Emma Fulham, Clerk to Crowhurst Parish Council

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**Minutes to the Parish Council Meeting of Crowhurst Parish Council held on Monday 11th March 2024 at 7.30pm.**

Present: Cllr G King, Cllr C Jarrott, Cllr D. Rand and Cllr A Beck.

Absent: None.

Apologies received: None.

One member of the public

Clerk to the Council: Emma Fulham

**Public Meeting:**

The Council were asked some questions about reserves and budget setting which were answered by the Chair and the Clerk.

Cllr Montgomery (District) was absent no apologies were noted.

Cllr Steeds (County / District) had sent an emailed report and her apologies. The local plan update is included under the agenda item later in the minutes in addition she also reported on the district boundary changes which brings Felcourt and Tandridge Village in with Lingfield and Crowhurst.

***The Parish Council meeting was started at 7:45pm.***

1. To accept apologies for absence.

None.

1. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.

The Chair reminded Cllrs to declare when necessary.

1. To Approve Minutes from Parish Council meeting held on 15th January 2024.

**The minutes were unanimously approved and signed as a true record.**

1. Matters Arising.

Cllr King reported on the update on the drainage survey. SCC had confirmed the drains and ditches were on private land and would write to landowners to remind them of their obligations.

Cllr Steed’s report prior to the meeting confirmed she was seeking funding for clearance of Bowerland Corner drainage ditch and would ask SCC for a quotation to clear some of the more urgent ditches on the right hand side of Crowhurst Road going up the hill.

Cllr Beck asked the Clerk to chase up Cllr Steeds for action on Caterfield Lane and would provide some more evidence as it was affecting the road surface.

Cllr King asked the Clerk to chase the village sign repair.

Cllr King suggested some defibrillator training for the Parish for the Spring.

Cllr King reminded Cllrs about the community litter pick.

Cllr King reported he had responded to the Rights of Way consultation.

1. To consider co-option to the Council.

**Cllr King proposed the co-option of Derek Rand seconded by Cllr Beck and unanimously accepted.**

1. To receive reports from Councillors.

There were no reports available.

1. Correspondence.

The list had been circulated. There were no actions required.

Further to the list the correspondence on reserves and the precept was noted.

The resignation of Richard Horsman had been received prior to the meeting and was noted by all Cllrs. The Council would like to extend their thanks to Richard for his service as a Cllr over the last few years. **The Clerk would action the vacancy with TDC.**

1. Finance
2. To approve accounts for year to date 2023/24

**Unanimously approved.**

1. To approve expenditure as itemised on the schedule.

**The list published for £1717.23 had been circulated and this was unanimously approved.**

1. To review alternative savings options.

**After some discussion the Council unanimously approved opening a Barclays savings account for the reserves.**

1. To accept Greenleaf quote for annual grass cutting £480 plus VAT.

**The Council unanimously approved the quote. The Clerk was asked to get a quote for the trees on the corner to be tidied up.**

1. To review kissing gate initiative.
**This item was deferred to the next meeting.
It was agreed to showcase the project at the Parish meeting in April.**
2. To review Co-option plan / Succession progress and what is required.

Cllr King would highlight the vacancy and the co-option need to the Parish at the Parish meeting in April.

1. To review requirements for a resilience plan.

Cllr King confirmed he had started a draft Resilience Plan and would distribute to all Cllrs ahead of the May meeting for review.

1. To review Local Plan (TDC) update if available.

No District Cllr was available for a verbal update.

Cllr Steeds had reported by email and she reported that the Inspector’s report found the plan unsound. The report will be ratified and agreed at full Council in June. After that the fall back position is the Development Plan and Core Strategy of 2008 and 2014. TDC will be using some of the policies in the now redundant plan to be ratified in June and updating others, particularly on biodiversity. There has been another call for brownfield sites. A revised policy for gypsies/travellers and one for travelling showmen is also being done.

Whilst discussing local plans Cllr King reported that he was in touch with Lisa Siggery and the neighbourhood plan was still progressing but that no specific update was available.

1. To review planning applications received on the agenda and ratify application decisions made between meetings if applicable.

**In respect of application 2023/973**

Proposal: Retention of existing outbuilding as a 2 bedroom annexe. (Amended description and plans)

Location: Windyridge Farm, Crowhurst Road. Crowhurst. RH7 6LY.

CPC decision: CPC do not object to the proposal but wishes to align ourselves to the following  concerns raised by the Heritage Officer.

Heritage Officer: Concerns below

The application concerns a building built as a garage to the rear of the site. This building was only permitted as a garage when it was first constructed on the basis that it would be used for storing cars. Permission was granted to use it for residential accommodation while the principal listed building was being refurbished and repaired to enable the owner to live on the site. This is why the prescriptive 2024 date was applied to the permission. The building was designed to appear as an outbuilding on the basis it would subsequently be retained as a garage.

We are now in a position where the applicant wishes to retain this building as residential accommodation. I have no issue with this in principle, but it is imperative that:

1. It remains ancillary to the main house.
2. No further garages are permitted.

The reasoning for the above is we are concerned about the subdivision of this site, which appears to already be taking place through an additional unit built to the rear of the site (we are unsure if this has permission). Should the applicant decide to erect any fencing to separate the main building off from the outbuilding, then this will need to be enforced.

With regard to the second point, we are already at a point on this site where the outbuildings are giving this rural house quite a cramped appearance. It is imperative that it is made clear that no further outbuildings should be permitted.

We do not wish to object to the amendments from the original design.

**Unanimously ratified.**

1. To review any planning applications received since publication of the agenda.

None.

1. To consider arrangements for the Annual Parish Meeting in April.

The Council would hold an informal meeting to provide an update on Parish Council activities and take questions. The Clerk will arrange refreshments and request Cllr Steeds attendance at the meeting if she is affected by purdah the Clerk would ask someone from SCC or TDC to attend.

1. Items for Reporting or Inclusion in Future Agendas.

Local Plan.

Kissing Gates initiative.

Resilience Plan.

Defibrillator training.

**Dates of Next Meetings: 20th May 2024**

**Meeting closed at 9pm.**