

**Cowfold Parish Council**  
**Minutes of the Ordinary Meeting held on Monday 13 July 2015 in the Village Hall**

**Present:** Mr J Palling (JP) (Chairman)                      Mr S Clark (SC)  
                 Mr C Collins (CC)                                        Mrs J Wright (JW) (Clerk)  
                 Mrs E Precious (EP)

Mr L Barnard – West Sussex County Councillor  
Mr J Chowen – Horsham District Councillor  
Public: 14  
Press: 0  
PCSO Anika Clough

Anika Clough introduced herself as the new part time PCSO and read the list of crimes carried out in the area since April 2015.

**1. Apologies**

Apologies for absence were received from Mr & Mrs Martin.

**2. Approval of the Minutes**

The Minutes of the meeting held on Monday 8 June 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**

Michael, the Deputy Manager of the Co-op store was in attendance and had telephoned on receipt of the letter listing concerns which included the following:

- Removal of the lasagne advertisement displayed in the window
- Redecoration of the window frames etc.
- Repair of the damaged lampposts
- Constant litter outside and around the shop
- Plans for the old Co-op site
- Overgrown vegetation at both sites

Removal of the A-boards had been carried out as had been requested, a work order had been put in place to redecorate and it had been agreed to donate £100 to the cost of filling the planters to be sited outside the shop.

The extension of the car park which had also been an issue was imminent and Michael

said that all outstanding issues would be considered including additional lighting outside the shop.

On being asked whether it was likely that a Post Office could be accommodated in the shop, Michael said that the Co-op were not opening any new Post Office facilities in any of their shops.

Michael informed the Members that the name of the new Manager is Stuart Hunt and the Operations Regional Manager's name is Keith McFarlane.

A letter had been sent to Cameliar Botnar Foundation with regard to the beer containers being thrown on the footpath behind Thornden and a response had been received from Paul Yallop, General Manager requesting a meeting with the Parish Council. It was agreed to invite him to a Council meeting.

(JW)

Mrs Wright had spoken to Saxon Weald with regard to their plans for the Fairfield Cottages garages. Although it has not yet been decided, it is likely that the garages will be used for works vehicles whilst the Alley Groves housing development is being carried out to prevent overparking and obstruction on the road. Mr Chowen said that it had been mentioned that following the development, the garage site may be made available to residents and said that it might be useful to mention this to see if it is still a possibility.

(JW)

Mr Chowen had requested confirmation that there was £19,000 of Section 106 money available but unfortunately had been told that the figure was £12,764. Mrs Wright said that the balance had been paid for a development that had not been carried out some years ago and she had received confirmation that it had formed part of the total amount. Mr Chowen said that he would investigate further.

(JC)

The Neighbourhood Planning flyers had been finalised, printed and delivered.

Copies of the 1993 & 1995 Parish Council Minutes outlining the conditions associated with the transfer of the running of the Pavilion to the Village Hall Management Committee had been sent to the Secretary of the Committee for circulation. Separate copies had been sent to Mr Chamberlin.

With regard to the blocked footpath and overhanging crab apple trees behind 2 Alley Groves, quotations for the work were awaited.

## **5. The Public**

Mr Rolfe was concerned about the derelict look of the empty retail properties in the village and suggested investigating the possibility of using street art on them. Mr Rolfe was asked to do some research and present it to the Council for consideration.

Mr Hughes asked about the status of the grant expected from Operation Watershed to carry out work on the flooding problem in Kent Street. Mrs Wright said that £2,500 had been received and she was awaiting receipt of an invoice.

Mr Hughes also asked if the Parish Council would write to UK Power Networks who had installed cables in Kent Street asking them to replace the verges that had been damaged whilst the work had been carried out. It was agreed to do so and Mr Barnard asked for a copy of the letter to be sent to Chris Stark at WSCC.

(JW)

Ms Yonge expressed concern about the amount of Ragwort in the village and asked if the drains in the road outside her property in Thornden could be cleared. It was agreed to contact WSCC Highways to get the problem sorted.

(JW)

Mr Twitchen said that the bollard at the gate of the Playing Field had not been replaced following the Fete and was unhappy with the lack of detailed information being received from Saxon Weald with regard to the new housing development. Mrs Wright said that she would contact Saxon Weald on the subject.

(JW)

Mr Twitchen also commented on the portable goal posts, one of which could not be used any longer. Mr Collins said that he would inspect the posts and report on the state of them.

(CC)

## 6. District Councillor Report

Mr Chowen reported on the following issues:

- Dinosaur Island - Southwater
- HDC Framework Plan
- Government Ruling on Air Pollution
- Appointment as Deputy Leader

## 7. County Councillor Report

Mr Barnard reported on the following issues:

- STARS Meeting
- County Members Group
- Armed Forces Day
- UK International Search & Rescue
- Citizenship

## 8. Correspondence

*Post Office* – Notification of the closure of the Cowfold Post Office and a letter to the Post Office from Lionel Barnard requesting a temporary measure to be put in place. Noted.

*Berry Brooke* – Suggestion that Mr Allmond's efforts as a past Parish Councillor and Chairman should be recognised. All were in agreement with this suggestion and Councillors were asked for their thoughts on the subject.

(ALL)

*Paul Samson* – Request to use the Playing Field in the summer of 2016 for a Fun Day. No objections were raised.

*WS Mediation Service* – Request for a grant of £50. It was agreed to donate £25.

*HDC* – Information on the Adopt a Street Scheme. Noted.

*AiRS* – Information on a Good Neighbour Scheme following an expression of interest from Bernard Baldwin. It was agreed to invite Mr Baldwin to speak on the subject at a Council meeting.

(JW)

*PCC of Cowfold* – Letter of thanks for the donation to assist with the upkeep of the burial ground and the clock winding. Noted.

*Geoff Case* – Cowfold Remembers. Unfortunately this correspondence arrived between meetings and the deadline for responses was 1 July. However, the Parish Council agreed that events should be held to commemorate significant dates over the four year period.

### **9. Post Office**

The Post Office would be closing on 7 August and no way of retaining the facility had yet been found. There had been some interest within the village but so far this had come to nothing. Mr Barnard had written to the Post Office asking for some sort of facility to be made available on the basis of a number of residents not being able to get to other villages. The response from the request was awaited.

Mr Collins suggested that the end unit of the 'Stable Block' at the Coach House site could be a possibility and it was agreed to write to Evolve, the owners of the site, to get their views on the subject.

(JW)

The item will be kept on the Agenda for the next meeting when hopefully more information would be available.

### **10. Neighbourhood Plan**

The flyers requesting expressions of interest in being involved with setting up a Neighbourhood Planning Committee had been delivered and it was thought that there had been sufficient response to call the first meeting. Mr Palling said that he would arrange a date for the meeting when a Chairman would be appointed. Although some Parish Councillors will be involved, the position of Chairman should be held by a resident.

(JP)

### **11. Public Works Loan**

All Members had been sent a copy of the Conditions of applying for a Public Works Loan to speed up the process of building/refurbishing the Pavilion together with a brief note on the impact of paying for the loan by increasing the Parish Precept and Parish Council Tax. As a full Council were not present no decision could be made. It was hoped that all Members would be present at the August meeting when estimates of the likely cost of the new Pavilion should be available.

### **12. Skateboard Park**

The basketball area on the playing field had now been extended to accommodate a skateboard park. Mr Chamberlin, who was not in attendance, had been speaking to someone from Oakendene Estate with regard to the manufacture of a skateboard ramp. It was agreed to delay any further action until Mr Chamberlin relays the information to the Council.

### **13. Pavilion**

A Fee Proposal had been received for Quantity Surveying Services at a cost of £2,450 + VAT + Expenses and an Agreement for the Appointment of a Chartered Building Surveyors services at a cost of £1,800 + VAT + Expenses. All Members voted in favour of accepting both of these quotations.

### **14. Representatives' Reports**

#### **Planning**

Nothing to report.

#### **Finance**

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

#### **Open Spaces**

Mr Collins said that the Cowfold Social Committee should be congratulated for the excellent event they organised on 4 July.

#### **Pond Warden**

Nothing to report.

#### **Footpaths**

Nothing to report.

#### **Allotments**

Nothing to report.

#### **Roads & Transport**

Mr Clark asked about the status of the speed activation signs. Mrs Wright said that the Safer Roads Committee had raised £4,000 which would purchase two signs and they were currently waiting for WSCC Highways engineers to install them. She had agreed to ask Mr Barnard for his assistance in moving this forward.

#### **Streetlights**

Nothing to report.

#### **HALC**

The next HALC meeting is to be held on Thursday 10 September at the Roffey Millennium Hall.

#### **Village Hall**

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

#### **Website**

Nothing to report.

#### **CLC**

Nothing to report.

The next meeting will be held on **Monday 10 August 2015.**

The meeting closed at 9.45 p.m.