

Stedham with Iping Parish Council

Chair: Simon Barnard

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. 1/Year 3/19-23

Held on: Thursday 6th May 2021 7:00pm - On-line Video Meeting

Present: Simon Barnard
Neil Read
Terry Stevens
Ruth Cooper
Madeline Pike
Amanda Hollingshead

In attendance: Four members of the public

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

1. **APOLOGIES FOR ABSENCE.** Kate O'Kelly, Luca Perricone
2. **MINUTES OF PREVIOUS MEETINGS: SIPC resolved** to approve the minutes for SIPC virtual meeting on 8th April 2021. Minutes to be signed at the next actual meeting. **ACTION:** Clerk
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. Judy Fowler, CDC – Copy of report attached. RC queried how air quality at Rumbolds Hill will become compliant as nothing appears to have changed. **ACTION:** JF to follow-up
 - 4.2. Kate O'Kelly, WSCC – Copy of report attached and was read out by SB.
5. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**
 - 5.1. Request was raised to investigate installation of mirror opposite exit of The Alley onto The Street to improve visibility of oncoming traffic. **ACTION:** Clerk to request from WSCC.
 - 5.2. SB confirmed that a date for the proposed meeting with SDNPA re. River Rother Water levels/Stepping Stones had not yet been confirmed. SB was already in contact with SDNPA's Director of Countryside & Policy and Lead for Cultural Heritage who had already provided useful feedback.
6. **FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)**
 - 6.1. Copies of Financial Summary and current Budget Status are attached.
 - 6.2. **SIPC resolved to approve** the following items for payment/expenditure:

Date	Who	What	Gross	Tax VAT	Net
30/04/2021	Morag Birch	April Pay (Clerk) (£10.76/hour)	301.28	0	301.28
30/04/2021	Morag Birch	April Pay (RFO) (£10.76/hour)	129.12	0	129.12
30/04/2021	Morag Birch	April Expenses (Clerk)	1.13	0	1.13
23/04/2021	Amanda Hollingshead	Purchase Hand Sanitiser & Masks	6.74	1.12	5.62
22/04/2021	Amanda Hollingshead	Purchase Hand Sanitiser & Masks	12.33	0	12.33

- 6.3. Year-end 2020-21 process – AH delivered hard copy of Year End documentation to Internal Auditor on 4th May. Auditor has confirmed that he can complete his process before scheduled SIPC meeting due on 10th June so Accounts can be reviewed and signed off by Council. SIPC Risk Assessment 2021, which is included in the EOY documentation, was reviewed and agreed by Council.

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6.4. Social media policies – prepare draft set of policies. **ACTION:** MP, LP / Clerk to forward template

7. AMENITIES & ENVIRONMENT COMMITTEE(RUTH COOPER)

7.1. Traffic Calming – SB has been in touch with the Co-ordinator of the Sussex Safer Roads Partnership who is also the convener for Community Speed Watch and the Sussex Police Liaison Officer for Parishes. The A272 has traffic travelling in excess of 40mph and as such Community Speed Watches are not applicable on H&S grounds. **ACTION:** SB to draft guidance notes on how to report road issues, ranging from potholes, careless parking to careless/dangerous driving. This would apply to issue raised recently about parking commercial vehicles in residential areas. Key requirement is to accurately log and report problems via the official routes so a body of evidence is established.

7.2. Rectory Field ownership - SB confirmed that Rectory Field had been purchased by the owner of the Viola House Estate who had confirmed that it was to be used as paddock land for the existing equestrian business

7.3. River Rother/Stepping Stones – Refer Item 5.2. Discussions with SDNPA and the Environment Agency (EA) had confirmed that both parties are landscape led, are looking at a Rother wide management strategy and both have a policy to return water courses to a more natural state. SDNPA are aware that the Mill/Stepping Stones are a heritage issue for SIPC. Advice had been received from SDNPA's heritage experts with regard to what other organisations had done when trying to preserve similar properties and what funding may be available. SIPC had received a letter from Stedham Angling Club asking what the Council's intentions are re the water levels. It was confirmed that SIPC had no control over the levels but were determined to continue to engage with the active parties to develop a mutually satisfactory end result.

7.4. Parish Improvement Project

- Phone boxes have been stripped out and ready for the installation for the new cupboards
- Work on Finger Posts will start w/c 10th May. It was agreed that the new arms should be replaced like for like. **ACTION:** Clerk to confirm
- The 3 Notice boards had been refurbished and replaced

7.5. Midhurst Green Volunteers. **ACTION:** SB to call the local organiser to thank the volunteers for their efforts. **ACTION:** Clerk to send email thanking MGV for their efforts and include information about SIPC's Community Fund available to local organisations to fund projects or activities intended to benefit the parish or its residents.

7.6. Monthly inspection of children's play area & AED equipment - AH reported all okay.

8. PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

8.1. Deadline for July Newsletter is end of May. **ACTION:** MP to review content posted on spreadsheet. Agreed to include request for residents to join the Council email list. Also. Need to include results of competitions from first edition.

8.2. Stedham Primary School federation with Harting Primary School – Chair of Governors of Stedham School are seeking public feedback with regard to their federation with Harting School. **ACTION:** Clerk/SB to post relevant information on website together with a post on the Council Facebook page.

8.3. Stedham with Iping Neighbourhood Development Plan referendum included in local elections on 6th May.

8.4. Action List – Councillors to review status and send any updates to Clerk.

9. PLANNING COMMITTEE.

9.1. **SDNP/21/01714/TCA**

Location: Iping House, Iping Lane, Iping, Midhurst, West Sussex, GU29 0PE

Proposal: Notification of intention to fell 1 no. Cherry tree

No Comment – But with caveat that the proposed works should be done in line with current Arboricultural Association guidelines with particular reference to ongoing nesting season and that consideration be given to planting replacement trees

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9.2. SDNP/21/01836/HOUS

Location: The Sorrells , School Lane, Stedham, GU29 0NY

Proposal: Proposed 2 storey rear extension & first floor side extension. Change use of loft space to habitable accommodation creating second floor. Alterations to existing layout. space to habitable accommodation creating second floor.

Objection: on the grounds that it breaches the SDNPA requirement that any extension should be less than 30% of the net internal area of the original building, the proposed extension is in excess of 60% making it dis-proportionate in size to the immediate surrounding area. The increase in height of both the house and garage could have further significant visual impact on the surrounding area. In addition, there are a number of skylights included without measures to ensure compliance with SDNPA's Dark Skies Policy

9.3. SDNP/21/00818/HOUS

Location: The Barn , Mill Lane, Stedham, GU29 0PR

Proposal: Conversion of outbuilding to ancillary accommodation

No Comment:

9.4. SDNP/21/01985/HOUS

Location: Sunflowers School Lane Stedham Midhurst West Sussex GU29 0NZ

Proposal: Removal of existing conservatory and erection of single storey rear extension

No Comment: But note the inclusion of skylights without any measures to ensure compliance with SDNPA's Dark Skies Policy

10. DATE OF NEXT MEETING:

10.1. Re-starting public meetings - it will be illegal to hold Parish Council meetings on-line as from 7th May 2021. There is a need to have a meeting on 10th June (the next scheduled date for a Council meeting) in order to sign-off the end of year accounts. **ACTION:** Clerk to ensure measures are in place so that the meeting complies with Government guidance re Covid-19 restrictions.

Conclusion 9:00pm

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

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Action#	Description	Responsible	Date Raised
1	Request was raised to investigate installation of mirror opposite exit of The Alley onto The Street to improve visibility of oncoming traffic. Clerk to request from WSCC	Clerk	06/05/2021
2	Social media policies – prepare draft set of policies. Clerk to forward template	MP, LP Clerk	06/05/2021
3	Draft guidance notes on how to report road issues, ranging from potholes, careless parking to careless/dangerous driving. This would apply to issue raised recently about parking commercial vehicles in residential areas. Key requirement is to accurately log and report problems via the official routes so a body of evidence is established.	SB	06/05/2021
4	Call the organiser of the footpath clearance to thank the volunteers for their efforts. Clerk to send email thanking MGV for their efforts and include information about SIPC's Community Fund available to local organisations to fund projects or activities intended to benefit the parish or its residents.	SB, Clerk	06/05/2021
5	Review content posted on Newsletter spreadsheet. Agreed to include request for residents to join the Council email list. Also. Need to include results of competitions from first edition.	MP, Clerk	06/05/2021
6	Stedham Primary School federation with Harting Primary School – Chair of Governors of Stedham School are seeking public feedback with regard to their federation with Harting School. Post relevant information on website together with a post on the Council Facebook page	SB, Clerk	06/05/2021