility projects for the village and report back at the next meeting.</p>	JB
14.	<p>CLERK'S REPORT:</p> <p>The clerk's updates were noted.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • Lewes Bonfire Stakeholders Meeting – FH will attend this de-brief on behalf of KPC • Parish in Bloom – entry forms have been received for the 2020 competition. There is a £50 entry charge this year for parish entries and the council agreed to make the payment and asked the clerk to liaise with the Action Group. • VE Day celebration event – the clerk had received further communication from the organising committee. Although no additional details on the drafted costings are available, the organisers are asking KPC to underwrite the event. It appears some activities will generate income but it remains unclear as to what extent that is expected. RJ who had attended the group meeting informed the council that arrangements are being firmed up and the committee may soon be in a better position to provide more detail. She will let the council know the date of the next meeting. The council reiterated that in principle it has already agreed to support the event but details remain vague and it would like to see a financial income and cost plan showing for example; how much will be charged for concert tickets v how many guests are expected v expected cost of various elements of the event. And if the BBQ will be self-funding, should that remain on the required funding list for KPC? Also has any other organisation been approached for funds. It was confirmed that if alcohol is being served or sold then the committee would have to obtain the appropriate license from Lewes District Council. 	

	<p>For events taking place on council land (village green, St Pancras Green, Community Pavilion) there would be insurance considerations. It was agreed that the clerk should respond to the committee asking for a more detailed plan.</p> <p>It was resolved: To note the clerk's reports and authorise any agreed actions.</p>	clerk
15.	<p>REPORT BACK FROM MEETINGS ATTENDED BY COUNCILLORS ON BEHALF OF KPC:</p> <p>FH had attended the POLO meeting on 9 December 2019. Most of the discussion had revolved around farm development and how this was affecting other areas of the Ouse valley. Also, how challenging this particular application process is in providing visibility to neighbours as to details on any of the proposed developments.</p> <p>It was resolved: To note the report.</p>	
16.	<p>DATE OF NEXT MEETING:</p> <p>The date of the next meeting of the council will be Wednesday 11 March 2020</p>	clerk
	CLOSE OF MEETING 9.40pm	

Signed.....Chairman

Date.....