

# SLAUGHAM PARISH COUNCIL



## Parish Council Meeting MINUTES

Thursday 25<sup>th</sup> March 2021 at 7.30pm - Virtual Meeting

Sally Mclean - Clerk to the Council

Email [clerk@slaughampc.co.uk](mailto:clerk@slaughampc.co.uk) Website: <http://www.slaughampc.co.uk>

Present: Cllrs Julie Elliott, Michael Earle, Eric Prescott, Lesley Read, Lorette Holborn, Bob St George, Colin Smith, Nick Dale

1. **Apologies for Absence:** To receive and accept apologies for absence. Cllr Andrew MacNaughton
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 25<sup>th</sup> February 2021** - To receive and accept the Minutes  
*Item 6.4 to £1045 missing.*
4. **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 in respect of items on the agenda – **COVID 19 – This meeting will be held virtually in accordance Coronavirus Act 2020 Section 78 (1d). Members of the public are invited to attend the virtual meeting using Microsoft Teams. If you wish to attend, please email the [clerk@slaughampc.co.uk](mailto:clerk@slaughampc.co.uk).**  
*GDPR Notice - Please note that the Council is making audio and or video recordings of this meeting. The Council's recordings are used for administrative purposes. By participating at the meeting, by requesting access you consent to this. If you do not agree please do not join the meeting.*
5. **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
  - 5.1. **Mid Sussex District Council (MSDC):** Cllr MacNaughton advised that the Site Allocations Development Plan Document currently under examination have received and registered questions from the Examiner, <https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-examination/> These along with the Districts response can be found on the website <https://www.midsussex.gov.uk/media/6157/msdc-01-response-to-id1.pdf>  
*Other items can be found referenced under item 10*
  - 5.2. **West Sussex County Council County Local Committee (WSCC/CLC)** – Press Release/s COVID updates *cc'd in advance see item ref 10*
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 Committee:**
    - 6.1.1. The Clerk has received the AGAR documentation. The external auditor is Moore. Once the Clerk has completed year end and closed down 2020/21 a review meeting will be scheduled.
  - 6.2. **Enhancement Projects**
  - 6.2. Refurbishment of the Public Toilets – To update members on survey, report/s Cllr Earle viewed the site structural survey approx. £350.00 – The Committee agreed to undertake a feasibility study to gather ongoing costs for the site as public toilets and/or possible other options for the building like a library or similar. This item will be removed from the main agenda and discussed at Recreation who will report back with a recommendation to Council.
  - 6.3. Planters/Sleepers Nymans Bus Shelter – Cllr Read to approach Nymans re plants and maintenance/watering etc, or Council to consider contracted provider in the future.
  - 6.4. **Recreation: To update members on current activities**
  - 6.5. Windows Handcross toughened/safety glass contractor issue – The contractor has agreed to install toughened glass in all of the windows to the same specification and BSI for £500 inc VAT – They have confirmed that this work will be done over Easter whilst the building is empty.
  - 6.6. St Dunstan's Land Acquisition / Implementation of new PROW – Heads of terms are drafted and to be circulated.
  - 6.7. COVID 19 – Handcross/Pease Pottage Centre Closures – Sanitisation stations have been installed in both buildings with the exception of the main hall at Handcross these will be fitted once the Preschool roll out of the site. The Primary School have advised that they site alterations that allow the preschool to move in are on track for September. Both halls will have a deep clean over the summer and or before hiring. Council needs to agree the total numbers allowed in each building allowing for social distancing. The Clerk recommends an additional risk assessment before the buildings open again.
  - 6.8. Benches Recreation Ground – Installation of benches Handcross Recreation Ground – The benches are on order. These will be installed by the Parish Council. The Picnic tables inside the PG will be done at the same time.
  - 6.9. Defibrillators – Council to consider installation at Pease Pottage & Handcross - Cllr Holborn is progressing Cllr Earle advised that there is funding available for Defibs The Clerk will investigate S106 funds with the monitoring officer.

**Other Business to note** – Hitting golf balls on the Recreation Ground – The Clerk advised that should an individual practice hitting golf balls on the recreation ground and cause damage or injury that they would be accountable. This is a personal liability issue and would be dealt with by the parties involved.

The new litter bin relocated to the entrance by Nymans from the wall outside the Spar is in position and well used. This was the best location for the bin with the two existing bins on the recreation ground

#### 6.10. Neighbourhood Planning:

Land at St Martin Close - The Neighbourhood Plan indicates that the site is suitable for development between 2017 – 2022 – To update Council on the options and considerations for the site and next steps (*papers cc'd in advance*) *The Committee met with their advisors on the 18<sup>th</sup> March to review the options and considerations scoping paper.* There are a number of options for facilitating progress of residential development of the site, known as St Martin Close (East), following its allocation for development of up to 30 dwellings in the SNP.

They range from an early disposal of the site, with the benefit of the site allocation, but without planning permission, through to the obtaining of planning permission and disposal, or continued involvement in the scheme implementation. Each option carries differing merits and demerits. In broad terms the less involvement of the Parish Council, the less risk, but potentially the lower financial revenues that may be generated. Conversely, the greater the involvement retained by the Parish Council, the greater the risk, but also the greater the potential financial revenues that may be generated from the site for the Parish.

The preferred way forward is a matter of judgment for the Parish Council having regard to the merits and demerits identified in the report, and having regard to its statutory and regulatory functions and obligations.

It is therefore recommended that having regard to all relevant considerations, the Parish Council identify one, (or more) preferred options. This can then be the subject of further detailed consideration, ahead of progressing the development of the site.

The Committee considered the options as summarised and taking into action the merits and demerits of each option recommend that Council approve Option 5 - Promotion Agreement with Third Party. It is their view that this option provides the appropriate amount of balance, risk and reward for the Parish. The next steps would be should this progress is to draw up the draft head of terms that would determine the type and mix of the scheme to include covenants/agreements that would include housing in perpetuity *but not limited to this as extensive work* is still required at this stage.

The Planning Review team will be holding a meeting Thursday 1<sup>st</sup> April to discuss the options in more detail and other matters in connection with the housing project.

**RECOMMENDATION** - Option 5 - Promotion Agreement with Third Party with a caveat that this may include more detail on 4 & 6 options also – Council VOTE APPROVED

**St Martins Close West** – Millwood Homes made contact with the Council with regards to the need to undertake ecological surveys of the site, offered to do the St Martin Close East at the same time at no charge to the Council as they hope to be reimbursed by Council's future partner. The Council agree in principle to the surveys and ask that the Committee consider the formalities of this approach with a view to progressing at their meeting planned.

Cllr Smith raised concerns that there was no mention of the global pandemic or current financial crisis in the report, the loss of jobs from Gatwick which are unlikely to resume, is there a need? That a more comprehensive report that addresses these changes is required. Cllr MacNaughton guided Council at the previous meeting that there is in excess of 60 families on the housing need register, a significant increase since the pandemic. Cllr Prescott advised that the site has opportunity to offer a mix of housing. Housing providers across the country have forward sold for the next six months that there is currently a monumental demand for housing.

The impacts of the economic impacts globally do not have bearing on land prices in Handcross. There is a shortage of building land, the longer this Council leaves it potentially the more valuable the site becomes, or an alternative could be identified to meet the need. There is an overriding social need in the area of families that require homes so it is incumbent on the Council in our social responsibilities to look to progress this and work with our partners on the west side to bring forward the allocation in the made neighbourhood plan and emerging site allocation development plan.

Cllr Smith advised that the people that live there do not want housing in that location who will object to the site coming forward and will challenge this. The Clerk advised that the residents in the area are encouraged to get involved during the stages of consultation and planning application process. It goes without saying that the rationale behind the options and considerations is to balance the needs of the Parish and a design that is environmentally sociable and a legacy that the Council will be proud of. The Council would reassure those that live in the area to get involved in these stages.

The first meeting of the Committee will be held on the 1<sup>st</sup> April 2021 to discuss options and considerations paper other matters pertaining to the site going forward.

6.11. **Planning Committee:** Members to consider updates

6.12. **Boundary Matters** – To review current matters and receive updates Common Land, Coos Lane – The Clerk/Cllr Prescott – License progress report

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

#### 8. Clerks Report – Governance

8.1. WSALC Subscription – Council is asked to consider rescinding resolution made under *Item reference 8.1* at the January 28<sup>th</sup> 2021 Council meeting held – The Council have been approached by the new WSALC and MSALC Board to reconsider their position in withdrawing their affiliation to the association *cc'd documents in advance.*

Should Council agree to have this motion reversed, I refer you to the standing orders below:

*7 (a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with Standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.*

Those Councillors in agreement will email the Clerk before the next meeting to rescind.

*Cllr Earle, Cllr Bob St George, Cllr Read, Cllr Holborn, Cllr Elliott*

8.2. Councillor Vacancy – To discuss Parish Council Notice to fill casual vacancy. The notice to replace Cllr Pete Clark was advertised 24<sup>th</sup> March 2021. We require 2 members for Warninglid, Slaugham and another member for 2 Pease Pottage, specifically with the new development which would bring the Council to capacity.

9. **Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve: Bank Reconciliation for month February 2021 Approval in line with scheme delegation RESOLVED Propose Cllr Earle, Cllr Prescott

(Ref: papers attached) **RECOMMENDATION:** The Committee approves the schedule of payments for March 2021 –

**Balance at the Bank 26<sup>th</sup> February 2021 £ 94590.01**

**Unpresented Payments £ 0**

**Total at the Bank £ 94590.01**

(Ref: Bank Payment Analysis February attached) **RECOMMENDATION:** The Committee approves the schedule of payments for March 2021 – **APPROVED**

**Total Payments £ 7084.95**

**Total VAT £ 364.43**

**Payments £ 6720.52**

The £17k funding approved towards St Dunstan's to be moved out of general reserves to ear marked reserves

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

10.1. Website Updates to include MSDC Wellbeing / Mid Sussex Benefits / MSDC Elections / Boundary Commission Review, looks a reducing the number of Councillors redrawing of boundaries or, this is being monitored by elections team.

10.2. MSDC Press Releases

**PR2339** MSDC is reminding new food businesses that they need to register with their local authority.

**PR2340** Batchelors Field Residents enjoy rejuvenated Batchelor's Field play equipment MSDC have completed initial improvements at Batchelor's Field play area in Bolney.

**PR2338** Three ways voters can cast their vote on the Thursday 6 May, residents across will go to the polls to have their say on who represents them at West Sussex County Council and who will be the Police & Crime Commissioner for Sussex.

**PR2342** MSDC is making important progress when it comes to energy conservation and preserving the natural environment.

**PR2343** MSDC has awarded another £152,000 to help local businesses, community groups and voluntary organisations recover from the coronavirus pandemic.

10.3. CENSUS Newsletters

10.4. West Sussex County Council

10<sup>th</sup> March 2021 -Symptom Free C19 Testing in West Sussex

15<sup>th</sup> March 2021 - Keep West Sussex Safe Newsletter [Coronavirus \(COVID-19\) advice and information - West Sussex County Council](#)

15 March 2021 - New look for Worthing Library Hub this summer

17<sup>th</sup> March 2021 - Work starts soon on major Horsham highway improvement project

19 March 2021 - Road safety improvement scheme starts soon in Maidenbower, Crawley

19 March 2021 - £3 million boost for council tax reduction schemes

10.5. 23<sup>rd</sup> March 2021 - The Local Boundary Commission Consultation - Consultation will closes on the **31 May 2021**

10.6. 16<sup>th</sup> / 23<sup>rd</sup> March 2021 - The Rural Bulletin –

10.7. Parliament Review 25<sup>th</sup> March 2021 - Coronavirus Act 2020 (Review of temporary Provisions) (No.2) S.78 (2) The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without ANY of the persons, being together in the same place

10.8. Freedom of Information Request received the Clerk has responded providing the information requested.

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

11.1. Parish Traffic Calming Project – To report on SIDs/VAS completion of works inc B2110 High Beeches Lane

18<sup>th</sup> March EMAIL Update received Highways Engineer. *The latest position is that the electrical contractor now has all the equipment they need however we are awaiting Street works approval to undertake the works on site. As soon as we have a confirmed date, which we hope will be in April, I will let you know. Regarding the replacement of the damaged gateway at Handcross High Beeches this is in hand separately with our contractor and again I will advise when we have a date for this. Apologies this is taking a while to resolve.* The clerk to ask for a refreshed map of all the equipment installed as part of the scheme for the Councils files

11.2. Hampshire Hill Junction Coos Lane exposing c35ft drop – Cllr Smith contacted Highways but has had no response – This is now closed as there is nothing further that this Council can do.

**12. Police / NHW Report / Resilience Group Reports**

12.1. Crime Reports cc'd members – Updates issued to members in advance - Nothing new to add

12.2. EPLG Meetings/Updates – Updates issued to members in advance - Nothing new to add

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

- The Clerk suggested investigation into hybrid meeting equipment for Council's facilities this could include race nights, video calls and other training or functions - Cllr Earle stated that there may be grants available. An acoustic curtain maybe required to improve sound
- Annual Parish Meeting to be held between 1st March to 1st June – LGA 1972 sch 12 para 14(1) and (3) Council to determine whether to hold the meeting and in what format – The Clerk will look at what other Parishes are doing in respect of holding the meeting in light of COVID restrictions. A consideration is an APM flyer with updates to inc maybe Wellbeing Network and Revenue and Benefits.
- The Clerk ask members to look at for Board Room Table & Chairs for Pease Pottage
- The Clerk suggested investigation into Basket Ball Pitch refurbishment.
- Cllr Bob St George – Social Club and Bowling Club have been asked to sign a letter by the SPCLT with regards their tenancy - Cllr Elliott spoke to the Bowling Club Chair and recommended that he take advice from the Citizen's Advice Bureau, the Clerk suggested that AGE UK might be able to assist or offer free advice. They could go back to SPCLT and ask for further guidance/confidence with regards the document he has been asked to sign.

**Date of next meeting/s –**

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