



**Minutes of the Parish Council Meeting
held on Wednesday 12 June 2013
Council Chambers, Billingshurst Centre at 7.00pm**

122/13 Attendance and Apologies for Absence.

Those Present: P. Berry (Chair), G. Commins, A. Grant, R. Grantham, D. Homer, P. Leaney, K. Longhurst, R. Margetts, D. Rands, L. Wilding.

Also Present: A. Jupp (WSCC), Parish Clerk B. Bell, Office Admin Assistant S. Meyer, PCSO A. Bell, Mr Mark Betts (BFC), Mr Kevin Tilley (BFC) and 1 member of the public.

Apologies: Cllrs. B. Barnes (prior commitment), L. Gray (prior commitment), D. Hart (prior commitment) C. Milne (work commitment), A. Breacher (HDC) and K. Rowbottom (HDC). These apologies were duly noted and accepted.

123/13 To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation. None.

124/13 Guest Speakers: Mr Mark Betts and Mr Kevin Tilley from Billingshurst Football Club to discuss plans for Jubilee Fields.

Mr Kevin Tilley is the Chairman and Mr Mark Betts is the Vice Chairman of the Billingshurst Football Club. The Club is one of the oldest clubs in the region, formed in 1891. The Club has over 150 players; four junior players have gone to professional football, 3 at Brighton & Hove and 1 at Crewe.

Since the move to Jubilee Fields, the Club has been promoted three times and is now competing in the Sussex County League for the first time in the club's history. However the FA ground rules prevent the Club progressing to the intermediate level without the following upgrade to the facilities at Jubilee Fields:

- Flood lights (six around the pitch).
- Bonded hard standing for wheelchair access.
- Perimeter fencing (min height 1.83m).
- Covered standing and seating.

Mr Tilley explained that there are no formal plans in place and planning permission has not yet been sought. The Club needs the Council's blessing to be able to move forward. Floodlights would enable the use of the pitch for mid-week training. The cost of upgrading will be in the region of £45,000 which will be obtained through funding or fund raising events.

Cllr. Homer asked what type of fencing would be installed and where it would be placed. Mr Tilley said it would be similar to the fencing that has been recently installed at the Weald School, and that it would be placed just inside the inner line of the trim trail and along the ditch by the car park. Access would be retained to the trim trail.

Cllr. Berry asked if turnstiles would be introduced. Mr Betts said turnstiles are not needed yet. He added that the Club does have to pay for referees and does not receive any income from the bar, so will need to look at ways of obtaining revenue by charging.

Cllr. Longhurst asked whether the building of 500 houses at Parbrook had made a difference to the numbers attending the Club and whether there would be space for even more members. Mr Tilley replied that the Club has almost doubled in 10 years and is almost at capacity and is outgrowing the current facilities. Cllr. Longhurst said there is other land around the site that could be used in the future.

Mr Tilley said all four items are needed for upgrading the facilities and they would need to be done as close together as possible, as the FA only gave an 18 month window for completion once the work has been started. The Club is in the process of contacting Sports England to discuss funding.

The Chairman thanked Mr Tilley and Mr Betts for the presentation and said the Council awaits further details from the Club before it can make a formal decision about the proposals.

125/13 Approval of the Minutes of the Parish Council Meeting held on 01 May 2013.

Cllr. Rands asked for the following amendment, '*101/13 iii Cllr Rands abstained from voting.*' Cllr. Berry proposed that the minutes with the above amendment be accepted and signed as a correct record, was seconded by Cllr. Leaney and a vote was taken: 8 in favour, 2 abstentions – **AGREED**. The minutes were duly signed by the Chairman.

126/13 Approval of the Minutes of the Parish Council Meeting on 05 June 2013.

Cllr. Wilding asked for the following amendment, '*113/13 Cllr. Buck abstained from voting.*' Cllr. Homer proposed that the minutes with the above amendment be accepted and signed as a correct record, was seconded by Cllr. Commins and a vote was taken: 11 in favour, 2 abstentions – **AGREED**. The minutes were duly signed by the Chairman.

127/13 Matters Arising from items 125/13 and 126/13. (For information only).

Minute No. 095/13 – The manhole cover at the end of New Road was finally repaired on Monday this week.

128/13 Report from Police

PCSO Adrian Bell reported that there had been one break in to a garage by a known offender. There have been 7 incidents of anti-social behavior of which 2 were youth related. There were 2 reports of speeding motorcycles at Five Oaks and 2 criminal damage reports related to the youth ASB. PCSO Bell said that the volunteer system in the police office is working well, a further 3 volunteers will start training shortly. PCSO Bell agreed to investigate the report by Cllr. Berry of a dumped moped on the green between Cedars Farm Close and Belinus Drive.

129/13 Report from County Councillor.

Cllr. Jupp reported that she is no longer on the Rights of Way or Adult Services Committees. Cllr. Berry congratulated Cllr. Jupp on her chairmanship of West Sussex County Council.

130/13 Report from District Councillors – No report.**131/13 Report from Billingshurst Community Partnership - No report.****132/13 Report from Representatives on Outside Organisations - No report.****133/13 Report from Community Youth Worker Working Party.**

The Community Youth Worker Dan Jenkins started work on 03 June 2013 and will be a full time employee of Horsham Matters working 25 hours per week for Billingshurst and Pulborough, and 12 hours per week for Storrington. Dan will be meeting the Working Party on 20 June after his initial training. The next Working Party meeting is on 03 September at 10am.

134/13 Public Session. There were no members of the public who wished to speak.**135/13 Chairman's Announcements.**

- i. Invitation to the HDC Civic Service at St Mary's Church, Horsham on Sunday 23 June at 6.30pm. There were no offers from the Council to attend.
- ii. Invitation to nominate a member to the Management Committee of the Community Partnership, deadline 28 June, for consideration at their AGM on Saturday 06 July 11.00am at the Billingshurst Centre. Cllr. Grant asked the Clerk to sign his nomination form.

136/13 Matters Arising from the Annual Parish Meeting:**i. Burnt Row Wood**

Concerns were raised that a lot of money had been spent on Burnt Row Wood a few years ago, but it is now looking derelict and there are few bluebells. Cllr. Wilding said that the wood is an educational resource and there had been plans for the Weald School and Brinsbury College to do the work, and suggested that they are contacted again. Cllr. Berry suggested that Councillors bring their ideas to the Property Committee but the area has not been neglected and is maintained by the Council under contract.

ii. Pavilion Usage

Questions were raised whether the optimum use is being made of the pavilion in the daytime and a suggestion was made that the Community Youth Worker could use the pavilion. Cllr. Homer said that the Scout & Guides had used the pavilion whilst repair work was being done at the Scout Hut.

iii. Public Toilets

Concerns were raised that previously BSRA had agreed to make a single toilet available for community use at the pavilion in Jubilee Fields, but this has not

happened. Suggestions were made for a key code lock, mobile toilets or a separate toilet block.

The Clerk, Deputy Clerk and Vice Chairman of the Council are meeting a specialist contractor at Jubilee Fields next Tuesday to investigate converting the referee's toilet into a public access toilet.

137/13 Community Plan:

i. Community map consultation.

Cllr. Hart was due to take the Council through the map consultation but had to give his apologies for this evening's meeting.

ii. Update on Community Plan progress.

- It was agreed that the Clerk would invite the Community Fundraiser from St Catherine's Hospice to a meeting to discuss how she might become involved in the Community Plan process.
- The Parish Council has funded the reply paid postcard consultation and this can be used as match funding to apply for other grants. To date there have been 218 postcards returned.
- The postcard and online survey consultations will run until the next meeting of the Working Party. There have been 74 responses so far to the online survey.
- Cllr. Hart offered to help Cllr. Gray with the community map consultation for Churches and Ken Johnson will contact the Scouts and Guides.
- Next meeting is 25 June 2013 7.30pm to draft the action plan for consultation at the Billingshurst Show on 30 June. Volunteers are needed to man the stand at the show. Cllr. Grant offered to cover between 11am and 1pm. Cllrs. Wilding, Berry and Homer also offered to cover.

iii. Volunteers for Billingshurst Show consultation.

Volunteers are needed to man the stand at the show. Cllr. Grant offered to cover between 11am and 1pm. Cllrs. Wilding, Berry and Homer also offered to help.

138/13 Localisation of Council Tax Benefit – response from Horsham District Council.

The Clerk reported that the Council wrote to HDC express their concern about the localisation of Council Tax benefit, the spread of the cost across the parishes and Neighbourhood Council areas. HDC have replied to confirm that they have not made a decision for future years and an Advisory Group of Councillors is now considering what recommendations to make to the Council for 2014/15 and beyond. The Clerk reported that the Horsham Association of Local Councils had also taken up this issue with the Department for Communities and Local Government.

DCLG replied that following their consultation, it is the Government's view that all tiers of local government should share the impacts of the implementation of local council tax support, in the same manner that all tiers benefit from the other technical reforms, such as the empty homes premium, that can increase the council tax base.

The Government's policy for funding local council tax support is for billing and major precepting authorities to receive funding which is intended to have the effect of reducing their Council Tax requirement, and to a greater or lesser extent (depending on the design of the scheme) offset the council tax revenue foregone through reductions offered under their schemes. The funding attributable to the local precepting authority element of council tax will also be allocated to the billing authority because there is no mechanism for providing funding directly to parish and town councils.

It is the Government's clear expectation that billing authorities will work with parish and town councils to pass down funding so that their precepts can be reduced to reflect reductions in their council tax base. Precisely how much funding should be passed down will depend on a number of factors, including the design of the scheme and the number of claimants in the local precepting authority area, both of which could change from year to year.

Cllr. Grant said Horsham District Council had given an answer, and the real problem lies with the government. He said the Council should be consulted if Horsham District Council is making a policy decision that could result in a cost to the parish and it is very important that Parish Councils know HDC's plans for next year, when they are going to make a decision and whether it will be made in time for the Parish Council's budget cycle. Cllr. Rands left the meeting. Cllr. Grant said it is also important to know how many affordable houses are being proposed for the parish as there may be more recipients of Council Tax benefit and impact on Billingshurst Council Tax payers.

Cllr. Grant proposed that the Parish Council raises its concerns with its MP, DCLG and County Association, was seconded by Cllr. Grantham and **UNANIMOUSLY AGREED.**

139/13 HDC consultation on the Strategic Housing Land Availability Assessment (24 June) – consider response.

The Clerk reported that HDC are required to produce a SHLAA under paragraph 47 of the National Planning Policy Framework. It is used to gather evidence for a background document to the Horsham District Planning Framework. The SHLAA is a portfolio of sites that may be picked for future development. It includes a list of sites, an assessment of their deliverability, assumption of the likelihood of the site coming forward for development and maps.

HDC carried out desk based research on the submitted sites and updated the previous 2009 SHLAA. Work had stopped on the SHLAA to prepare the Interim Statement. The SHLAA will be updated annually.

HDC are consulting on the SHLAA as they need local knowledge to assess each site as to why it should be included or excluded from the SHLAA. HDC would like to be told about other sites, they can be assessed and this will give more choice. To be included in the SHLAA, the site must be capable of a yield of six units plus. The SHLAA does not set policy or allocate sites for housing.

Sites are assessed according to suitability, availability and achievability

- To be considered 'deliverable' a site should be *available now*, be in a *suitable* location for development and be *achievable* within the next five years (i.e. that development of the site is viable). These sites are coloured GREEN in the SHLAA.
- To be considered 'developable' sites should be in a *suitable* location and there be a reasonable prospect that the site can be *available* and *achievable* in 6-10 or 11+ years. These sites are coloured YELLOW in the SHLAA.
- If a site is in a suitable location, but it is unknown when the site could be made available or viably developed, it is considered 'Not Currently Developable' and is coloured RED in the SHLAA.

Sites can only be excluded from the assessment if they fall within specific environmental/historical designations;

- Sites of Specific Scientific Interest (SSSI)
- Special Protection Areas (SPA's)
- Scheduled Ancient Monuments (SAMs)
- Historic Parks and Gardens
- RAMSAR sites

The Clerk took the Council through each SHLAA site in turn and recorded: whether the Council supports the inclusion of the site as a SHLAA site and any comments.

Green Sites

Site	Location	Justification	Comments	Include
SA045	Myrtle Lane	DC/12/0029 under construction	Map incorrect as it includes the coal yard	Yes
SA054	Land south of Gilmans	DC/10/0939 under construction for part of the site		No, restrict to 150 houses already permitted
SA110	Godden Land	DC/11/0878 under construction for part of the site		No, restrict site to 67 houses permitted already
SA118	Land east of Billingshurst	Strategic Site Option		No
SA124	Charles Wadey Builders Yard	DC/11/2619 under construction		Yes
SA135	Station Mills	DC/10/1912 under construction	Map incorrect as it does not include triangle on corner	

SA149	Hammonds	DC/10/2070 construction	under	Map does match planning permission	
SA282	SCATS	DC/10/0800 constructed			
SA346	Godden Land	DC/09/1794 built		Already built	

Yellow Sites

Site	Location	Justification	Comments	Include
SA030	Eagle Industrial Estate		Nothing in place to replace site, want to retain employment	No
SA031	General Combustion Site, Brookers Road			Yes
SA032	Nyewood Court, Brookers Road			Yes
SA162	Allotments, Roman Way			Yes, if the allotments are provided elsewhere
SA292	Cedars Farm Meadows			No
SA354	47 High Street			Yes, but retain the retail units
SA362	Kingslea Farm, Marringdean Road		Outside of built up area boundary	No

Red Sites

Site	Location	Justification	Comments	Include
SA034	Gas Works, Natts Lane			Yes
SA043	Land south of Gilmans			No
SA078	Land at Denhams, Andrews Hill		Outside of built up area boundary	No
SA349	Land east of Daux Ave		Why was this a red site, as appeal allowed	

Excluded Sites

Site	Location	Justification	Comments	Include
SA109	Land south of Five Oaks		Outside built up area boundary	No
SA028	Land east of Billingshurst		No colour?	No
SA049	Land east of Billingshurst		No colour?	No
SA056	Land at Borough Farm		Woodland Trust land	No
SA116	Land North East of Billingshurst		Strategic site	No
SA220	Eagle Ind Est		Duplication	No
SA232	Five Oaks Recreation Ground			No
SA347	Station Mills		Nothing on map	

The Clerk asked the Council if they are any additional sites that they would like HDC to consider in the SHLAA:

Cllr. Commins proposed the area of land behind Cherry Tree Close and between Manor Fields and footbridge to Jubilee Fields, was seconded by Cllr. Grant and a vote taken: In Favour 5, Against 3, Abstentions 1 – **AGREED**.

Cllr. Leaney proposed the two fields at Five Oaks on the old army camp site, was seconded by Cllr. Grant and a vote taken: in Favour 8, Abstentions 2 – **AGREED**.

Cllr. Grantham proposed the area of land behind Redmire Stables in Five Oaks at Wooddale Lane, was seconded by Cllr. Commins and **UNANIMOUSLY AGREED**.

Cllr. Commins proposed the strip of land at the end of Myrtle Lane backing on to the Weald School and Bowling Green, was seconded by Cllr. Grantham and a vote taken: In Favour 7, Abstentions 1 – **AGREED**.

Cllr. Wilding proposed the land at the end of Roman Way, was seconded by Cllr. Grant and **UNANIMOUSLY AGREED**.

Cllr. Margetts proposed that the land at the Billingshurst Community & Conference Centre, was seconded by Cllr. Commins and a vote taken: In Favour 5, Against 1, Abstentions 2 – **AGREED**.

140/13 To adopt as part of the Council's formal record the Minutes as approved by the following Committees:

- a) **Planning & Environment Committee – 04 & 17 April 2013.** Cllr. Homer proposed that the minutes be adopted, was seconded by Cllr. Wilding and **UNANIMOUSLY AGREED.**
- b) **Property Committee – 17 April 2013.** Cllr. Leaney proposed that the minutes be adopted, was seconded by Cllr. Wilding and **UNANIMOUSLY AGREED.**
- c) **F&GP Committee – 24 April 2013.** Cllr. Longhurst proposed that the minutes be adopted, was seconded by Cllr. Grantham and a vote taken: In Favour 7, Abstentions 2 – **AGREED.**
- d) **Working Practices Committee inc. P&C session – No meeting.**

141/13 Clerk's Announcements

The Clerk asked for suggestions for projects for the Youth Offending Scheme. Councillors suggested Burnt Row Wood and re-decoration at the Centre.

142/13 Next Meeting - Wednesday 03 July 2013 at 7.00pm.

Meeting closed at 9.22pm.