

# SLAUGHAM PARISH COUNCIL

**Parish Council Meeting Minutes**

**Thursday 23rd January 2020 at 7.30pm in the Sports Pavilion, Recreation Ground, High Street, Handcross**

### Sally Mclean - Clerk to the Council

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**Present:** Cllrs Julie Elliott (chair), Michael Earle (vice chair), Pete Clark, Bob St George, Eric Prescott, Lesley Read, Andrew MacNaughton, Lorette Holborne, Colin Smith

**Others Present**: 6 Members of Public

1. **Apologies for Absence**: To receive and accept apologies for absence. Cllr Nick Dale
2. **Declaration of interest from members in respect of any items on the agenda**: To record any declarations of interest - **None**
3. **Approval of the Minutes of the Previous Meeting held on 7th November 2019**: To receive and accept the Minutes **APPROVED** Cllr Clark & Cllr Read
4. **Open Forum** - **Adjournment for questions from the public**: Council to consider adjournment of the meeting in accordance with Council’s Standing Orders, to receive questions from members of the public in attendance –

Preschool Action Group – The group was set up by a number of parents to support the Preschool to ensure continued provision/education for their children in the local area. They are a separate entity from the Preschool and the Trustees, but have spoken with them. They extended their thanks to the Parish Council for their continued support and wish to offer their assistance and /or any resources needed to in the relocation of the preschool from the Pavilion. They would like to ask the Council to consider the letter sent by the Preschool requesting an extension to 2021. This would allow for alterations to be made at the Primary School where it is hoped they will transition to.

Chairman of the Preschool – Will the PC be considering the letter this evening and will this be approved? – The Chair Cllr Elliott advised that this could not be determined at this stage, but that it would be discussed under Committee reports Item 6.2 of the agenda.

1. **Matters from District & County Councillors**: to receive verbal reports from representatives of other authorities
   1. Mid Sussex District Council (MSDC): Cllr Andrew MacNaughton – Site Allocation DPD gone through scrutiny committee at MSDC Site SA27 St Martins Close received no objections or questions on that so will progress to the next stages of consultation. The MSDC Design Guide was also approved at the same meeting and will move to full Council for ratification and issued to the Parish Councils.

The new Homeless Strategy has been consulted on and completed procedural requirements and now accepted and will move to the next stage of Council and adoption.

Pease Pottage roadworks on the new roundabout at the development should be completed by March 2020. The majority of the delays have been down to Highways England lane closures further down the M23 that have impacted traffic in the area. There are updates on the progress/delays on the website

* 1. West Sussex County Council County Local Committee (WSCC/CLC) **None present**

1. **Committee Reports**: to receive and note committee and advisory group updates

The Committee Chairmen will provide an update, Council to consider the RECOMMENDATIONS:

## Finance & Policy:

* + 1. The Finance & Policy Committee considered the Budget 2020/21 (Meeting 28th October 2019), and agreed to RECOMMEND to Council to approve the Budget and set the Precept. (briefing note/papers cc’d in advance previously). Increase of 10k Tax Base BAND D increase of £3.50 a year, Cllr MacNaughton added that this is less than 5% - **APPROVED**
    2. Handcross Enhancement Projects – Update on the initiation of future village centre enhancement projects proposed/funding
       1. Street Lighting – Ornamental displays / Hanging Baskets – Design and scope – ongoing
       2. Refurbishment of the Public Toilets – Quote progress – ongoing
       3. Recreation Ground CCTV – Quote progress - ongoing
       4. Planters Nymans Bus Shelter – Cllr Read has a signed licence and met a highways officer to draw up the maps of the planters to inform the licence. The officer suggested sleepers in place of planters, the community payback scheme may be able to build them. Cllr Read has received requests for benches on the Recreation Ground – Cllr Elliott suggested that Cllr Read and Cllr St George investigate benches, payback scheme and engage with the Manager of Nymans with regards the improvements planned at the front of the Gardens.

Cllr Read also advised that she spoke to the Officer with regards the parking on the bridge and the proposal for a white line on the footway to encourage considerate parking, leaving space for pedestrians, prams, wheelchairs, she didn’t seem keen, Cllr Read will contact Richard Speller to discuss further.

* + 1. Data Subject Access Request (DSAR) – Council to ratify resource and associated costs for work required to provide the information requested from 1st April 2019 – 22nd December 2019 *cc’d in advance -* Cllr Clark enquired as to why Cllr Smith has requested this information? Cllr Smith advised that he did not wish to discuss this in public or rack up a bill for the Parish, he was happy to except the data electronically: The Clerk advised that the data was subject to GDPR and redaction of all third-party information was compulsory. Cllr Elliott asked that Cllr Smith confirm that he was happy to leave off the any correspondence that he had been previously, he concurred and stated that he may not progress with the request once he has had a private chat with the Chair Cllr Elliott.

8.10pm Cllr Michael Earle joined the meeting

## Recreation:

* + 1. To update members on current activities
       1. Slaugham Playground Works– To advise on current status and lease – The Clerk to draft a letter to Society with regards future use of the Playground
       2. Handcross Sports Pavilion – Drainage works by the changing rooms - Settling cracks to be plastered and repainted – New boot wiper to be installed which is currently on order.
       3. Preschool – Future use at the Pavilion – The Clerk and the Chair of Recreation Cllr Clark met with the Primary School Head and Contracts Manager to receive update with regards the move of the preschool from the Pavilion – The Council were advised that they were exploring options and are meeting with the Head of School Organisation at WSCC to discuss the transition further. This Council have since received a letter from the preschool requesting an extension to their current notice of July 2020 to 2021 so that the Primary School can accommodate them once the “bulge year” which came into the school moves out in 2021. The Council advised that they are unable to approve the extension until the Primary School have confirmed that they are able to accommodate the Preschool. Cllr Elliott asked that the Recreation Committee explore the request for extension in line with procedural obligations and decisions already resolved upon by Council, on the assumption that preschool will be taken in by the Primary School in 2021 and report back to Council with a recommendation. The Chair of the preschool provided details into the structural alterations required on site to accommodate the preschool also the complications or any relocation for a year should they leave the Pavilion before moving into the school. Cllr Elliott advised that there are some procedural things that this Council needs to do to alter the current agreement/notice in place, they also need know that the Primary School can take the preschool. The preschool chair and action group stated that the preschool funds will be used towards funding the alterations at the school, but agreement for them to stay at the Pavilion until 2021 will give confidence to the staff and parents and would send a positive that they have a base at the Pavilion until 2021. The action group added that they were aware of some negativity around the notice given on social media aimed at the Council and advised that they were not involved and do not condone it. They are grateful for the support of the Council and wish to offer help wherever they can. They will be setting up a Facebook page that will send a positive message to the community and provide updates on the future of the preschool. Cllr Clark advised that it would be nice for an apology to be issued specifically to the Councillors named on social media this would also send a positive message.
       4. Pease Pottage - To update snagging works –
       5. Allotments – Handcross/Warninglid Audit – To coordinate a review of both sites, with a view to reviewing lease agreement/s and invoicing for 2018/19 and 20. Cllr Clark, Cllr Earle and Ken Boyle co-opted member are planning a site visit.

## Neighbourhood Planning:

* + 1. Site Allocations Development Plan Document Consultation – SPC Plan Review Meeting to be scheduled. The Clerk to coordinate a meeting with the group

## Planning Committee: None

1. **Chairman’s Report**: to review Chairman’s updates
   1. Land Matters – Common Land Coos Lane - Cllr Eric Prescott / Cllr Clark – Appointed the surveyor the Clerk has requested dates at which time Cllr Prescott will liaise with the land owner.
   2. Parking Scheme – 11th December meeting update with the National Trust Cllr Elliott and the Clerk met with the Manager of the Nymans to discuss possible options – The Trust are looking at up to 15 spaces at Chodds Farm in the field to the left behind the Cottages owned by the Trust where they are planning an Orchard. To look at the implementation of car parking in the area, the Trust has asked that the Parish Council fund the landscape architect fees to assist in the design. The Clerk was instructed to look at whether enhancement monies can fund professional fees in principle. Cllr MacNaughton advised that the District/County maybe able to assist. With regards to losing parking at the front to implement visibility splay, this is not a requirement that County should impose as the access has always been in use.
   3. Cllr David Dunn – Has tended his resignation due to other commitments, he extends his best wishes and that the Planning Committee is in good hands. Cllr Elliott on behalf of the Council thanked David for his time and work on Council and that he will be missed from main Council but pleased to confirm that he will be staying
2. **Clerks Report –** Committee Reports Item 6
   1. SPC’s Quarterly Magazine – Council to update on publication – Cllr Earle and the Clerk are meeting to discuss 2019 and pull the magazine together.
   2. Standing Orders Review - Members are asked to resolve to accept amendments to the standing orders *cc’d in advance The Clerk is waiting the new financial regulations and new website requirements – DEFERRED*
3. **Finance Matters Payments and receipts June 2019** The Committee is asked to RESOLVE to approve: Payments for month (December 19 January 20) (*Ref: Bank Reconciliation - Payment Analysis attached)* RECOMMENDATION: The Committee approves the schedule of payments for January 2020 –

**Total Payments: £**114,543.38 VAT £18,290.17 Total £96,253.21 APPROVED

1. **Correspondence/Information Items/Publications/Consultations**: cc’d in advance to members
   1. WSCC/Education & Skills/Children, Young People and Learning - Consultation on our Admission Arrangements for September 2021/2022 - [www.westsussex.gov.uk/schooladmissions2021-2022](http://www.westsussex.gov.uk/schooladmissions2021-2022) - Proposed change to the catchment area for the residents of Kilnwood Vale Development, give priority to children of staff and to give priority to children placed under a Special Guardianship Order who have not previously been in local authority care. The consultation will close on 31 January 2020. *cc’d all email 070120* **NOTED**
   2. Sussex Uncovered 3 In November, Sussex Community Foundation published their report, Sussex Uncovered 3 It is a data-fuelled report that looks at the needs and strengths of Sussex (*cc’d all email 070120*) data generated for the report is available online at [www.sussexuncovered.communityinsight.org/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sussexuncovered.communityinsight.org%2F&data=02%7C01%7CAnna.Beams%40ssalc.co.uk%7C38625af392c24a8aded808d782e07376%7C21aabbb7d56d40b6b716f7e1ce3e0ce2%7C1%7C1%7C637121772885397705&sdata=QH7bsIAsw%2BhCVDj4V0HKwF11S0QZC4ToFdYThycpi9o%3D&reserved=0) so you can search the data that is most relevant to you and your community **NOTED**
   3. MSDC PR2260 New Council Tax Support Scheme approved - Mid Sussex District Council has updated its Council Tax Support Scheme to make it simpler, more transparent and easier for people to understand. (*cc’d all email 080120*) **NOTED**
   4. Wonderful Villages' Photo Competition on behalf of Village Hall insurers Allied Westminster (*cc’d all email 070120*) The Clerk shared this with the members local Resident Associations **NOTED**
   5. West Sussex County Council and the South Downs National Park Authority have prepared a Proposed Submission Draft Soft Sand Review of the [West Sussex Joint Minerals Local Plan](https://www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/minerals-and-waste-policy/joint-minerals-local-plan/), as required by Policy M2 of the adopted Plan.

The Soft Sand Review is being published prior to its submission to the Secretary of State to allow representations to be made on its ‘soundness’ and legal and procedural compliance. Representations can be made up until 11.59pm on Monday 2 March 2020.For further information on the West Sussex Joint Minerals Local Plan, please visit [www.westsussex.gov.uk/mwdf](http://www.westsussex.gov.uk/mwdf) (*cc’d all email 080120*) **NOTED**

1. **Highways/Footpaths**: to review highways projects/items
   1. Parish Traffic Calming Project – The work has started at Truckers Hatch cutting back the hedge, Cllr St George does not think that they are cutting it back as scoped and will contact Ian Moorey to advise further. The rest of the works are dependent on the gyratory works at Pease Pottage, Council to be advised. NOTED
   2. Gully clearance Coos Lane – Cllr Smith advised that he has received complaints from Residents with regard drainage and lack of regular maintenance of the gullies. The Area Highway Manager at West Sussex County Council advised the following - *Local authorities across the country are facing unprecedented financial pressures and West Sussex is no exception. I’m happy to meet with the Parish, Colin and discuss.* Cllr Smith agreed to follow up with Highways.
   3. Environmental Agency (EA) tree clearance Hampshire Hill Junction Coos Lane exposing c35ft drop – Cllr Smith advised that the all 2/300 trees were cut down exposing a ravine, he contacted Highways who were unaware and investigated the area and requested a vehicle restraint assessment safety audit. He was told by the local Estate Manager that the trees were removed on a national instruction from central government to remove the trees as a safety risk to the dam.

Cllr Prescott spoke with the Highways Structures Department (HSD) who instructed the removal of the trees not the EA. Some of the trees were diseased, of which 12 were removed. He was told by the HSD that the risk now is no greater than before, the gap was always there. In addition to this the upstand from the road platform is about 2ft, so a car coming off the road has got to breach that. There was a danger that if they had not been removed and fallen, they would have ripped the face off the dam. A structural engineer would have a better view on the safety of the dam and for those further downstream - Cllr Earle suggested that Cllr Smith raise concerns surrounding the requirement for a barrier at the same meeting with the Area Highway Manager. AGREED

* 1. Slaugham Pond Footbridge – Repair works required Cllr Clark is progressing NOTED

9.10pm Cllr MacNaughton left the meeting.

## Police / NHW Report / Resilience Group Reports

* 1. Crime Reports cc’d members – Cllr Holborn and Cllr Earle to take forward

## EPLG Meetings/Updates – Cllr Holborn will attend in the future where possible

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1. **Any other matters that the Chairman wishes to raise for future discussion**:

The Clerk - Street Lights in Covert Mead are not working, there is a UK Power Network fault and Council are waiting on their teams to inspect with an SLA of 14 days.

Date of next meeting/s – **27th February 2020**

Signed: \_ Date: