

# SLAUGHAM PARISH COUNCIL

2 Coltstaple Cottages, Coltstaple Lane, Horsham, RH13 9BB

## PARISH COUNCIL ANNUAL MEETING MINUTES

Parish Council Members are summoned to the Meeting held on  
Thursday 25<sup>th</sup> May 2017 at 7.30pm in the Pavilion, High Street, Handcross.

Members of the Public are welcome to attend

Yours sincerely Sally Mclean – Clerk to the Council

Email [clerk@slaughtampc.org.uk](mailto:clerk@slaughtampc.org.uk)

Website: <http://www.slaughtampc.co.uk>

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Present: Cllrs John Welch, Andrew MacNaughton, Lesley Read, David Dunn and Bob St George

Others Present: One member of the public

The current Chairman of Council will be Chairman of the Meeting until the conclusion of Item 1. If there is no current Chair then the Clerk will take the meeting until Item 1.

- 1 Election of the Chairman of the Parish Council for the year 2017/2018. Completed declarations of office and signed Nomination Forms should be handed to the Clerk – Cllr John Welch proposed and unanimously elected
- 2 Apologies for absence and declaration of interest from members in respect of any items on the agenda. Cllrs Julia Elliott, Michael Earle and Simon Goyder
- 3 Election of the Vice-Chairman of the Parish Council for the year 2017/2018. Completed declarations of office and signed Nomination Forms should be handed to the Clerk Lesley Read proposed and unanimously elected
- 4 To receive Councillors register of interest and declarations of office Council Members are asked to note that they have a duty to register any interests that they may have with the Monitoring Officer of the District Council (Mid Sussex). Members were asked to review their ROI.
- 5 Approval of the Minutes of the Previous Meeting. Parish Council Meeting 27<sup>th</sup> April 2017 previously distributed 15.1 incorrect spelling of Cllr Julia Elliott's first name "Julie" Amend title from agenda to minutes APPROVED
- 6 Open Forum. The Council shall consider whether to adjourn the Meeting in order to receive questions from members of the public in attendance NONE
- 7 To appoint Standing Committees for the Year 2017/18 The Council is asked to confirm the membership of the Standing Committees, Committee Structure and Terms of Reference: The Council is asked to resolve to adopt the revised structure and Terms of Reference for the composition and membership of Standing Committees and Working Groups for the Year 2017/18.
- 8 Appointment of representatives to other organisations for 2017/18 The Council is asked to confirm the appointment of its representatives on other organisations.
  - 8.1 Planning – considers planning applications deals with Street Lighting, Highways (incorporating traffic calming, pedestrian safety, traffic management and highway lighting) and Emergency Planning:  
**To elect Chairman of Planning:** Cllr Simon Goyder Cllr (Chair) and Cllr David Dunn Vice Chairman  
Current Members: Simon Goyder, Bob St George, John Welch, David Dunn, Lesley Read RESOLVED  
Members to consider amending planning terms of reference to include the co-option of one member of public  
The Clerk to investigate the remit for planning committee.
  - 8.2 Finance – deals with finance matters, proposals for budgets, projects, financial policy matters etc:  
Current Members: Cllr Michael Earle (Chair), Andrew MacNaughton, Bob St George, John Welch and David Dunn
    - 8.2.1 Adoption of Finance & Policy Procedure and Personnel Sub Committee – Members are asked to approve the adoption of the new sub-committee and approve Terms or Reference for that committee. Once adopted they will be responsible for reviewing, establishing and protecting the overarching purpose, fundamental principles and procedures which govern the activities of Council. This Committee will be called upon as and when changes, issues or complaints arise. APPROVED.
  - 8.3 Recreation – deals with all matters concerning the Recreation grounds, Playgrounds and Allotments:  
Current Members: Cllr's Simon Goyder (Chair), Lesley Read, Julia Elliott and co-opted members Ken Boyle.  
The Recreation Committee are looking to increase this committee by inviting regular users to join as co-opted members.
  - 8.4 Neighbourhood Planning Committee - To develop a Neighbourhood Plan, for a sustainable and vibrant thriving rural community, driven by the needs and aspirations of the people in Slaugham Parish:  
Current Members, Cllrs Julia Elliott (Chair), Bob St George, John Welch, Lesley Read, David Dunn and 3 co-opted members of the Community.
  - 8.5 Community Halls Committee – To consider all existing and new community buildings within the Parish that fall under the remit of the Parish Council - This Committee is currently under the remit of full Council Steering Committee Cllr Andrew MacNaughton, John Welch and the Clerk.

8.6 Appointment of representatives to other organisations for 2017/18 The Council is asked to confirm the appointment of its representatives on other organisations. Members each take a subject as their special interest and report to Council, currently we have the following:

Disabled, Care in the Community:	Cllr Julia Elliott
Children and Youth Matters:	Cllr Michael Earle
Footpaths:	Cllr's Simon Goyder and Lesley Read
Highways to Inc Bus Services:	Planning Committee
Charities:	The Clerk
Pavilion:	Recreation Committee
Allotments:	Recreation Committee
Trees:	Recreation Committee - Appointed Tree Warden
Emergency Resilience Planning:	Cllr David Dunn
Crime Prevention:	Cllr David Dunn

Parish Council Representatives with Outside Bodies Council representatives on outside bodies will receive notice of meetings by email and may take forward any relevant comments from the Parish to those meetings and report back to Council.

Sussex Association of Local Councils (SALC) Protect and promote the interests, rights, functions and privileges of member councils. Assist Councils in the performance of their duties and to promote and develop the social, cultural and recreational life of towns, parishes and villages. Promote widespread and well-informed interest in Local Government. The Clerk

Mid Sussex Association of Local Councils (MSALC) - The MSALC is a group forum for all Local Authorities in Mid Sussex to enable the pooling of ideas, discussing items of mutual interest and where necessary, making representations to District and County Authorities). The Clerk

Action in Rural Sussex (AiRS) Provides help and advice to Local Authorities and Residents Associations on Local Action Plans, Village Appraisals and surveys. It highlights problems specific to rural areas and will try to create a climate in which rural businesses and communities can prosper). The Clerk

Council for the Protection of Rural England (CPRE) – Protects and concerns itself with inappropriate, or any, development of sensitive areas of the rural countryside. Campaigns inside and outside Parliament in the cause of Rural Conservation. Local Branches seek to influence planning and development control policies of public authorities and private developers. Cllr Lesley Read

Central Mid Sussex County Local Committee (CLC) - County Local Committees are designed to make sure that local people can help shape the 80% of services provided by the County Council. That's everything from schools and libraries to roads and pavements, from Social Services to the Fire Rescue Service. They also have the local community fund, which enables us to make small grants to initiatives to help our local communities. Cllr's Michael Earle, John Welch

9 Matters from District and County Councillors: to receive verbal reports from representatives of other authorities

9.1 Mid Sussex District Council (MSDC)

District Cllr MacNaughton advised that the Inspector Jonathan Bore, MRTPI, appointed to conduct an examination to determine whether the District Plan is sound, has confirmed that another hearing would be held on the 25<sup>th</sup> and 26<sup>th</sup> July to revisit housing numbers. If required MSDC will ask the Parishes to revisit their numbers.

*MSDC Website extract <http://www.midsussex.gov.uk/planning-licensing-building-control/planning-policy/local-development-framework/district-plan/district-plan-examination/>*

*May 25th 2017 - Further Hearings to discuss Unmet Need, Settlement Hierarchy and Housing Land Supply Following receipt of MSDC8b, MSDC8c and MSDC16 (which can be viewed on the MSDC page), the Inspector has confirmed it will be necessary to hold a further hearing to consider the issues of unmet need and settlement hierarchy together with the updated trajectory and 5 year housing land supply. The hearings will be held on Tuesday 25th and Wednesday 26th July.*

*Further submissions from participants will be accepted on the following terms:*

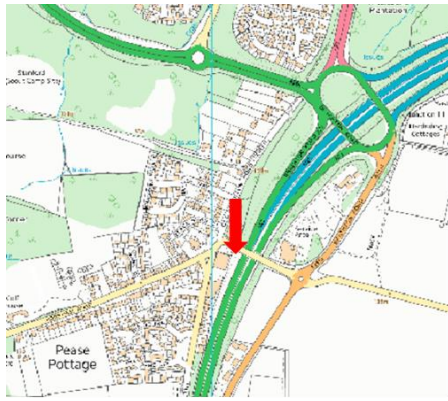
- *Submissions from the Developers' Forum, the other housing participants and public bodies should be in the form of statements of common ground with the Council, and where there are differences, these should be tabulated and explained. Statements of any other kind are not encouraged.*
- *Submissions from local groups and individual participants may be in the form of a short statement with a maximum of 2 sides of A4 covering all the issues.*

*The hearing will only relate to the Council's new material and will not go over old ground, and the same will apply to any SoCG or statement. Any submission not following these rules will be returned. SoCGs and statements should be submitted by 7 July 2017.*

*The agenda and details regarding format and deadline for submissions can be found in ID24: [Agenda for Hearings 25th/26th July 2017 \(45.55KB pdf\)](#)*

9.2 West Sussex County Council County Local Committee (WSSC/CLC) None represent

Members were asked to consider recent proposal for Horsham Road Car Park Pease Pottage. Highways Officer David Lambert WSSC – Investigating the potential closure of the small car park on Horsham Road,



as this may allow the Thakeham homes developer to provide a better standard of footway/cycleway on the Horsham Road over the A23 bridge. The location is indicated on the map below:

The car park is maintained as public highway by WSCC, and it would be in our gift to close it and have it grassed over, but I wanted to have an idea of local opinion on this before investigating it further.

You will see from the attached plan, which has the car park highlighted in yellow, that widening the path can only be achieved by slewing the road over to the south. With the car park in place the designer can only provide a 2.5m path over the bridge which is 1m narrower than standard. If we were to ask for the path to be widened further the additional slewing of the road

would affect the visibility for cars leaving the car park. If the car park were to be closed we may be able to install a path approaching 3m in width over the bridge, which is only 0.5m narrower than standard.

This has not been raised as an option until further local consideration has been given

Members agreed that closure of the car park would not be supported as it is well used by local residents. The Clerk was instructed to advise.

- 10 Committee Reports: to receive and note committee and advisory group verbal updates
- 10.1 Finance and Policy –See Item 12
  - 10.2 Recreation – Members had met recently and certain actions were agreed as follows
    - 10.2.1 Reformation of the Pavillion Management Committee, to assist in the day to day running of the Pavilion and grounds, hiring agreements and reviewing rates in line with the hall refurbishment.
    - 10.2.2 An application is being prepared for the refurbishment of the hall to approach MSDC for the funding, Ken Boyle is coordinating the application using the current quotes obtained for the works required, Cllr Simon Goyder is looking at the current S106 agreements for Handcross also.
    - 10.2.3 The Clerk is considering a meeting with the S106 monitoring officers to fully appreciate the categories of money and how it can be spent to include play space for the playgrounds, Cllr MacNaughton agreed to assist members.
    - 10.2.4 Cllr Earle and the Clerk met with Crest with regards access/footpath onto the Recreation Ground from the new development. The options put forward by Crest that were considered by members previously, the considerations of those were relayed to Crest with other options possible for further review. However, after reviewing the maps provided and much debate members felt that a footpath on the development side i.e on the boundary side would be less intrusive than across the Recreation Ground, this would naturally join the current footway to the Doctors Surgery, Primary and High Street. The Clerk to draft a response to Crest and distribute to members for consideration.
  - 10.3 Neighbourhood Planning – Members to consider site allocation briefing note cc;d in advance
 

The briefing note will form part of the evidence base material that will support and inform decisions made by Slaugham Parish Council (SPC) in respect of the emerging Slaugham Neighbourhood Plan (SNP). Its overriding purpose is to bring together a range of evidence material from a variety of sources that will inform Council on the level of housing that may still need to be delivered in the Parish up to the period 2031.

**Recommendations**

Taking all of the evidence based material provided into consideration, the Committee recommended the following:

    - a. Housing Need of the Parish**

At a meeting/s held in October and December 2016 the Committee agreed to adopt a variety of methodologies for undertaking housing need considerations. These both stand alone, and in combination, have resulted in a range of potential housing numbers for consideration to be facilitated through the Neighbourhood Plan, up to the period 2031. By applying this methods it is estimated that the numbers range between 270-310 (excluding the strategic allocation at Hardridings Farm). Some of these numbers have already been met in developments that have been delivered in the Parish since April 2014.
    - b. Sites to be allocated**

Taking the PHLAA, site assessments sustainability appraisal and the feedback from the public exhibitions, the Council allocate the following land for the provision of up to 65/70 units.

St Martins Close EAST (first five years)

St Martins Close WEST (second five years) reserve site due to the changing environment of the District Plan.

A discussion surrounding the evidence material, the emerging district plan along with the fact that SPC have a requirement to look at any future housing during the plan period -2031, in addition to other overriding factors in delivering housing in perpetuity to meet local needs and to find a long term solution to financing a replacement Handcross Community Facility.

Members RESOLVED to approve the site allocation for St Martins Close EAST/WEST as specified within the briefing note.

The next stage will be to advise Council's planning consultants and the drafting of the plan will commence.

The NHP Committee need to coordinate updating of the website ensuring all evidence based material is available.

10.4 Community Halls –

The Council's appointed professional David Ross, has met with the Contractor Fowlers to discuss all aspects of the proposal. David advised that there were some omissions and issues, but felt that by developing the design together they will be overcome and still reduce the base cost.

The principles of the accommodation provision remains the same, but the areas that are to be considered are:-

1 – Secure by design – This building is obscured from general view, and protection against vandalism must be considered in all aspects of design.

2 – Uniformity of design – This is to simplify the main components and save money.

3 – Use by children – to be confirmed crèche etc

4 – Heating – Storage heaters etc.

MSDC also requested that the PC obtain a quote for the work as it seems that the most straightforward option (from a site management and legal point of view).

David was also issued with the Legal Agreements for review before the steering group meet. It is hoped that that meeting will take place sometime in June.

11 Correspondence/Publications: No consultations

12 Finance:

12.1 List of Accounts for Payment:

Payments: £5354.76 VAT £405.59 Total Payments £4949.17 APPROVED

12.2 Annual Report and Accounts 2016/17 Council are asked to receive and consider the Annual Return 2016/17 (Ref: Annual Report 2017) AR Return Papers were issued to members in advance for Review APPROVED

12.3 Review Street Lighting Contract – Members to consider increase in charging 2017/18

Throughout 2016/17 we received an almost monthly notice of price increases from our suppliers, some of which were as high as 29%.

We have now calculated the average increase to be at 12.9% across the various components that are frequently used.

As there was no increase last year, we have had to review our repair tariff for 2017/18 and increase the various charges by approximately 6% in an attempt to compromise this situation.

Our attendance fee will also rise to £41.25, but we will repair three lights for this figure. This fee is still the lowest in the industry. Approved RESOLVED

As always, your understanding and continued support during the coming year will be much appreciated.

13 Highways/Footpaths/Public Rights of Way To review highways projects/items. T

13.1 Traffic Calming – To receive update on the current progress

The Clerk met with Richard Speller, Ian Moorey and Peter Bradley of WSCC Highways to discuss the Slaugham Traffic Calming Scheme "STCP". The previous issues list collated in 2014/15 and approved in 2016 was discussed in order to reaffirm what is, or isn't now being considered as part of this project. Ian/Peter will make on-site inspections to ensure that what has been scoped can be delivered. They agreed that data loops would be installed to capture the relevant information that would inform highways on what is necessary at each location.

Brief timeline of expected progress:

As indicated the broad overview is detailed design within current financial year (2017/18) and delivery the following one (2018/19) within that we would hope the indicative stages and dates could be along the following lines:

- Arrange any necessary speed data loops to be in-situ ideally before school Summer holidays, but subject to resources that might become September.
- On site checking of issues by us by end of June.
- Meet with Parish to review and check understanding and acceptability by end of July.
- Raise brief with our design consultants either August or October, dependant on date of data collection.
- Complete Detailed Design November-December.
- Present to Parish for approval January-February 2018.
- To contractor to cost March-April 2018.
- Delivery May 2018-March 2019.

14 Police / NHW Report / Resilience Group Reports

14.1 Crime Bulletin - Rogue Traders & Scam Phone Calls cc'd all

15 Any other Matters that the Chairman wishes to raise for future discussion:

Cllr Warninglid School - are short of pupils, Cllr Dunn to obtain further information and advise on current numbers etc  
Nymans Parking -Cllr Welch has emailed the new Manager who is not in situ till mid/late June, he is hoping to schedule a meeting with her once she is settled into her role.

Signed \_\_\_\_\_ Date \_\_\_\_\_