

SLAUGHAM PARISH COUNCIL

Parish Council Meeting MINUTES Thursday 7th November 2019 at 7.30pm in the Sports Pavilion, Recreation Ground, High Street, Handcross

Sally Mclean - Clerk to the Council

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

Present: Cllr's Julia Smith, Pete Clark, David Dunn, Lesley Read, Eric Prescott, Bob St George

Others Present: 5 members of the public

1. **Apologies for Absence:** To receive and accept apologies for absence. Cllr's Michael Earle, Andrew MacNaughton and Colin Smith
2. **Declaration of interest from members in respect of any items on the agenda:** To record any declarations of interest Cllr **Pete Clark Item Ref 7.2.2.3 Handcross Recreation Fencing** – Members to consider fencing quotes Recreation ground to include playground.
3. **Approval of the Minutes of the Previous Meeting held on 3rd October 2019:** To receive and accept the Minutes – with the inclusion of the - Others present missing from the minutes – APPROVED with amendments made.
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–

Hemsley's Meadow - Fencing is coming down The Clerk will advise Leisure team at MSDC

5. **Casual Vacancy Co-option** – This Council publicised members vacancy in the villages of Handcross & Pease Pottage, Warninglid & Slaugham ward for the statutory period s.87(2) of the Local Government Act 1972 ("the 1972 Act") for the receipt of petitions for election from 10 electors or more and to date no valid notifications have been received. *There is no statutory requirement to give public notice of local council vacancies which remain unfilled after an ordinary election (s.21(2) Representation of the People Act 1985), however this Council gives public notice of vacancies which arise in both circumstances for transparency and to attract more candidates.* The Council are therefore permitted to co-opt in accordance with (Rule 6 of 1986 Rules and s87 Local government Act 1972).

Mr. N Dale and Mrs Lorette Holborn were invited to the table for a brief apprise of their skills, interests and questions from the members.

Mr Nick Dale – Parish Councillor for Handcross & Pease Pottage Ward – VOTE taken Mr N Dale ACCEPTED To receive Councillors declarations of office – New member signed the declaration to office in front of the Proper Officer and was asked to produce their register of interests (ROI) within the statutory timescales. Ms L Holborn joined the Committee

Ms. L Holborn – Parish Councillor for Handcross & Pease Pottage Ward - VOTE taken Mrs Lorette Holborn ACCEPTED To receive Councillors declarations of office – New member signed the declaration to office in front of the Proper Officer and was asked to produce their register of interests (ROI) within the statutory timescales. Ms L Holborn joined the Committee

To receive Councillors declarations of office – The Local Government Act 1972 (Section 83(4) provides that a person elected to the office of Parish Councillor must make in the presence of a Member of the council or of the Proper Officer of the Council and deliver to the Parish Council a declaration of acceptance of office and produce their register of interests (ROI) within the statutory timescales.

6. **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities

6.1. Mid Sussex District Council (MSDC): None Present

6.2. West Sussex County Council County Local Committee (WSCC/CLC) None Present

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

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

7.1. **Finance & Policy:**

7.1.1. Budget the Finance & Policy Committee considered the Budget 2019/20 (*Meeting 28th October 2019*), and agreed to RECOMMEND to Council to approve the Budget and set the Precept. (*papers cc'd in advance*). Council approved the Precept in principle however, Council resolved to defer the final decision at the December meeting once the tax base information is available from the District Council.

7.1.2. S106 Developer Contributions – Members to consider future village centre enhancement projects for Handcross. The Clerk gave an overview of funding coming forward "Local Infrastructure & Miscellaneous" that can be spent on enhancing/improving the village centre – Street Lighting, Christmas lights, hanging baskets planters, parking etc. are some of the projects along with the refurbishment of the public toilets. The Clerk to look at initial scope the



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projects for members to consider, along with consultation with the community specifically with regards to Street Lighting.

The Clerk will look at initiating projects for the following - Public Toilets, Handcross Recreation CCTV – High Street, Street Lighting

Cllr Read – Planters - Christmas ornament of tree on the Island opposite the Red Lion Cllr Read to discuss with Richard Speller

Cllr Clark, Reed - Parking

7.2. Recreation:

7.2.1. To update members on Playground Works

7.2.1.1. Slaugham Playground – Members to consider works and current status of the playground – The recent Inspection highlighted work required – Quote received for the remedial works £4,658.64 The play area itself amounts to £2,262.00 with the majority of that being improvements to the surface area due to the lack of soft covering with approx. £380 on the actual equipment itself, with just over £1600 on improvements to the boundary so fencing, gates etc. This does not include any tree works required. The Clerk is investigating whether there are any developer funds coming forward for the village that may contribute towards costs, this is looking uncertain currently, however, the Clerk is pressing MSDC on this. The Clerk to review the lease with current use and maintenance requirements scoped for the village of Slaugham.

7.2.1.2. Handcross Playground – To update members on post inspections works – Complete

7.2.2. Handcross Sports Pavilion

7.2.2.1. To update members on the refurbishment and future works planned – Cllr Clark advised that the refurb is complete, with some minor snagging works remaining. Some additional items that have been added was the inclusion of a butler sink in the officials' area for cleaning. There are additional items raised during the refurb: Improved drainage from the outside tap to main drain, storage racking for the tables and chairs, external boot cleaner, small side canopy from changing area/disabled toilet etc. The Clerk is waiting on the final costs from the current contractors before looking at these areas.

The sub-committee are recording and monitoring electricity usage for the separate areas, the future management/billing will be determined at the next recreation meeting scheduled for the 26th November.

7.2.2.2. To update members on the Preschool future use of the Handcross Sports Pavilion – Cllr Clark advised that the agreement has been signed. Formal documentation has been produced as agreed. Various members of the committee attended meetings with local connections/opportunities coming forward with a view to accommodating the Preschool. Currently we are not aware if any of those opportunities have been followed up by the Trustees. The Clerk was copied into an email from WSCC Early Help on the back of meeting held with Thakeham Homes to discuss the relocation of the Preschool to the new Primary School in Pease Pottage. County stated *"it is very unfortunate that the parish no longer wish to support early years and childcare provision for the immediate community of Handcross. However, given the change of direction of the parish, sadly I gather the preschool is seeking another base"*. The Clerk was instructed to respond on behalf of Council. Cllr Clark added that the formal notice was provided at the request of the Preschool, they were repeatedly advised that they would not have been made homeless, but that they needed to seek more adequate accommodation, as per previous discussions taken place.

7.2.2.3. Handcross Recreation Fencing – Members to consider fencing quotes received. Recreation ground to include playground (*cc'd in advance*) – Council considered the quotes received and **RESOLVED** to appoint contractor Fences UK Ltd – The Clerk to finalise the scope of works with the contractor.

7.2.3. Pease Pottage Community Centre

7.2.3.1. Snagging Meeting – To update Members and discuss recommendations for future works considered – The Clerk met with the contractors on the works required, however the works have yet to be programmed, she has requested a meeting with agent and the contractor. Additional items to be considered are the installation of the benches in the changing area and the external canopy at the changing room entrance to offer weather protection, the Clerk is investigating costs.

7.2.3.2. Committee/s Structure – Chair of Recreation Cllr Pete Clark to hold a meeting with regards management structure for both PPCC and HXCC – 26th November 2019

7.3. Neighbourhood Planning:

7.3.1. Site Allocations Development Plan Document Consultation – (The Sites DPD) Council to consider representation on the regulation 18 – Policy SA11: SA27: Land at St. Martin Close (West).

The Mid Sussex District Plan 2014-2031 provides a policy framework for the delivery of sustainable development across the district. It sets out the housing requirement for the district up to 2031 and will be complemented by the Site Allocations Development Plan Document. It will allocate additional development sites to meet the residual necessary to meet the agreed housing requirement for the plan period as reflected in the District Plan 2014-2031 - Policy SA11: SA27: Land at St. Martin Close (West). (35 dwellings) has met the prerequisites as set by the triggers for the site coming forward for proposed allocation within the Site DPD as set out in the SPNHP. The Clerk was instructed with Councils planning consultants to draft representation ensure that the reference to the site is correct and share with the members for consideration.

7.3.2. Meeting scheduled for the **12th December** to review the plan and triggers as set out in the Examiner's Report

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7.4. Planning Committee:

- 7.4.1. Sevinstone DM 19/3844 – To update members on Planning Statement issued. Cllr David Dunn Planning Chair read out the following statement. (*see Planning Appendix attached*)
- 7.4.2. Phipps House Coos Lane, Handcross– DM/19/4363 Slaugham Parish Common Land - Certificate B should be completed if the applicant is not the sole owner, (e.g. this certificate will need to be served if the proposals encroach onto adjoining land) – To update members – The document is now available on the planning portal.
- 7.4.3. Slaugham Garden Nursery - DM/19/4269 Existing Lawful Development Certificate sought for use of a Barn as a Dwelling house. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the existing use cannot be taken into account – To update members
- There are 2 types of lawful development certificate. A local planning authority can grant a certificate confirming that:
- (a) an existing use of land, or some operational development, or some activity being carried out in breach of a planning condition, is lawful for planning purposes under [section 191 of the Town and Country Planning Act 1990](#); or
- (b) a proposed use of buildings or other land, or some operations proposed to be carried out in, on, over or under land, would be lawful for planning purposes under [section 192 of the Town and Country Planning Act 1990](#).
- The committee have raised concerns with MSDC Planning with regards the validity of the representations made in relation to the site being used as a dwelling.
- The planning committee have made representation by way of a statement on the planning portal (*see attached*)

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

- 8.1. Handcross Primary School Parking/Traffic issues – The Clerk organised a meeting with County Cllr Acraman, Highways Officer Richard Speller, District Cllrs Gary Marsh and Cllr Andrew MacNaughton, SPC Chair Julia Elliott, Vice Chair Michael Earle to discuss the traffic issues at the School and how best to progress this. Unfortunately, Cllr Acraman did not attend. Richard Speller was advised that the section 106 agreement for the Land South west of Handcross Primary School also known as the Hoadlands Development DM/17/1329 approx. £214k was allocated under "Total Access Demand Contribution (TAD)" to the County Council. Within the agreement 12/04032/OUT it outlines the categories with the contributions made towards the specific areas for improvements. The TAD is calculated by formula (as set out in the definition) and payable on or before the commencement date in respect of each and every phase. It stipulates "*To be used on a speed management scheme between Handcross and Pease Pottage which will encourage car drivers to drive more slowly along this stretch of road and will improve the conditions for other road users travelling more sustainably, such as cyclists and a school safety zone at Handcross Primary School*". We have been advised by MSDC that these monies have been paid to WSS. Richard Speller agreed to investigate. It was agreed that the Parish S106 funds that are allocated towards the village of Handcross would not be drawn against to improve the area in front of the school because this has already been provided and no further action is required from the Parish Council.
- 8.2. Members Code of Conduct – Members are asked to resolve to accept amendments to the Code - **ADOPTED**
- 8.3. Land Matters – Common Land Coos Lane - Cllr Eric Prescott and Cllr Pete Clark – Met with the landowners on the 2nd November to discuss the boundary works and fly tipping, to discuss proposals to remove it.
- 8.3.1. Nymans Chodds Farm Preschool – Cllr Elliott met with the General Manager – At a previous meeting with Cllr Clark a project was initiated for the use of buildings at the Farm for the Preschool, she was advised that are developing their plans for the area and to date nothing has materialised from the Preschool. It may now be that operations in that area may now make it incompatible alongside the Preschool and if they were still interested in the site then they need to make contact with her quickly as they are now pushing ahead. Cllr Clark followed this up with the Preschool but to date this has not been progressed by them, which is disappointing. As we understand it, the Preschool has not taken up any of the opportunities put to them to date by the Council. Given the issues that the PC had obtaining a signed agreement from Preschool for the Pavilion along with their requirements, it is questionable as to whether the National Trust would consider them as a workable tenant.
- Parking – They are open for discussion with regards some parking in that area, they are considering an Orchard, however, they are prepared to run a small car park as an initial trial to see if these are used – Members felt that it should be for approx. 6-8 cars to make the trail worthwhile. Cllr Read suggested we go back to Nymans with the proposal for 6-8 cars. A meeting to follow up the proposal see 8.3.2
- 8.3.2. Speed Staplefield Road – There is 30 acres of land across the other side of the road that the Trust wish to develop for gardens etc. however, the road is making it difficult to cross and so the site cannot be promoted – The PC have been contacted with regard to this and have been asked to coordinate this with the current Traffic Calming Scheme unfortunately highways do not think any improvements in the area are viable – The Clerk to coordinate a meeting with the Manager to assist in developing a community scheme.
- Nymans are hosting a mince pie evening for Residents on the 11th December

9. Clerks Report –

- 9.1. SPC's Quarterly Magazine – Council to update on publication – Cllr Earle and the Clerk
- 9.2. Standing Orders Review - Members are asked to resolve to accept amendments to the standing orders - **DEFERRED**
- 9.3. Thakeham – Woodgate Members visit to site 31st October 2019 – Members were impressed with the various designs, it is very well run, the site was very tidy, the Project Manager had some very high standards – the starter homes were going up very fast selling quickly. The Hospice was tendered and being delivered by a separate contractor, plans for the school and the proposed area for the preschool. They had an issue with the road closing down due to articulated lorries coming through the area that had nothing to do with the site itself and should have been rerouted through the management scheme of the roadworks, this was quickly addressed by the contractors. The green space in the middle of the site for recreation area that is proposed is significant and would be of great benefit to those in the local area alongside the site at Finches Field.

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- 9.4. Business in the Community Award section - Les and Christina Handcross Hardware Store came 2nd – The Parish Council extended congratulations to Les and Christina.

10. Finance Matters Payments and receipts June 2019 The Committee is asked to RESOLVE to approve: Payments for month (October 2019 - £) (Ref: Bank Reconciliation 0919 1019 - Payment Analysis 1019 Attached) RECOMMENDATION: The Committee approves the schedule of payments for October 019 – APPROVED

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

- 11.1. Public consultation: Proposed budget savings within the Library Service views on proposals to cease the mobile library service and to reduce the evening opening hours in the four main libraries (Chichester, Crawley, Horsham and Worthing) by one hour, from 7pm to 6pm from April 2020. (emailed 161019) JE to make comment
- 11.2. Sussex Police - **Extremist signs and symbols/Prevent information** – cc'd members (email 291019)
- 11.3. Mid Sussex **Draft Site Allocations Development Plan Document - Regulation 18 Consultation**
Mid Sussex District Council has published the Site Allocations Development Plan Document for consultation from the 9th of October, closing midnight on the 20th of November 2019.
The Site Allocations DPD forms part of the Mid Sussex District Plan 2014-2031, which was adopted in March 2018. Its preparation is in response to the requirement by the Planning Inspector to meet the residual housing and employment needs up to 2031. (see item 7.3.1)

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

- 12.1. Parish Traffic Calming Project – To report on progress – Start deferred to January 2020 due to Pease Pottage works
- 12.2. Parking in Handcross – Cllr Read to report working with Richard Speller on the area outside Nymans (see also item 8.3.1)
- 12.3. Bus Shelter Maintenance and Cleaning – Members to consider procedure for maintaining the shelters in under the Council – Local resident and his son cleaned the shelter the PC extended their thanks.
- 12.4. Land Rear of Covert Mead- Update on the highway activities to the rear of Covert Mead – CLOSED
- 12.5. Cllr Pete Clark investigating possible options for extra parking in Handcross (see item 8.3.1)

13. Police / NHW Report / Resilience Group Reports

- 13.1. Crime Reports cc'd members
- 13.2. **EPLG Meetings/Updates –**
13.3. **Police Community Support Officers (PCSOs)** – *The precept uplift this year was an exciting opportunity to strengthen key areas of the force to meet increasing demand and new challenges, while adhering to our priorities: keeping people safe, protecting the vulnerable and responding to harm. As part of this uplift and in line with our rolling four-year Transformation Strategy, the Police and Crime Commissioner Katy Bourne agreed to fund an additional 100 PCSOs taking the total number of PCSOs to 296. We have delivered PCSO recruitment campaigns in March and August this year, with a view of intakes of PCSOs in July and September 2019 and January and March 2020. This means that with an uplift in PCSOs, communities will start to see and feel a difference as these roles are deployed to strengthen local policing.*

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

Date of next meeting/s – **5th December 2019**

Signed: _____ Date: _____