

**Cowfold Parish Council**  
**Minutes of the Ordinary Meeting held on Monday 8 June 2015 in the Village Hall**

**Present:** Mr J Palling (JP) (Chairman)                      Mr B Martin (BM)  
Mrs E Precious (EP)    Mr S Clark (SC)  
Mrs G Martin (GM)    Mrs J Wright (JW) (Clerk)

Mr J Chowen – Horsham District Councillor

Public: 8

Press: 0

PCSO Julie Greene

Julie Greene introduced herself and briefly described her responsibilities. There had been no reported crimes in Cowfold lately; however, there was still a real problem with scams including Identity Fraud, Courier Fraud, Insurance Scams, Banking and Payment Card Scams. Julie had been distributing The Little Book of Big Scams throughout the village to warn as many residents as possible of the problem.

Notification had been received that a new PCSO had been allocated to Cowfold but was only part time and, therefore, Julie would still be visible in the village from time to time. The new PCSO is Anika Clough who is responsible for Cowfold, West Grinstead and Shermanbury and can be contacted at [horshamsouthnpt@sussex.pnn](mailto:horshamsouthnpt@sussex.pnn).

### **1. Apologies**

Apologies for absence were received from Mr Collins, Mr Barnard and Mr Clarke.

### **2. Approval of the Minutes**

The Minutes of the AGM held on Monday 18 May 2015 were agreed by all as a true and correct record.

### **3. Declarations of Interest**

There were no declarations of interest with regard to any item on the Agenda.

### **4. Matters Arising**

Mrs Wright had asked for the Co-op Manager's Manager to attend the June Council meeting with him. Unfortunately, the Manager of the Co-op did not attend the meeting as agreed and, therefore, it was agreed to write to the Co-op expressing disappointment that the Manager did not attend the meeting, listing all the problems and requesting a response.

(JW)

Mrs Wright had asked HDC why the paper recycling bin had been removed and was told that due to a reduction in the use of the bin and the cost of emptying it, the decision has been made to remove it.

Mr Palling had spoken to the proprietor of the Snack Bar with regard to whether planning permission had been sought to change the use of the business from A1 to A3. He was told that she had consulted with her solicitor who had said that as no hot food was being prepared and sold, there was no requirement to seek planning permission. However, she was informed that a licence was required from WSCC for placing furniture on the pavement.

Mr Clark had spoken to a member of staff at the SMG with regard to vehicles being parked on the road causing an obstruction. He was told that vehicles would only normally be parked on the road whilst a delivery was taking place once every two weeks. Mrs Wright could not find a condition attached to the latest planning application from the Bridge Garage regarding parking. However, as it did not appear to be a problem currently, it was agreed to monitor the situation.

Mrs Wright had forwarded any information relating to Neighbourhood Planning that had been received to Mr Clark. A flyer had been forwarded to Mr Palling which had been passed to Mr Clark for comment.

The Palmerston House site had been tidied up.

## **5. The Public**

It was reported that alcohol related litter had been thrown on the footpath of the field behind Thornden. It was agreed to contact the Camelia Botnar Foundation as it was thought that it was the residents that were the cause of the problem.

(JW)

Mr Dittmer informed the meeting that Stoolball had now returned to the village and it was likely that there would be a WWI match arranged for later in the year.

Concerns were raised about the state of both Co-op sites.

The subject of the closure of the Post Office was raised and it was agreed to discuss the subject fully as an Agenda item at the next Council meeting.

## **6. District Councillor Report**

Mr Chowen reported on the following issues:

- Elections Results
- HDC Framework Plan
- Cabinet Member for Arts & Leisure
- Crematorium Appeal Refusal
- HDC Move
- Adopt a Road Scheme
- Suggested Sale of Fairfield Cottages Garages
- Grants for WWI events
- Section 106 Monies

It was agreed to speak to Saxon Weald regarding their plans for the Fairfield Cottages garages.

(JW)

Mrs Wright read the details of the Section 106 monies to be paid by Saxon Weald for the new housing development.

Mr Chowen agreed to confirm that there was £19,000 of Section 106 money already allocated from previous housing development to assist with the new Pavilion project.

(JC)

## **7. County Councillor Report**

Nothing to report.

## **8. Correspondence**

Lionel Barnard, WSCC - Response from request for an update on the works to be carried out on the A272. The widening of the A272 on the eastern side of the village is in the IWP for 2016/17, but that as this programme is oversubscribed there will be a review later in the year. At the moment it remains in 2016/17.

## **9. Neighbourhood Plan**

Mr Clark reported on the current status of the Neighbourhood Planning project. Two residents had come forward to date and it is hoped that more would get involved once the flyer had been sent to all properties. Mr Clark to now return the flyer with any changes deemed appropriate for printing.

(SC)

## **10. Skateboard Park**

It was still expected that the work to extend the basketball area would commence on Monday 15 June 2015.

## **11. Pavilion**

A meeting had been held between the Football Club representatives and the Chairman of the Village Hall Management Committee to discuss the cost of improving the Pavilion with a view to requesting a donation from the Parish Council. A list of the costs of materials required for the improvements to the Pavilion had been tabled. The cost of the materials was £1,808. Members of the Football Club had agreed to undertake most of the labour at no cost, however, additional funds may be required to pay for outside labour. Mr Martin raised concerns regarding possible insurance issues with regard to Football Club Members doing the work themselves. Mr Chamberlin said that he would seek clarification from the insurance company.

It was reported that the Football Club had received a very generous donation from the Welcome Club of £2,000 towards the required alterations.

Minutes of a special meeting held on 8 February 1993 had been tabled. The meeting had been called to finalise and agree the conditions under which the Village Hall Management Committee would take over the management of the Pavilion on behalf of

the Parish Council. This arrangement was reviewed at a meeting held on 13 March 1995 when it was confirmed that the Village Hall Management Committee would take over the management on a permanent basis. These Minutes were also tabled.

It was quite clear from the conditions that had been agreed to that the Village Hall Management Committee was responsible for the total upkeep and maintenance of the Pavilion and, therefore, the request from the Football Club to assist with the costs of improvements should be directed to the Village Hall Management Committee. To this end, it was agreed to send copies of the Minutes to the Secretary of the Committee to be distributed to all members as it was not thought that the current members were aware of their obligations with regard to the upkeep of the Pavilion. Mr Chamberlin also requested copies of the Minutes.

(JW)

It was agreed that in future the Pavilion would appear as an Agenda item to be discussed at Village Hall Management Committee meetings.

Whilst the subject was being discussed, it was mentioned that business rates were being charged to the Pavilion and it was agreed that the reasons for this should be investigated.

## **12. Representatives' Reports**

### **Planning**

Mr Palling read the Planning Report for June 2015.

It was reported that Mr Collins was now Chairman of the Planning Committee and Mrs Precious Vice Chairman.

Mrs Wright said that she had attended a Clerks meeting and was told that there should be an Agenda for every Planning Committee meeting which should be displayed at least three days before the meeting. It was, therefore, agreed to reduce the number of meetings to one a month which would be held on the first Monday of each month.

Mrs Wright also said that paperless planning which was to be implemented from the beginning of July had now been delayed for a period of three months whilst the problems that would be caused are sorted out.

### **Finance**

Approval of the tabled cheques for signature was requested and agreed by all.

### **Open Spaces**

Mrs Wright reported a problem with a footpath being blocked by brambles and a crab apple tree the branches of which were hanging over the garden of 2 Alley Groves. Mrs Wright said that she would contact WSCC regarding the blocked footpath and it was agreed to obtain a quotation for a one off cut of the bramble hedge and for the work required to be done to the tree.

(JW)

**Pond Warden**

Nothing to report.

**Footpaths**

Nothing to report.

**Allotments**

Nothing to report.

**Roads & Transport**

Nothing to report.

**Streetlights**

Nothing to report.

**HALC**

The next HALC meeting is to be held on Wednesday 8 July 2015.

**Village Hall**

Mrs Martin had attended her first meeting on behalf of the Parish Council where the main topics of conversation were additional storage for the Village Hall and the kitchen extension.

The next meeting is to be held on Thursday 16 July 2015.

**Website**

Nothing to report.

**CLC**

The next meeting is to be held on Wednesday 8 July 2015.

The next meeting will be held on **Monday 13 July 2015**.

The meeting closed at 9.30 p.m.