

FULL COUNCIL MEETING MINUTES Thursday 24th January 2019 at 7.30pm in the Pavilion, High Street, Handcross

Sally Mclean - Clerk to the Council

Present Cllrs John Welch (Chair), Julia Elliott, Lesley Read, Andrew MacNaughton, Bob St George, David Dunn, Pete Clark

- 1 **Apologies for Absence:** To receive and accept apologies for absence. Cllrs Simon Goyder, Michael Earle
- 2 **Declaration of interest from members in respect of any items on the agenda:** To record any declarations of interest
- 3 **Approval of the Minutes of the Previous Meeting held on 30th November 2018:** To receive and accept the Minutes Cllrs Bob St George, David Dunn
- 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 –

Proposed Free School – Members to receive a presentation on a proposed Free School from Mr G Maine (Head), several locations are being considered but the preferred site is The Cedars, Pease Pottage. The four villages in Slaugham will receive leaflets about the school, in addition to talking to the primary schools over the next few weeks they await approval through the school application process.

Cllr Read asked for confirmation as to whether the proposed school was co-ed, Mr Maine confirmed that it would be.

Ken Boyle raised the point that Warden Park is proposing to recruit strictly based on their agreed geographic location, Cllr Acraman confirmed this but was not aware of how far and whether the Balcombe and Ardingly Ward was included. Cllr MacNaughton advised that the school has defined a catchment area and have said that they will stick to it, but that they will relax it should spaces be available, but that the relaxed areas are yet to be determined

- 5 **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
 - 5.1 Mid Sussex District Council (MSDC): – Updates from the District
The Site Allocation Document is progressing. It will identify sufficient housing sites to provide a five-year housing land supply to 2031. MSDC are able to submit this to the Secretary of State every 5 years. This will ensure that enough land is allocated to meet identified needs. It provides an opportunity to safeguard land for other uses such also such as community buildings or green infrastructure. It will prevent developers challenging the district on appeal as once the 5 year land supply is approved it cannot be challenged during that year. MSDC will do this for the rest of the plan period. Although this will require an extra resource it will the District legal fees/costs at appeals defending the 5 year land supply.
For more information <https://www.midsussex.gov.uk/planning-building/development-plan-documents/>
District have procured additional houses for those currently in temporary accommodation totalling 14 so far. Last month there were 50 families in Bed and Breakfast.
 - 5.2 West Sussex County Council County Local Committee (WSCC/CLC) Cllr Bill Acraman – (Item 7.2) Handcross Primary – Parking provided outside the School for the school staff, which would relieve the front of the school for parents. Cllr Bill Acraman felt that the SPC could progress the work and obtain the necessary estimates for the work required and extradite the work. The s106 monies associated with scheme 4032 could be used for parking, it will not require sign off from the County to proceed. The Clerk will investigate those monies and identify a regulated traffic engineer and contractor that can review the design/quote for the works to improve the area. Cllr Acraman to liaise with Richard Speller to produce the original technical specification approved by Highways that can be adapted and used by the PC to appoint a contractor. Cllr Elliott added that it would be useful to aim for Summer if possible, to give timescale for delivery.
- 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:
The Finance & Policy Committee has considered the Budget 2019/20 (Meeting held on 18th January 2019 (Ref: **F1901/05**) and agreed to RECOMMEND to Council to approve the Budget and set the Precept.
It is noted that the Income Budget indicates a surplus of £ NIL on expenditure.
It is predicted that the total funds (earmarked plus general reserves) will see a deficit of approx. £36,500.
Council is asked to note that the higher than normal increase in Council Tax is substantially to cover professional fees incurred for the new community facilities at Pease Pottage and projected expenditure in 2019/20 for additional services required, along with the planned refurbishment at the Sports Pavilion in Handcross.
It is expected that with the increase in planned development within the Parish the deficit/tax will reduce in subsequent years without the need to make a substantive increase in the future. On that basis it is proposed that there is a 22% increase in Band D Council Tax (from £60.1 2 to £73.24) which, with a 0.29% increase in the Tax base, an increase in Precept from £78k to £95k is recommended. (Ref: *Budget 2019/20 18th January 2019 ATTACHED*)

RECOMMENDATION to COUNCIL: APPROVED

(1) Budget 2019/20 (18th January 2019) is approved. APPROVED

2) The Precept 2019/20 is set at £95,000 equating to an increase on the Band D Council Tax of 22%

- 6.2 Recreation: - Handcross Pavilion Refurb – Fowlers have revisited the site and are in the process of renewing the quotes agreed from last year – the project will be spilt, the sports area will start before the main the building.
- 6.3 Neighbourhood Planning: To update on progress
Consultation on the Submission (Regulation 16) version of the Neighbourhood Plan is taking place from 9:00am Monday 19th November 2018 until Midnight Monday 14th January 2019 – The Examiner has asked for further information from of the Parish and District Council. SPC with their consultants are preparing their response. An informal meeting will be held to ratify this before is it issued to the officers.
- 6.4 Community Halls: Finches Field - Members to receive update on the finances and project completion timescales
Members to approve Fire Management and Maintenance Services Contracts - *Ref Documents cc'd in advance (Ref: Pease Pottage Fire Services 160119) AGREED* The Clerk and the Chair attended a meeting with CTG and Fowlers the building is in its final stages, just waiting on the additional energy source (gas) which is due on the 25th February which will take a week to slowly come up to temperature. With regards to funding MSDC have increase the grant monies required to complete the car park. Cllr Welch to investigate the kitting out of the building. Cllr MacNaughton is working on the Management Committee.
- 6.5 Planning Committee Update – To include any meetings, planning decisions, or documentation that maybe relevant to this Committee – The Committee have requested a new projector as the current inherited projector is not “man enough for the job” Cllr Bob St George to investigate a suitable replacement and advise.

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

- 7.1 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land – (*Ref: Lower Ashfold, Slaugham, (DMH Stallard Ref:315662-2 030918)* Update
i. The Encroachment - The 1953 order made by the Council and the then Landowner
ii. The Without Prejudice Letter – Approach to surrender the Common Land Lease
Cllr Welch to contact the land owner with regards to an update on both items.
- 7.2 Handcross Primary School Parking/Traffic issues – Update from WSCC see Item 4
- 7.3 Land Rear of Covert Mead- Update on the highway activities to the rear of Covert Mead – The cones have been removed, the fence from the property has been replaced by a gate to provide access across the land. Cllr Read has contacted Clarion with regard to the land and ownership but has yet to receive a response. Ken Boyle offered to get in touch with his contact at Clarion to progress the matter. The Clerk forwarded the letter to Cllr MacNaughton and Ken Boyle
- 7.4 Proposed Free School – Members to consider application received to open a secondary Free School in Sept 2020 – See Item 4 -

8 Clerks Report –

- 8.1 See Committee Reports Item 6
- 8.2 SPC's Quarterly Magazine – Council to agree items for the next quarterly magazine – The Clerk to collate items for the next publication for the Spring newsletter and circulate to members. The Clerk to look at a subscribing mechanism and ensure this meets with quality status requirements
- 8.3 IT Support/Security/GDPR – **RECOMMENDATION** Netcom Solutions (*ref: Quotation 231019 issued in advance*)
This will include Councilors dedicated log in and access to emails and the use of SharePoint **APPROVED**
Richard Newell to be appointed as Councils DPO Training to be organised by the Clerk
- 8.4 Contract **RECOMMENDATION** to Council - To approve revised Contract to include maintenance at the Playground at The Street Slaugham Landscape maintenance REVISED 6th December 2018
Grass Cutting 14 times a year as per previous contract with the addition of grass cutting at Children's playground at the Street, Slaugham. Hedge cutting and leaf clearance to be carried out twice a year.
£4,450. 20.00 % VAT % Sales VAT 890.00 - £5,340.00 - APPROVED

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

- 9.1 Site Allocations DPD Consultation – Judy Holmes Letter to Parishes – To note any changes see item 5.1
Letter to Parishes from Judy Holmes MSDC
Cabinet Member for Housing and Planning, has asked me to once again write to you on his behalf following an email you received from Dr Gibson, in his capacity as Chair of MSALC, dated 30th May 2018, which he reissued to you on 18th January 2019 with the invitation to the upcoming MSALC conference (below).

I note that Dr Gibson's email provides a summary of the briefing held by this Council for Town and Parish Councils on 23rd May 2018. Whilst many of you attended the briefing I think it is important that I clarify areas of potential misinterpretation and inaccuracies. For ease of reference I have attached the slides from the presentation to Parishes on 23rd May 2018.

- The statement in Dr Gibson's email which states that settlements which have met their minimum requirements 'must still consider taking more housing if their target for their settlement category is not met', is not accurate. The District Plan makes clear that those settlements which have identified sufficient commitments/completions to meet minimum housing requirement 'will not be expected to identify further sites within their Neighbourhood Plans. However this does not preclude [them] from identifying further sites in their Neighbourhood Plans should they wish to do so, in order to boost supply'.*

- *With respect to the Sites Allocation DPD there is a clear commitment in the District Plan to adopt the DPD by 2020 but before that there will be plenty of opportunity for Parishes to comment on the proposed sites. Officers have consistently informed Parishes that where there is a potential conflict with any Neighbourhood Plans we would meet with those Parishes concerned before formal Regulation 18 consultation in June 2019 on the proposed sites for allocation. This has been confirmed in Town and Parish Council briefings, Scrutiny Committee meetings and emails. In fact the Council is intending to hold a Parish Briefing in early March where we will update Town and Parish colleagues on the work to date and invite them to fact check site data. Further briefings will be held with Town and Parish Council's throughout the process.*
- *Most importantly I want to clarify the last paragraph of Dr Gibson's email which is factually incorrect. Contrary to what is suggested by him, S106 money passported to WSCC for highways and schools provision MUST be spent on the project(s) required and identified to mitigate against the impact of the development. Para 56 of the National Planning Policy Framework (NPPF) summarises that planning obligations can only be sought where they are necessary, directly related to the development, and fairly and reasonably related in scale to the development.*

9.2 Elections - (1) Parish Elections 2019 – (ref Briefing Note issued in advance)
Purdah: Members are asked to note the guidance issued by SALC as follows: In essence Purdah is a convention that is observed from the end of March to Election Day during which time Councils should not: (a) Produce publicity on matters which are politically controversial. (b) Make reference to individual politicians or councilors in a press release. (c) Arrange events involving candidates. (d) Councils should however continue to discharge normal business and hold scheduled meetings. Purdah is not intended to stagnate the work of a Council but exists to ensure that no candidate has an advantage over another. (REF: SALC Weekly Bulletin 14 January 2019),
Noted

10 List of Accounts for Payment: To review list of accounts for payment

10.1 List of payments December 2018 & January 2019 (Ref: Bank Reconciliation 0119 - Payment Analysis 0119)
APPROVED - The Clerk to issue electronic copies of finance papers to the members.

11 Highways/Footpaths: to review highways projects/items

11.1 Parish Traffic Calming Project – To report on progress – Members are asked to advise on the preferred Speed Indicator Device (SID) and note requirements (ref: SIDs tech spec and guidance issued 200119) The Clerk was instructed to select the 5 - Speed Indicator Device that collects the data and look at the more expensive SIDs that can be used across the four villages - A request for timescales for the installation - APPROVED

12 Police / NHW Report / Resilience Group Reports

12.1 Crime Reports cc'd members – nothing new to report

13 CONFIDENTIAL Matters: The Council is asked to close the meeting to the public and the press under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following item:

(1) Staff Matters:-

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

Southern Counties, Colwood Land, Warninglid site coming forward for 16 residential dwellings currently in pre application discussions

Date of next meeting/s – 28th February 2019

Signed: _____ Date: _____