

Stedham with Iping Parish Council

Chair: Neil Read

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

MINUTES: Meeting of Stedham with Iping Parish Council - No. 4/Year 1/23-27

Held on: Thursday 13th July 2023 7:00pm at Stedham Memorial Hall

Present: Amanda Hollingshead (Acting Chair)
Ruth Cooper
Jessica Simon
Terry Stevens

In attendance: 2 members of the public

(**Note:** Unless otherwise stated voting on decisions/resolutions is unanimous)

- 1 **APOLOGIES FOR ABSENCE:** Kate O'Kelly WSCC, Neil Read, Hannah Burton (SIPC & CDC), Rachael Wildman
- 2 **MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of the SIPC meeting on 8th June and the Planning Meeting on 29th June 2023 for signature.
- 3 **DECLARATIONS OF INTERESTS:** Members of the Council each confirmed there had been no change in their Register of Interests.
- 4 **REPORT FROM CDC AND WSCC**
 - 4.1 Reports received from WSCC and CDC were read out by the Chair. Copies of both reports are attached
- 5 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1 A question was asked whether there is a mechanism to add another building, in this case the Duchess of Bedford Aircraft Hangar on Tote Hill, to the list of heritage assets as included in Stedham with Iping's Neighbourhood Plan. The Clerk thought it would not be possible to add to the existing list without a formal review/revision of the whole plan. **ACTION:** Determine whether there is an alternative way to designate The Hangar as a "local heritage asset" outwith The Neighbourhood Plan
 - 5.2 A public meeting, organised by the Friends of Wispers(FOW) Working Group, to publicise and discuss the proposed development at the St Cuthman's site on Tote Lane (Ref: Items 9.1 & 9.2) was held in Stedham on 6th July and attended by between 80-90 people. The general consensus at the meeting was against the development in its current form. Main reasons being increase of traffic, change of character, loss of tranquillity and impact on dark skies
Two expert reports commissioned by FOW, Transport & Historic, are available in draft and a third, General Planning, in its final form. **ACTION:** Clerk to circulate to Councillors
It was confirmed that the developers and new householders have right of access to the private drive
- 6 **FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 6.1 Copies of Budget Status and Financial Summary are attached.
 - 6.2 SIPC resolved to approve the following items for payment/expenditure with a caveat re. mowing of Stedham Churchyard. **ACTION:** Clerk to confirm to Stedham Church that the Parish Council have no objection to SIPC Grass Cutting contractors adding the mowing of the Churchyard as and when they come to Stedham to complete the work as contracted by the Parish Council, but the preference would be for the Church to be billed direct by the contractors.
Clerk to confirm PC agreement to loan out the AED training equipment and suggest the PC may be able to provide some funding if required. **ACTION:** AH to renew AED training certification

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Invoices/Expenditure requiring approval					
Date	Who	What	Gross	VAT	NET
15/07/2023	Morag Birch	June Pay (Clerk) (£11.09/hour)	£ 310.52	£ -	£ 310.52
15/07/2023	Morag Birch	June Pay (RFO) (£11.09/hour)	£ 133.08	£ -	£ 133.08
15/07/2023	Morag Birch	June Expenses (Clerk)	£ 1.80	£ -	£ 1.80
30/06/2023	M H Kennedy & Son Ltd	Grasscut June 2023	£ 453.60	£ 75.60	£ 378.00
13/07/2023	Stedham Church	Request to include mowing of Stedham Churchyard in SIPC mowing contract - payable by Stedham Church (£82(ex VAT) for Iping Churchyard]			£ -
13/07/2023	tbc	Renew post support for Notice Board on Recreation Ground			£ -
13/07/2023	No charge	Loan of SIPC AED equipment	£ -	£ -	£ -

6.3 **SIPC resolved to approve** terms of agreement with Stedham Memorial Hall for 2023- 2024 except for minimum charge of £16. **ACTION:** Clerk to follow-up with SMH.

6.4 **ACTION:** Clerk to advertise 2 vacant positions on the Parish Council

6.5 Clerk updated the Council that 2 half-allotments had become available and had been let to new tenants, both resident in Stedham.

7 AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER).

7.1 Monthly inspection of children's play areas & AED equipment – All okay. New pads installed in AED and register updated.

8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1 Phase 3 Common View Playground Development. SIPC resolved to accept Playsafe's latest quote 06423-R1. **ACTION:** Clerk to confirm acceptance to Playsafe. Clerk to submit quote to SDNPA to request payment of funding.

8.2 **ACTION:** JS to issue timetable for the November issue of the Parish Newsletter, which will include Christmas events. All to submit any articles as soon as possible.

8.3 River Rother – no update

8.4 Afternoon Tea Club – **ACTION:** AH & RC to lead organisation of Tea Party in the Sports Pavilion on either the 18th or 25th of September. All to let AH know if available to assist. New A1 A-Board is available for posters. **ACTION:** JS to design posters.

8.5 Review Action List

- Several suggestions had already been posted in the new boxes. **ACTION:** JS to record suggestions made and review to be include in future SIPC meetings.
- Ralph Restorations has provided quote for re-furbishing the Iping telephone box, to the same standard as the Stedham one, of £3,525. **ACTION:** AH to check current state of wooden door. Clerk to clarify what the cheaper option would include.
- **ACTION** AH to check condition of existing bench near Iping church

9 PLANNING COMMITTEE(RACHAEL WILDMAN)

9.1 SDNP/23/02188/LIS - Update

Location: St Cuthmans School Tote Lane Stedham Midhurst West Sussex GU29 0QL

Proposal: Extension and alterations to facilitate the conversion of Wispers building to residential dwellings. Alterations to facilitate the conversion of ancillary buildings, comprising the Coach House and Potting Shed to residential dwellings. Extensions and alterations to two existing cottages

Closing date for Comments: 31st July 2023 (Extended to 8th August)

9.2 SDNP/23/02187/FUL

Location: St Cuthmans School Tote Lane Stedham Midhurst West Sussex GU29 0QL

Proposal: Change of use, extension and alterations to facilitate conversion of former school building, Wispers (Class F1.a) and ancillary outbuildings to residential use (Class C3) to provide fifteen dwellings. Re-use of former school grounds to provide nine new-build dwellings and extension of two existing cottages with landscaping enhancements, re-instatement of former access and parking provision.

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Demolition of existing dilapidated school buildings and refurbishment of existing club house and swimming pool house buildings for use of occupiers of residential dwellings.

Closing date for Comments: 31st July 2023 (Extended to 8th August)

SIPC resolved to object to the 2 planning applications (9.1 & 9.2 above) mainly on the basis of scale and adverse impact on the local infrastructure, principally roads. **ACTION:** Clerk to draft response listing objections and reasons including reference to SIPC's Neighbourhood Plan and circulate to Councillors for comment. Clerk to request a further extension to closing date for comments. Clerk to arrange Planning Meeting in August.

10 DATE OF NEXT MEETING:

10.1 Planning Meeting – tbc before 8th August

10.2 SIPC Meeting – 14th September @ 7:00pm in Stedham Memorial Hall

Conclusion 9:00pm

CHAIR:..... **DATE:**.....

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Action#	Description	Responsible	Date Raised
1	Determine whether there is an alternative way to designate The Hangar as a "local heritage asset" outwith The Neighbourhood Plan	Clerk	13/07/2023
2	Circulate to Councillors - Expert reports commissioned by Friends of Wispers	Clerk	13/07/2023
3	Confirm to Stedham Church that PC have no objection to SIPC Grass Cutting contractors adding the mowing of the Churchyard as and when they come to Stedham to complete the work as contracted by the Parish Council, but the preference would be for the Church to be billed direct by the contractors.	Clerk	13/07/2023
4	Renew AED training certification	AH	13/07/2023
5	Follow-up new rental agreement with SMH.	Clerk	13/07/2023
6	Advertise 2 vacant positions on the Parish Council	Clerk	13/07/2023
7	Confirm acceptance to Playsafe of latest quote & submit quote to SDNPA to request payment of funding.	Clerk	13/07/2023
8	Issue timetable for the November issue of Parish Newsletter, which will include Christmas events. All to submit any articles as soon as possible.	JS	13/07/2023
9	Afternoon Tea Club – lead organisation of Tea Party in the Sports Pavilion. All to let AH know if available to assist. New A1 A-Board is available for posters. <u>D</u> esign posters.	AH JS	13/07/2023
10	Record suggestions made via new boxes and review to be include in future SIPC meetings.	JS/Clerk	13/07/2023
11	SIPC resolved to object to the 2 planning applications re Wispers mainly on the basis of scale and adverse impact on the local infrastructure, principally roads. Draft response listing objections and reasons including reference to SIPC's Neighbourhood Plan and circulate to Councillors for comment. Request a further extension to closing date for comments. Arrange Planning Meeting in August.	Clerk	13/07/2023