

SLAUGHAM PARISH COUNCIL

Parish Council Meeting Minutes

Thursday 3rd October 2019 at 7.30pm in the Pease Pottage Community Centre, Finches Field, Old Brighton Road, Pease Pottage

Sally Mclean - Clerk to the Council

Email clerk@sloughampc.co.uk Website: <http://www.sloughampc.co.uk>

Present: Cllrs Julia Elliott, Pete Clark, David Dunn, Andrew MacNaughton, Lesley Read, Eric Prescott

- 1. Apologies for Absence:** To receive and accept apologies for absence. Cllr's Colin Smith, Bob St George, Michael Earle
- 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 1st August 2019:** To receive and accept the Minutes Cllr Lesley Read, Pete Clark
- 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 –

Can residents in Crawley apply to be on the Parish Council – To be eligible to stand for an election for a particular parish, you must:

- be an elector of the parish
- for the whole of the previous 12 months have occupied (as owner or tenant) land or other premises in the parish
- during the previous 12 months have worked in the parish (as your principal or only place of work)
- for the whole of the previous 12 months lived in the parish or within three miles of the parish boundary

- 5. Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
 - 5.1. Mid Sussex District Council (MSDC):** Cllr Andrew MacNaughton –
 - The Site Allocation DPD went to committee to be approved for public consultation last week.
 - The minutes of planning application for Burgess Hill Northern Arc has now been approved in outline, matters reserved it is a 300-page document now ready for public consultation. The proposed development includes the construction of 3,000 new homes, 30 percent of which will be affordable, new community facilities – including three neighbourhood centers, three new schools and employment opportunities.
 - Cllr MacNaughton was asked about the housing register, 3 people in different categories for Handcross and 13 for Pease Pottage. People can join either Clarions or MSDC's register. <https://www.midsussex.gov.uk/housing-council-tax/apply-for-social-housing/> Cllr Lesley Read to draft something for social media pages for the residents associations for information.
 - 5.2. West Sussex County Council County Local Committee (WSCC/CLC)** None present

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

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

6.1. Finance & Policy:

6.1.1. Insurance Renewal – Recommendation AXA (Inspire) Insurance - The Clerk recommend a 3 year long term agreement option this year to allow you to maintain an idea of the premium for that period with only changes to Insurance Premium Tax (IPT) and Index linking and this is calculated as follows: **Long Term Agreement Option** 3-year binding Long Term Agreement (LTA) with **Inspire**, the annual premium can be reduced by a further 5%, giving an LTA premium of £3,965.97 including insurance premium tax, plus our administration fee of £50.00, giving a total annual premium of **£4,015.97. APPROVED**

Cllr MacNaughton asked if regular users had their own Public Liability Insurance – The Clerk confirmed that the Parish Office hold copies of the Handcross Football Club, Preschool and Petanque users. Should similar activities be included at PPCC then the Council will ask for copies of their insurance for Councils record. To confirm the Clerk advised that the hiring agreement states the following, in addition to the fact that a risk assessment must be undertaken for any large events, like tournaments etc. and are dealt with on an event by event basis.

General Conditions of Hire Clause 4 and 6 Indemnify the Council

Clause 35. Insurance

35.1. The Venue is fully covered for any claims due to negligence on the part of the Council. However, the Hirer can take out its own insurance for larger recreational type events, and or to cover any other claims which may arise in relation to its use of the Venue. Regular users must take out public liability insurance and provide a copy of that to the Council.

6.1.2. External Audit – APPROVED

Section 3 External Auditor Report and Certificate 2018/19

2. Sections 1 and 2 of the AGAR were approved after the commencement of the exercise of public rights dates which is contrary to Regulation 12 (3)(a) – The Clerk advised that the AGAR was approved by Council in May signed in June.

The Council should consider whether the significant expenditure in the year suggests that an increase in the value of Box 9 of Section 2 of the AGAR is required for the 2019/20 as significant expenditure has not resulted in an increase in the current year.

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6.2. Recreation:

6.2.1. To update members on Playground Inspections Cllr Pete Clark advised

6.2.1.1. Slaugham Playground – Members to consider quote for works. It was noted that a significant amount of those works is to repair/replace the fencing at just over £1600. The play area itself amounts to £2,262.00, with the majority being improvements to the surface, with approx. £350 on the actual equipment. Cllr Andrew MacNaughton enquired as to how many people use the playground?, he did not feel that the Council should pay for the upkeep of fencing that is not in the Councils ownership, he also felt that Council should have justification of use, as it is has been reported in the past that it gets minimal use, especially in light of the overgrowth in the area. Cllr Prescott suggested that perhaps the Society would like to take over the playground and future maintenance. There are three playgrounds in the local area that are more accessible. The Council will consider closing the playground until the works are completed, the Clerk was asked to contact the Society in the first instance to enquire re usage, current works and future expenditure, she will also investigate if there is funding coming forward for the village before taking further action.

6.2.1.2. Handcross Playground – To update members on post inspections works –

Outlined in the report were snagging works required by Sovereign Play who installed the playground. The Clerk has contacted them and shared the report so the works can go ahead.

6.2.2. To update members on the Preschool future use of the Handcross Sports Pavilion – Cllr Clark advised that the Preschool went back into the building under the 2016 agreement for two weeks until the 11th October because they were unwilling to sign the new hiring agreement until their had engaged a solicitor. The Council and the Preschool Chair agreed to use best endeavours to approve the current agreement by the 11th October to ensure continuous use. Cllr Clark wished to make it clear that the they were not put on formal notice until asked, they were advised of the Councils obligations and future plans and questioned as to whether the current facility was viable for future expansion of the villages, whilst also considering Councils duties to the wider community for the Pavilion. At a follow up meeting the Preschool through their Chair requested a formal notice be provided.

This Committee is working with their local connections in providing viable options for the successful relocation of the Preschool within the community in Handcross and Pease Pottage. To date we are not sure if these are being followed up. A further meeting is arranged next week to consolidate the agreement. Cllr MacNaughton added that they should be paying for additional storage, that the Preschool have been grossly unfair to this Council and the wider community considering the reduce rate that they were on for many years. Cllr Clark advised that the rate of hire had increased and that they will be paying for the electricity that they use.

The Clerk has shared a draft pitch and changing room agreement for Committee discussion, they have installed their own shed for storage.

The Parish Council have been approached by Furngate Youth Football who lease the Simpson Trust Fields to use the Pease Pottage Community Centre facilities for matches, training etc. The Committee canvassed other venues and based on the current facilities available settled on for £1550 a season, that averages at £50, £16.66 a match, so £8 a changing room across the 31 dates provided, the Clerk was instructed to discuss this with the manager.

6.2.3. Handcross Recreation Fencing – Members to consider fencing works at the Recreation ground to include playground. The Clerk was instructed to obtain quotes for replacing the fencing and the posts for post a rail.

6.3. Neighbourhood Planning:

6.3.1. To update members on the meeting held at MSDC on the Mid Sussex District Council Site Allocations Development Plan Document Briefing held on Wednesday 4th September 2019 – Cllr Clark and Cllr Dunn - Members to consider comments before the next meeting.

6.3.2. Adoption of the Slaugham Neighbourhood Plan 26th September 2019

The Committee agreed to meet on the 12th December 2019 to review the plan and triggers in line with MSDC Site Allocation DPD.

6.4. **Community Halls:** To update on both community centres / Finches Field and Handcross – This Committee to be incorporated into Recreation Committee - Cllr MacNaughton felt the current Committees should include the Recreation Chair, he is not convinced that it is working as it should be, a separate building will be held to agree the structure. Cllr Clark felt to combine the committees would work and will work on an outline structure.

6.5. **Planning Committee:** Cllr Dunn advised that they are holding two meetings a month to ensure that they are making the deadlines set on applications. The electronic system is working well. They are referencing the policies within the adopted district and neighbourhood plan where appropriate when considering planning applications.

7. Chairman's Report: to review Chairman's updates

7.1. Handcross Primary School Parking/Traffic issues – A meeting has been scheduled with the interested parties on the 10th October to discuss the project, process and funding etc.

7.2. Members Code of Conduct Training – 12th August – Noted

7.2.1. Code of Conduct – Members are asked to resolve to accept amendments to the Code – DEFERRED

7.3. Land Matters – Members to consider Chartered Surveyor fees so the Council can secure Common Land Boundary in order to update Council's asset register. Cllr Prescott gave members an overview of the common land. There have been some old and recent building materials tipped onto the Common killing the bluebells. The gardeners are now tipping in the location. The Boundary needs to be re-established to prevent further misuse of the area, clearance is required and the Councils land fenced to protect the Common. Approach the land owners to stop the fly tipping reaffirm the boundary undertake a survey to fence the area. Cllr Prescott & Cllr Clark to approach the landowner in the first instance.

7.4. Councillor Vacancies – The Clerk to draw up the notice and advertise vacancies for co-option.

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8. Clerks Report – Committee Reports Item 6

- 8.1. SPC's Quarterly Magazine – Council to update on publication – In draft Cllr Earle
- 8.2. Standing Orders Review – The Clerk to update and circulate to members

9. Finance Matters Payments and receipts June 2019

The Committee is asked to RESOLVE to approve: Payments for month 5 & 6 (September 2019) (*Ref: Bank Reconciliation 0719 0819 – Income 0719- 1019 - Payment Analysis 0919 Attached*)
RECOMMENDATION: The Committee approves the schedule of payments for September 2019 – Total Payments £97,306.25 VAT £15,458.09 Total Amount £81,848.16 APPROVED

10. Correspondence/Information Items/Publications/Consultations: cc'd in advance to members

10.1. Mid Sussex District Council Animal Welfare Policy Consultation (*ref email 240919*)

This policy sets out how the Council will exercise its functions under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. Noted

11. Highways/Footpaths: to review highways projects/items

11.1. Parish Traffic Calming Project – To report on progress –

This will be picked up at the same meeting see item ref 7.1 – Added to that will be an email the Council have received regarding the Staplefield entrance to Handcross with regard to the speed and traffic in the area along with people crossing the road in that area using the overspill car parking for Nyman's see also 11.2

11.2. Parking in Handcross – Cllr Read to report Highways have received complaints/issues with regard to the following and reported back to Cllr Acraman with the following assessment:

These locations experience different and complex trends that on their own would not be seriously considered for a Community TRO. There is sense in addressing these as a collective, however even with this ethos we conclude that this would be best tackled via a Community Highway Scheme particularly with regards to potential layby and new footway provision.

1/ Enqs: 33753 & 2470316 Bridge / Footway parking has been reported by Mr Justin Keane (Medway) and claims the Hairdresser business staff and customers contribute to this trend. This parking had been pushed out of the Pub car park after Pub proprietor experienced abuse of his/her car park. Upon my own observations the Church activities also create similar parking trends at the other end. Bollards as a solution would help prevent footway parking but would not stop parking on the bridge, also due to the bridge deck a bespoke bollard may be require with shallow foundations to enable this being an option worth exploring. This will potentially create a displacement impact.

2/ Enqs: 2433706 & 433649 Nymans overspill parking during peak season. I am aware Nymans were seriously looking at introducing an additional 100 plus car park spaces within their own grounds, which in my view would dramatically help the seasonal demands, however local residents still describe issues which I have not seen evidence of. This would create seasonal / event displacement.

3/ Enq: 2432457 Local business Hardabin Consultancy Ltd, has an existing DYL that covers half of their private vehicle access and an APL protecting the other half, the request is asking the extension of the DYL to fully protect their access to avoid obstruction. This would have minimal to no displacement issues.

4/ Enq: 326513 Private access adjacent to Picnic Sandwich shop located opposite the Hardware Store, enquirer wishes to extend DYL from existing junction removing approximately 1 car space capacity.

As you can see trends 3 and 4 are simple cosmetic solutions that on their own fall short of meeting the Community TRO criteria, however associated with other locations would be their best hope. Trend 2 is complex in that locals are requesting a 24/7 solution for a seasonal event trend, need more evidence to establish severity of problem. Like trend 2, bridge / footway parking are more complex situations to rely on a TRO alone to solve, hence our recommendation for a Community Highway Scheme, which could include laybys and/or footways where verges permit the adequate space.

Please see application for Community Highway Scheme; <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme/>

Cllr Read to investigate 2 with the assistance of Richard Speller and licence for planters using village enhancement funding or similar.

11.3. Bus Shelter Maintenance and Cleaning – Members to consider procedure for maintaining the shelters in under the Council – Cllr Read to organise a working party

11.4. Land Rear of Covert Mead- Update on the highway activities to the rear of Covert Mead – Cllr Read is awaiting an update from Clarions on land transfer – Completed.

12. Police / NHW Report / Resilience Group Reports

- 12.1. Crime Reports cc'd members – Nothing to add
- 12.2. EPLG Meetings/Updates – Cllr Dunn attended the meeting and will report at the next meeting.

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

13.1. Parking in Handcross Cllr Pete Clark to investigate possible options

Date of next meeting/s –

Signed: _____ Date: _____