

Colgate Parish Council Meeting 13th March 2017 at Durrants Village at 7:30pm.

Present

Councillors: Mrs. C Crosdil, Mrs. R Calvert, J Sired, S Davies, Mrs. V. Finnegan and J Mack.

In Attendance: Mrs. B. Cayden (Parish Clerk), 5 members of the Public and Cllr Kitchen (7.35-8.50pm)

Minutes

The Hunt Group displayed plans for a petrol station on Clover Farm, Faygate and answered questions raised by the councillors and the public. Comments would be made by Colgate Parish Council on receipt of the planning application due in May 2017.

1. Apologies for absence.

Cllr Marley, Cllr Stillwell, Cllr Garley.

2. Declarations of Interest by Councillors on any matter on this Agenda.

Cllr Calvert and Cllr Finnegan on agenda point 11 regarding Holmbush Farm.

3. Agree the minutes of the previous council meetings held on 13th February and planning minutes also on 13th February.

All councillors agreed that the minutes were a true reflection of the meeting and the vice chair duly signed them off.

4. Any urgent matters to be included on this agenda at the Chair's discretion.

None

5. Members of the public-invited to speak to the Council on any other matters of concern included in the agenda.

A member of the public raised concerns with the events being held at Holmbush Farm as well as the unlawful gate on the A264 and the concrete road. Clarity of the 28 day rule was also raised as there are concerns in respect of the amount of events being held at the farm supposedly within the 28 day rule. (Appendix 1)

Residents from Durrant Village stated that concerns had been raised with Savills about the dedicated minibus service from the village. Phase 3 of the development is under way. There are currently 149 residents which will increase to 280 on completion of the development.

6. Updates from the County and District Councillors if they are able to attend.

Councillor Kitchen confirmed that a meeting will be set up with Aiden Thatcher (HDC) in order to discuss the concerns raised about the events at Holmbush farm and the new gate with interested stakeholders.

A group called the Band of Brothers have contact Cllr Kitchen. She has referred the group to the Clerk for further discussion.

7. Matters outstanding from previous meeting.

Defibrillator application was successful and Sussex Heart Charity will be contacting the Clerk shortly with regards to training and receipt of the units. Clerk will now contact the Faygate Garage about asking permission to install the unit onto the garage outside wall.

Data protection and e mail collection and document storage put on hold until Clerks work load reduces.

Cllr Lanzar replied to the letter regarding travel issues in the parish particularly in respect of Kilnwood and Councillors did not feel all the questions were answered. Cllr Mack to pursue this matter by attending the North of Horsham council meeting and report back at the next meeting.

White gates for Colgate Village are a viable option. Clerk to obtain quotes for the gates.

Grant application to be completed for the crossing over the A264 and a new Traffic Regulation order on Blackhouse/Forest Road. This is a large piece of work and will be done after the annual Meeting and completion of the end of year accounts.

8. Annual Meeting 2017

The flyers were distributed amongst the councillors for delivery in designated areas. Flyer to be put on the website, noticeboard, village halls and Kilnwood Vale Facebook page.

The Clerk is writing the annual report which has to be read out at the meeting.

The grant application scheme will be launched.

9. Finance

a) Bills paid since last meeting.

Bills paid Feb

806-wscc Jan salary	£738.40
807-visionict annual fee	£150
808-SALC-training	£24
809-Gacc newsletter	£10
810-Book Arnold Baker	£76.60
Total	£999

b) Bills to be paid (estimates)

Bills to be paid March/April 2017 (estimates)

WSCC Clerk Feb	£390
Clerks expenses (2 month)	£150

Clerks overtime (2 months)	£60
Clerks accumulated O/T policies	£500
WSCC Clerk March	£390
Training new councillor	£60
Litter Warden Equipment	£35
Paper	£5
Pension backdated 1 yr. clerk	£1100
BT	£1.00
Total	£2691

c) Balance outstanding Reserve £50.36

Balance current account 1.03-17 £19253.78

Expenditure verses budget is on track. No unexpected payments

Transparency grant -£370-£240=£130 left in the grant for the website updating.

(Sept-£60, Nov-£60, Jan-£60, March-£60)

Cllr Davies proposed and Cllr Finnegan agreed the payment of the cheques.

All councillors agreed all the payments and the account balance.

d) Clerks expenses/overtime/salary

Jan

Office	£35.00
Mileage .45x 16	£ 7.20
*Overtime 3x10	£30.00
Total	£ 72.20

Feb.

Office	£35.00
Mileage .45 x73	£32.85
*Overtime 3x10	£30

Total	£97.85
*3 hrs overtime from	
Transparency grant per month	£60.00
Total expenses	£170.05

All councillors agreed all payments to the Clerk.

e) End of Year Accounts

Clerk has an appointment with the internal auditor on 31st May.

Clerk will amend the budget to reflect new minimum wage for Litter Warden, add projection for pension payments for Clerk and on 13th March confirmation was given to the Clerk that the council had been awarded 2 defibrillators so costs for defibrillators to be altered to reflect this. However, in doing so there must be enough funds for the installation, maintenance and purchase of used /out of date equipment which will need to be assessed.

All councillors agreed the amendments detailed above in the budget and agreed that salaries should always remain within the minimum wage bracket (£7.50 2017/18).

10. Discuss BT contract for adoption of box outside Colgate Church

Prior to the meeting the standard BT contract was distributed for consideration.

All councillors agreed for the Clerk to sign the contract on the council's behalf and pay £1.00 to BT to complete the adoption process. BT will be requested to continue to provide the power supply to the box.

Once complete the Clerk will need to obtain permission from BT to house the defibrillator into the BT box.

11. Events at Holmbush Farm

A member of the public and Cllr Kitchen raised this issue. The Clerk gave an update on the areas of concern, namely 28 day rule, unlawfulness of the gate leading out to the A264 and the concrete road. The Council welcomed that a meeting was to be arranged to discuss these issues with Mr A. Thatcher at HDC and asked that a definite answer on the issues was given within an agreed timescale between WSCC, HDC, the landowners and Holmbush House Resident Ass. The Clerk read a report from HDC with regards to the three concerns and stated that the unlawful gate was being considered with WSCC. HDC would take a view on the concrete road once a decision had been made on the gate by WSCC and stated that the 28 day rule had not been breached to date.

12. Litter picker update.

Mr Brian Paige has accepted the position of Litter Warden and will commence employment on 3rd April 2017.

13. Safety Check report

Cllr Davies will complete the register for next month. Cllrs Finnegan and Mack will accompany him.

14. White paper

Concerns were still raised with the white paper but the councillors still felt that a Neighbourhood Plan would bring no added benefits since the HDC Planning Framework protects the Parish currently.

15. Boundary changes.

No new comments

16. *Councillors agreed the date and venue of the next meeting* – Annual Meeting-10th April-Colgate School, 8th May –Annual Council meeting-Faygate Village Hall.

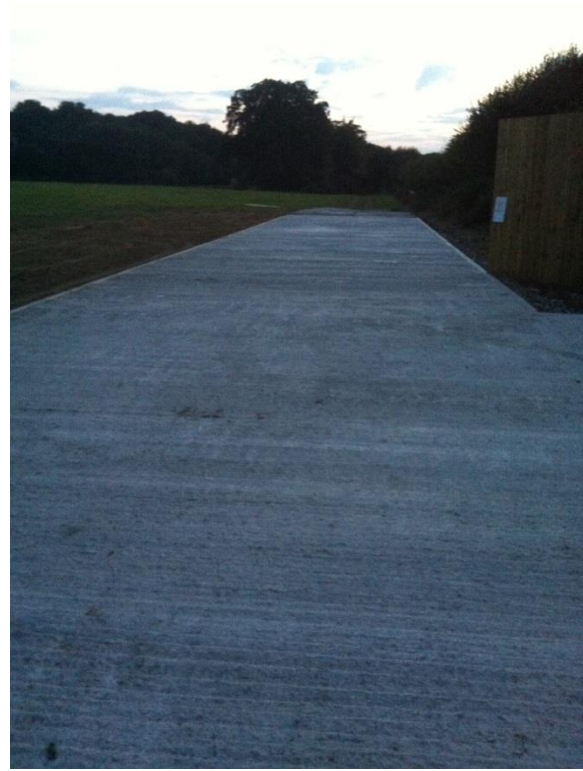
The meeting closed at 8.55pm.

Signed Vice chair:.....date.....

Appendix 1



Before (pre August 2016) – unused for at least 15-20 years



After (10m gate. ~150m² concrete roadway)

Chronology:

- Proposal from CTM (Tough Mudder traffic management company) to construct new entrance where previous, smaller entrance had been
- Tough Mudder (Rachel Norris) asserts that no planning permission is required (despite local resident protestations)
- New entrance constructed (Aug 2016). No permission sought.
- Following residents' complaint, retrospective planning permission sought (DC/16/1821)
- DC/16/1821 permission refused (21 Oct 2016)
 - Increased width
 - Aesthetic (has since been improved)
 - Road Safety (Highways objection)
- Principal Transport Planner – (20 Feb 2017) (West Sussex CC) – “I note that the larger access in the layby had a retrospective application refused by Horsham DC and am

somewhat surprised that the district has not taken enforcement action to secure its removal.”

- HDC enforcement (06 Mar 2017) - widening of gate and concrete base are ‘unlawful’

This entrance is due to be used for up to 3,000 visitors on 16th April and for Tough Mudder weekends (tens of thousands of visitors) in September.

In 2016, this entrance was intended for use for The Big Kahuna Music Festival

Residents would like clarity on why Holmbush Farm is not compelled to restore entrance to previous size and remove concrete base.

28-day permitted development

Class B – temporary use of land

Permitted development

B. The use of any land for any purpose for not more than 28 days in total in any calendar year, of which not more than 14 days in total may be for the purposes of—

(a) the holding of a market;

(b) motor car and motorcycle racing including trials of speed, and practising for these activities,

and the provision on the land of any moveable structure for the purposes of the permitted use.]

The Town and Country Planning (General Permitted Development) (England) Order 2015

It's a good idea for you to keep a record of activities, to help councils to keep such events within the proscribed limits.

- ▶ It's worth remembering that time taken to set up an event on site and to clear away, counts against the allotted days.
- ▶ It is important that limits are enforced; otherwise, overtime, events can gain permanent immunity from controls.



2017 known events at Holmbush Farm

- JK2017 Orienteering event
 - Temporary roadways, arena, food outlets, toilets
 - **7/8** days set-up and clear away
- Tough Mudder
 - Extra events compared to 2016
 - **40/50** days set-up and clear away (based on 2016)

Scheduled ~50/60 days in 2017

How can we help HDC keep events within 'proscribed limits'?