

# SLAUGHAM PARISH COUNCIL

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

## PARISH COUNCIL MEETING MINUTES

Thursday 26<sup>th</sup> July 2018 at 7.30pm in the Pavilion, High Street, Handcross

Sally Mclean - Clerk to the Council

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Present:

- 1 **Apologies for Absence:** Cllr/s Julia Elliott, Michael Earle, Simon Goyder and Pete Clark
- 2 **Declaration of interest from members in respect of any items on the agenda:**
- 3 **Approval of the Minutes of the Previous Meeting:** 28<sup>th</sup> June 2018 Page 2 Para 3 CTG (in favored-favoured) APPROVED Cllr Read and Dunn
- 4 **Open Forum:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance –
- 5 **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
  - 5.1 Mid Sussex District Council (MSDC): Feedback from the District Plan Update.

Cllr Andrew MacNaughton Advised that MSDC had resolved to adopt the Supplementary Planning Documents (SPDs) Development Infrastructure and Contributions; Affordable Housing; and Development Viability at a meeting held last night. More information on these can be found [here](#)

The Officers are now waiting on new guidance from central government on adopting Community Infrastructure Levy CIL. The Business Unit Leader for Planning Policy and Economy told the Committee that it was likely that the new guidance would not be published until the new NPPF and NPPG had been published.

Burgess Hill 3080 new homes - Local Government "*Homes England's reinvigorated land role is seeing us step up and intervene to unlock residential sites to help increase supply of homes where they are desperately needed*". Burgess Hill is a 176 ha site capable of delivering 3,080 new homes and is a strategic priority in the recently adopted District Plan. The Promoters successfully secured the allocation of the site via the Local Plan Process and worked closely with the local community to advance the scheme. For more information click [here](#)

The latest update to the NPPF has been received however, it is not complete.

A new route to planning permission, when applications for **permission in principle (PIP)** for small housing developments (1-9) can be made to local authorities in England. The permission in principle consent route has 2 stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second ('technical details consent') stage is when the detailed development proposals are assessed. Once a valid application for permission in principle has been received, the local planning authority should make a decision on the proposal as quickly as possible, and in any event within the statutory time limit unless a longer period has been agreed in writing with the applicant. The statutory time limit is 5 weeks, counting from the day after the local authority has received a valid application. For more guidance please click [here](#)
  - 5.2 West Sussex County Council County Local Committee (WSCC/CLC)

Cllr Bill Acraman - Handcross Primary School Parking/Traffic issues. WSCC Highway Community Application is in progress to allow for additional parking outside the School. A more permanent/grasscrete solution using the grass bank/verge for staff parking, freeing up space for parents to drop off their children outside the gates.

Cllr Welch prompted Cllr Acraman that the land to the rear of the school was gifted by the Hyde Estate, and ideally used for parking. This has now been landscaped and artificially grassed to provide a new sports/activity play area supported by the then Head. Whilst the new planned solution may hopefully alleviate the issues in the area the land gifted would have solved them if all long stay parking was allocated accordingly.

Cllr Dunn raised the current Traffic Calming Project, specifically Warninglid Lane and a request to reduce the speed limit from 60mph to 50mph. A study was promised that would look at the speeding along with a review of the current signage. Highways have deemed it as a low volume road but this is debatable especially during peak times as the main/only connection between Haywards Heath and Horsham. Cllr Dunn to provide Cllr Acraman with the details so that he may follow up the Highways Team at WSCC.

Cllr Acraman is working on a scheme Covert Mead residents request for grass verge to be concreted to allow more parking. Cllr MacNaughton asked if the top Coos Lane could be incorporated into the same scheme. In addition to the above a resident is coning the back of his property to create a rear access to his property, currently there is no application to the District or County for a rear access Cllr Acraman stated that the officers at County would be investigating this further. Too close Cllr Welch asked that Cllr Acraman to progress the Covert Mead and the top of (not resident end, but Horsham corner) Coos Lane to include grasscrete/permanent parking

- 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: Budget meeting The Clerk was instructed to discuss with the Chair and issue dates
- 6.2 Recreation: The Pavilion refurb has been deferred until next year when more money will be available for the project.
- 6.3 Neighbourhood Planning: To update on progress:  
To discuss and consider comments made on the draft submission plan by the Planning Officers at MSDC –The Clerk provided an update from a meeting held with the Officers and Councils own planning consultants. The notes of that meeting were prepared and issued to members in advance for consideration. The changes recommended are primarily to ensure conformity with the District Plan, with minor amendments to some of the policies. The changes are not significant and do not require further consultation, or roll back to regulation 14, but will require changes to the plan and associated documents where referenced. The Clerk was advised that there are some minor amendments to the sustainability appraisal but these reflect the changes to the plan, as there is a small ripple effect throughout, but not onerous. Members resolved to review the papers and email the Clerk with their comments, with a view to ratifying any changes agreed at the next convenient meeting. For more information please click [here](#)  
The Clerk advised Members that SPC were granted £10k funding towards the next stages of finalising the plan, the will replenish spend from Councils reserved and what has already spent. Cllr Welch also confirmed that Locality have granted £5k.
- 6.4 Community Halls: Finches Field to update on progress  
The Clerk advised that there are now some key decisions to be made and requires further consideration from members. There is an overspend towards the additional energy source as set out by building regulation as additional requirement for the facility. The Clerk is concerned that the figures are escalating above the numbers contracted, more visibility and planning is required to ensure that the budget does not spiral. The layout and quotes for the carpark are also being reworked as the minimum requirement was 22 spaces and has grown to 44. Cllr John Welch and the Clerk will be attending a meeting with contractors and their agents on the 31<sup>st</sup> July to review the carpark layout and build progress at which time they will raise the current costings and breakdown/detail of figures.  
*Notes to be cc'd with minutes*  
*Cost Report July 18*  
*LPG to Electric to ASHP Comparison*  
*Car Park and External Works Breakdown*  
Cllr MacNaughton advised the grant funding can be applied for towards furniture for the new building  
Cllr Welch asked that he forward the details of the cabinet grant panel funding application process and he would look into it.  
The Clerk has also approached the developer at Hardriding to see if the release of S106 monies could come forward early.  
Cllr Welch raised the progress of a management committee as the PC have yet to be approached by interested parties, that will form part of that group, specifically those from the local residents assoc.  
Cllr MacNaughton advised that he would investigate further and report back to Council, these will then be invited to attend a meeting with the Recreation Committee. The Clerk advised that the she has been sent a list of potential hirers/users of the facility.
- 7 Chairman's Report:** to review Chairman's updates
- 7.1 Slaugham Street Lighting – Repairs Update – Work has commenced Power Networks have attended and should be completed by Monday.
- 7.2 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land – Update the Clerk advised that the land owners' solicitors have been in touch and Councils solicitor has responded cc'd to members in advance.  
*12<sup>th</sup> July 2018- The land owners solicitor states that there are two distinct issues – the lease and the commons register, which is public/planning law and the private law issues i.e. the lease. The client's title states that it varies the lease, it alters the demise of the lease and the area highlighted in green no longer forms part of the demise of the lease as it has been substituted. The garage is part of this area. That being the case, the lease issues fall away and this leaves the commons register i.e. public/planning law aspect only.*  
*SPC's Solicitor 13<sup>th</sup> July 2018 Agrees that there are several private and public law issues and the Parish Council wants to see all of them resolved:*
- 1 the leased area
  - 2 the status of the land as common
  - 3 the issue of the commons register
  - 4 whether or not the development has taken place wholly or in part on the land leased to the Council.

The matter is ongoing, Council are awaiting an update

- 7.3 Handcross Primary School Parking/Traffic issues see item 5.2  
7.4 Pease Pottage Finger posts – Cllr Welch and Cllr Clark should be able to refurbish the post relatively cheaply Council agreed to progress

## 8 Clerks Report

- 8.1 GDPR (General Data Protection Regulations) Update Members to consider contracts cc'd in advance  
APPROVED The Clerk to coordinate training.
- 8.2 Local Development Updates
- Hardriding Farm Pease Pottage – The Clerk met with the developer. There are reviewing their communication plan, it will include all major works and progress.  
The work on the gyratory will start in January 2019 along with alterations to Parish Lane WSCC and HE would like to see some creative ideas to ensure good stakeholder engagement about the improvement works. The minimum requirements for a communication plan are:
    - Letter drop to local businesses and residents along the affected roads.
    - Press release about the works – circulated to the local media including the Crawley and Horley Observer, The Argus and Crawley News 24 newspapers and news sites as well as the Heart Crawley and Runway Radio stations
    - Email to specific stakeholders, including Parish Councils, local schools, the MP, various departments of WSCC, Highway's England, Crawley Borough Council and Sussex PoliceSPC were asked to adopt the bus shelter located outside of the development with a grant of £10k funding. APPROVED. The Clerk was instructed to contact the developer
  - Hoadlands, Handcross – Progressing without issue - TRO in place for road closure for the installation of water at the end of next week for approximately 5-10 days.  
There are no Haul Road issues, enquiries have been made in relation to retaining the haul road for local residents at Hoadlands, there are no plans to retain the temporary road.

## 9 Correspondence/Information Items/Publications/Consultations: cc'd in advance to members - None

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

### 10.1 List of payments July 2018: APPROVED

| Total Payments | VAT     | Total Spend |
|----------------|---------|-------------|
| 24472.96       | 3566.90 | 20,906.06   |

The Clerk provided members with the cost report for the Finches Field Community Building Development.

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

- 11.1 Parish Traffic Calming Project – To report on progress  
Ian Moorey WSCC Highways The 'Traffic Calming Proposals' our consultant is in the process of finalising all the technical details (there are electrics to sort etc.) and as soon as these are ready I will let you know. I will also need those SID pole locations please from yourselves/Richard to add in. The Clerk met with Richard Speller and agreed the pole locations and has asked Richard to confirm these with Ian. Cllr Dunn to email Cllr Acraman for an update on the derestriction request from the residents on Warninglid Lane.  
Re item 7.3 and 'Handcross Primary School/Traffic Issues' and any related parking measures, on reflection and in discussion with Richard, this does need to be treated as a separate item with the Parish making a new submission of a Community Highway Scheme application using the following link: <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme/>

## 12 Police / NHW Report / Resilience Group Reports

- 12.1 Crime Reports cc'd members – Nothing new to report

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

Travelers Movements – Cllr Welch advised South West Corner of the old Slaugham Junction belonging to Highways England after being moved on from Staplefield and Whiteman's Green. They have been threatening, untidy and intimidating local residents. They are sites provided in the local as part of the District's policy but refuse to pay for those services.

Date of next meeting/s – 27<sup>th</sup> September 2018

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