



**Draft Minutes of the Meeting of Bury Parish Council (BPC) held on Wednesday 23rd March
2022 at Bury Village Hall**

Mike Simpson, Clerk to Bury Parish Council, Bury Village Hall, The Street, Bury, West Sussex, RH20
1PA

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AGENDA

1. Attendance and Apologies for Absence

In attendance: Councillors Champness (Chair), Davis, Labarte, Marconi, Morrison, Rudd and Whyles.

Apologies: Councillor Chris Daykin which Councillors **RESOLVED** to accept.

Also in attendance: District Councillor Alan Sutton, Mike Simpson (Clerk) and two members of the public.

2. Councillor Co-option

To consider an application for co-opting a councillor.

Councillors received one application from Gemma Driver. After a discussion, councillors **RESOLVED** to co-opt Gemma Driver as a Bury Parish councillor. She then signed the declaration of acceptance of office and joined the meeting as a councillor.

3. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

Councillors Champness, Labarte, Rudd and Whyles declared an interest in planning application **SDNP/22/00680/CND**.

4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

To note any comments.

A planning consultant from Smith, Simmons and Partners spoke in favour of application **SDNP/22/00680/CND** stating he believed the general appearance of the property would not be changed as they were minor alterations to the attached garage and the attic would just be for general use. He added that the velux windows would be fitted with blackout blinds to protect Bury's Dark Night Skies.

5. Approval of the Minutes of the Extraordinary Council Meeting of the Parish Council held on 21st February 2022

Councillors **RESOLVED** to approve the minutes of the previous Extraordinary Meeting of the Parish Council on 21st February 2022 as a true and accurate record.

6. County Councillor reports

Councillor Richardson was unable to attend the meeting but District Councillor, Alan Sutton, provided a brief report on his behalf. The County Council had been working on anti-social road behaviour and, in conjunction with the Institute of Advanced Motorists and the Goodwood Estate, had provided advanced driving lessons following the death of two teenagers who had just passed their test.

7. District Councillor reports

Councillor Sutton advised members that he circulated his monthly report prior to the meeting which included details on the District Council's budget. He informed the Council that Chichester had recently opened 17 new units for homeless people in the district. He added that he was part of the grants and concessions panel and was available to help the Parish Council if required. Councillor Whyles asked if the District Council was helping Ukrainian refugees to which Councillor Sutton responded stating they had not officially been asked by the Government to provide any accommodation but had identified some areas if required.

8. Chair's announcements

There were none.

9. Planning Applications

SDNP/22/00636/TCA: Land North of Flints Orchard West Burton Road West Burton Pulborough West Sussex Proposal: Notification of intention to fell 4 no. Ash trees (T1-T4), Reduce branches on the northern sector by 1m clearance from barn on 1 no. Ash tree (T5). Remove branches on the eastern sector to provide 1m clearance on 1 no. Willow tree (T10).

After discussion, Councillors **RESOLVED** to remain neutral on this application.

SDNP/22/00680/CND: Bankside Church Lane Bury RH20 1PB Two storey link to create a snug and bedroom, single storey extension to link existing store to main house to create utility room, new detached garage to replace 2 existing garages and shed - Variation of Condition 2 of householder permission BY/10/03969/DOM- minor changes to the proposals for the garage.

After discussion, Councillor Morrison proposed sending the below response in objection to the application which Councillors **RESOLVED** to approve.

'At first glance, this application for three Velux roof lights to light the attic space of a recently completed garage building would seem to be a minor issue. On closer inspection, however, it is considered that a successful application for these three roof lights will set a dangerous precedent to the continued careful management of the conservation area.

No size or model number is given in the application but a scale bar is provided on the drawings. The width is almost a metre and, from the Velux catalogue, there is a range of units that are all 94cms wide. The heights vary from 55cms to 140cms and it appears the proposal is for either the 98cm height or the 118cms height. That will produce around 1 sq m of unbroken glass for each roof light. Given the requirement to illuminate a relatively small area, this amount of glass would seem an exaggerated response to the need.

The issue is therefore both the size of the proposed Velux units and the number of them. Bury Parish Council carefully considered the application and concluded that it should object on the basis of the following six grounds.

Design - the specification of three 94cm x 98cm roof light is inappropriate to the visual context of the conservation area and would therefore be in contravention of BNDP policy 4 (built character) and policy 4 of the South Downs Local Plan. Smaller 'conservation' roof

lights detailed so that to be set into the clay tiled roof would be far more appropriate to the context.

Number - a single such conservation roof light would not only better protect the conservation area, it would satisfy any reasonable ventilation and daylight requirement. It should be set high in the roof space (as 2 of the proposed roof lights are described).

Reflection - a large roof light placed on each of the south, east and west roof slopes will cause unwanted reflections on sunny days. A single roof light of this size would cause a problem of unwanted reflection but three, each placed in different aspects, would seem guaranteed to cause such a visual nuisance.

Dark skies - the applicant dismisses the issue of light pollution by specifying Velux units with integral blackout blinds. The difficulty with this is that there is neither compulsion nor guarantee that they will be closed at night. The most effective way of protecting the National Park's dark skies policy is not to have roof lights in the first place. The approval of three large roof lights providing far more daylight than could possibly be required seems an unnecessary risk to our dark skies and therefore contravenes policies SD8 and BNDP 15.

Sustainability - facing south, west and east, three such roof lights will cause a considerable level of overheating. The new clauses of the building regulations (Approved Document O) are specifically drawn up to prevent this and it would seem strange if a planning authority was to grant approval for something that is so very much at odds with current thinking on comfort and sustainability.

Precedent - if this application in the heart of Bury's conservation area is approved, then why would any other applicant not feel justified in making similar applications? If roof space is at a premium, there will be pressure to occupy it and make it more valuable with the installation of such roof lights. The prospect of this brings with it a real threat to the character of the conservation area.

In making its objection, Bury Parish Council recommends that this application is resubmitted with a single small conservation roof light placed in the roof slope that looks towards the applicant's garden.'

10. Payments and bank reconciliations

To review the schedule of payments since the last meeting (17th January 2022) and latest bank reconciliations.

The clerk presented the schedule of payments since the last meeting on 17th January 2022 and the bank reconciliations from January and February which Councillors **RESOLVED** to approve.

11. Variance Report

To note any variances in actual vs budget for the current financial year.

The clerk presented the latest variance report for the financial year which councillors **RESOLVED** to approve. Councillors also **RESOLVED** to move £2,000 allocated for the heritage road signs to earmarked reserves.

12. Policies

(a) To consider a scheme of delegation

Whilst councillors agreed with the principle of adopting a scheme of delegation, they **AGREED** to defer the decision until the next meeting so the clerk could work on the policy wording.

(b) To consider an insurance quote for the next three years

The clerk presented the proposed insurance schedule which Councillors **RESOLVED** to approve under a 3-year long term agreement whereupon they subsequently **RESOLVED** to approve the first year's (2022-2023) payment of £2,548.24 which was to be paid in April 2022.

13. Grounds and Highways

(a) To receive an update on the A29

Councillor Whyles advised members that the latest meeting of the action group had some important guests in attendance including a Highways Manager from West Sussex County Council. A package of measures to prevent anti-social road behaviour will be created and presented to the Parish Council soon. Councillor Whyles added that he had received an email from the police advising that a replacement dedicated officer for Bury had been found and the police would be using various enforcement tactics to prevent speeding including a van where the motorbike photographer is usually situated. The camera located at the junction of the A29 and The Street has been turned around and can now be used to record peaks of anti-social behaviour and the A29 Road Improvement Committee will be attending the Annual Parish Meeting.

(b) To receive a report from the Environment and Planning Committee

The Chair advised that plans to renaturalise Pill Pond would require planning permission but they were well supported by the SDNPA so there would hopefully be no issues.

(c) Update on the Queen's Jubilee tree planting

The clerk advised that he had contacted Chichester District Council to confirm that the £250 Jubilee grant would still be available to the Parish Council if they planted the oak trees in October. However, CDC had replied saying it would be too late as they wanted it to coincide with celebrations in June. Councillors agreed it was disappointing as October is the next planting season and the District Council was requesting long lasting commemorations but not providing enough time to implement them. It was agreed that the clerk should contact CDC and request they reconsider their position and if that fails then enquire whether the council could resubmit a grant application for a bench instead and whether there were any other grants available for trees.

14. Bury and West Burton Volunteers

(a) To receive an update

There was no update.

(b) To consider a request to host a Jubilee picnic at Bury Wharf

Councillors **RESOLVED** to request that the Bury and West Burton Volunteers organise a picnic at Bury Wharf on 5th June to celebrate the Queen's Platinum Jubilee.

15. Village Hall

(a) To consider a proposal for the next steps in the re-design of the village hall

Councillor Whyles advised members that the village hall surveys had been completed and should be ready soon. He then presented a brief (see appendices) for the next stages of the village hall re-design to send to Victoria Holland architects which Councillors **AGREED** to approve.

(b) To discuss replacing the village hall roof

Councillor Labarte informed the Council that the roof had just been inspected but was in need of repair work. It was suggested that this could be done at the same time as the refurbishment but a temporary solution was necessary whereupon it was **AGREED** to close the footpath leading to Bury Green due to the danger to the public of falling roof tiles and provide an alternative entry point to the green.

(c) To receive any other updates

The clerk advised that the District Council had increased its waste and recycling costs by 5% and the village hall internet contract had been renegotiated to £23.50 per month which was significantly less than what the Council currently paid.

16. Broadband

Update on the Gigabit Broadband Scheme

The Chair explained that residents who had received broadband vouchers needed to now validate them by 8th April and should have received an email explaining how to do it. Once the target had been reached a delivery date would be provided which would be in about approximately 12 months.

17. Annual Meeting of the Parish

To receive an update on arrangements including date, time and venue

The Chair suggested that, due to several reasons, the date of the Annual Parish Meeting should be changed to 21st April at 6pm which Councillors **RESOLVED** to approve. He added that the meeting would be in conjunction with the Bury and West Burton Volunteers AGM.

18. Council emails

To discuss alternative providers for council emails

Councillor Whyles advised he was looking into alternative email providers following issues with the current one.

19. Date of next meeting

The Chair informed members the next Council meeting would be the Annual Meeting on 16th May.

List of Payments made between 18/01/2022 and 23/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/01/2022	Action in Rural Sussex	OLT	144.00		AIRS subscription
20/01/2022	HMRC	OLT	369.95		PAYE 3rd Quarter
20/01/2022	Chichester District Council	DD	42.00		Bin collection
20/01/2022	NEST	DD	114.93		Pension
26/01/2022	Viking	OLT	37.76		Stationery
26/01/2022	Primavera	OLT	531.60		Invoice 778
31/01/2022	Mike Simpson	OLT	985.85		Salary January
31/01/2022	Mike Simpson	SO	25.00		Home office
31/01/2022	BT	DD	57.10		Telephone and internet
01/02/2022	Rob Simpson	SO	291.67		Village hall cleaning
01/02/2022	Southern Electric	DD	31.00		Electricity
17/02/2022	Chichester District Council	DD	42.00		Waste collection
23/02/2022	Netwise	OLT	360.00		Annual Support Website
23/02/2022	NEST	DD	114.93		Pension
28/02/2022	Mike Simpson	OLT	985.85		Salary February
28/02/2022	Mike Simpson	SO	25.00		Home office
01/03/2022	Rob Simpson	SO	291.67		Cleaning VH
01/03/2022	Southern Electric	DD	31.00		VH electricity
02/03/2022	BT	DD	57.10		Phone and internet
18/03/2022	Chichester District Council	DD	34.90		Bin collection
21/03/2022	NEST	DD	187.36		Pension February and March
23/03/2022	Watson Fuels	OLT	997.08		I13073954
23/03/2022	Primavera	OLT	761.40		Invoice 664
23/03/2022	Andy Elliot Roofing	OLT	120.00		Roof repair
Total Payments			<u>6,639.15</u>		

Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	28/02/2022		0.00
Business Reserve Account	28/02/2022		29,401.22
			<hr/> 29,401.22
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			29,401.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			29,401.22
		Balance per Cash Book is :-	29,401.22
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/01/2022
for Cashbook 1 - Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/01/2022		0.00
Business Reserve Account	31/01/2022		23,423.87
			<u>23,423.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,423.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,423.87
		Balance per Cash Book is :-	23,423.87
		Difference is :-	0.00

The Bury village hall project

Introduction

The Village Hall is 45 years old and has been little altered since it opened. Though there have been some useful practical improvements, there has been no review of how the building can best contribute to the potential of the Village since it opened in 1975.

The Parish Council has now conducted a review and has decided to implement a series of improvements to the building might make it not only more useful as a facility but also help to make it more the 'beating heart' of the Village. This need is informed by the loss of 'social hub' facilities in the centre of the village over the past 50 years, including the closure of the village shop and the Black Dog and Duck public house. This, combined, with the limiting effects of the busy A29 to the north and River Arun to the south, has led to concerns about social isolation within the community.

Some careful internal changes to the village hall and some modest extensions would fix what is wrong and transform the building, making it more useful and more a part of the village. An extension on the north side for new toilets would release space in the building. A new outside stair would make the first floor independently available allowing the internal stair to be removed. And replanning the building's west end would provide space for a shop/post office and a café, making the entrance more inviting.

The outline brief is based on discussions that involved all members of the Parish Council. It was agreed that sketch showing option 7 (July 2020) best represented the aspirations of the village for the building. This is neither a feasibility study nor a design but simply records the thoughts from those discussions and suggests a direction in which they might be implemented. Though it remains untested, the plan for option 7 has, however, been helpful in formulating the brief for the project. The numbers in brackets refer to the plan for option 7

Outline brief

1. The front entrance (13,11,7,12)

The front door moved to address The Street. Level access into the building with easy-to-use self-opening doors. Ramped access from the north, steps from the south to a new level terrace for tables and chairs with a balustrade and under a possible pergola. The intention being to provide a welcoming first impression, the ability to see into the building from The Street and provide a place to sit outside with a cup of coffee. The village notice boards might be integrated into the new joinery and consideration should be given to outside lighting that provides the right ambience without threatening the SDNPA's Dark Skies policy.

2. The stair to the first floor (8,9,10)

A simple external stair that leads to the first floor. It is not intended to provide a lift and so the stair should be easy to use with wide treads and a low riser. Its design might include a screen for the bins and back door to the kitchen and shop. For safety, access to the stair may best be from the new terrace. The stair would lead to a new dormered entrance to the roof and, as this first floor space will be let, this whole assembly of stair and dormer should also seem welcoming. Outside lighting is also an important consideration here.

3. The new toilets (14,15, D)

The intention here is to enclose as many toilets as the space will allow within a simple extension to the north side of the village hall. It may be possible to build this with the simplest timber frame with timber cladding that might add to the new charm of the front elevation. It is important to ensure that the extension is kept within limit defined by the need for access to Bury Green and to the group of houses immediately to the north. Internally the toilets should avoid seeming institutional but nevertheless be durable and easy to maintain. A single accessible toilet should be provided directly from the café space.

4. The kitchen, the shop and the post office (3,4,5,6)

This will require its own more detailed brief to ensure that all the functional requirements are met. Each part may need to operate independently when the other parts are closed but it is also possible that all the parts will be open at the same time. This is where people who are helping will be stationed so it is important that the connection to the café is engaging and well managed. Security, particularly for the post office element needs

to be considered. The kitchen will need to be capable of offering day to day café activities as well as catering for larger events such as privately catered parties or the village Christmas lunch.

5. The café/social space (2)

This is the new space that defines the project. It will be used as drop-in area during the day and seem very open but may also be separately let in the evening and may need more privacy. It has also to function as the foyer for the main hall. The space should be as large as possible, as light as possible and as useful as possible. This new social space must be warm and welcoming and have an 'intimate,' atmosphere in contrast to the impersonal, larger hall space. The new space must avoid feeling like merely a corridor space, despite the fact that it will need to provide access to the outside, the toilets and the main hall.

Consideration should be given to the furniture that is needed and potentially for how it is stored. Uses may range from the café, book clubs, bridge clubs, mother's groups to privately catered events.

There needs to be consideration of how the space can securely transition from one role to another. Eg: The counter area needs to be capable of being rendered secure when not staffed by volunteers and by the post mistress/master. How would limited retail be accommodated? In cabinets where secure grills can be drawn down?

6. The main hall (1,17)

At this stage, it isn't intended to make any alterations to this space though, if fundraising went well, this might be reconsidered. It is intended, however, to allow for new double doors on the north side that would open out to a terrace placed between the two new extensions. This terrace may have something in common with the front terrace in terms of look and feel and with the use of external furniture.

7. The northern extension (18,19)

A second extension, possibly similar in character to the main toilet extension could provide similar support to the Sydney room (20) to allow it to operate independently. This extension would therefore provide two toilets and a store with a lobby providing access to the lane to the north and to Bury Green.

8. The Sydney room (20,21,22)

This is currently a soulless space and needs to be rethought. It will be used for smaller groups, for playschool and as an education space. It will be separately let and will need to retain a separate access either from the north, the south or from both. Stair access (22) will be required to give access to the attic space above but this should be discrete or even hidden. A small tea station could be provided (21) for meetings and events.

9. The first floor space (above 2)

Accessed by the new external stair, this space will most likely be let for as an office or a studio. Consideration should be given to sound insulation from the space below and to additional roof lighting or windows. The primary change in the space will be the capturing of the area currently occupied by the internal stair and its extension into the space that is currently used as a store. Toilets (1 or 2) and a tea station/kitchen will need to be provided.

10. Servicing the building (23)

The Village Hall is heated by an oil fired boiler. There is a strong ambition to explore an alternative and greener method of heating. There should be sufficient discussion on this so that no decisions are taken which complicate a future positive decision. In addition, water services will require extension as will the electric supplies. Consideration should be given to wi-fi as it may be provided as a free service within the building to encourage its use.

11. Storage

There is never enough. This will need a separate discussion as the needs of each space develop as the design progresses. Currently tables and chairs are stored uncomfortably in the boiler room. This location, though for the time being quite expedient, severely compromises the Sydney room when furniture or equipment is required for the main hall.

12. Programme and phasing

Consideration should be given to the build programme and the possibility of phasing as there is pressure to maintain the building being open for as long as possible. The new extension for the toilets from the café for example, could largely be complete before the connection was made through the existing north wall. It could also be a possibility that the work to the Sydney room was carried out either earlier or later than the work to the rest of the project. Similarly, the office/studio could be completed later if that helped to minimise the duration of the building being closed.