

Slaugham Parish Council
Meeting Minutes
Thursday 26th November 2020 at 7.30pm Virtual Meeting

Sally Mclean - Clerk to the Council
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Present: Cllrs Julia Elliott, Eric Prescott, Andrew MacNaughton, Michael Earle, Lorette Holborn, Pete Clark, Lesley Read, Colin Smith

1. **Apologies for Absence:** To receive and accept apologies for absence Cllrs Nick Dale, Bob St George
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 29th October 2020:** To receive and accept the Minutes ~Cllr Read, Cllr Elliott **APPROVED**
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.**
5. **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
 - 5.1. Mid Sussex District Council (MSDC):
Press Releases *cc'd in advance*
PR2309 Bringing Christmas Home to Mid Sussex – Christmas will be very different this year and Mid Sussex District Council's 'Bringing Christmas Home' campaign aims to support local traders and has a strong community focus.
PR2312 Grant Funding - Businesses that have been legally forced to close because of lockdown measures can now apply for financial support.
PR2313 Queens Birthday List - District Council Chairman, Councillor Colin Trumble congratulated the Mid Sussex residents recognised with Honours in the Queen's Birthday List 2020.
PR2315 Recruiting Community Champions - MSDC and Citizens Advice are seeking to work alongside local minority communities to improve access to support, information and services.
PR2314 Micro Business Grants - Mid Sussex District Council is offering grants to micro businesses in the district to fund projects that will support their growth. The scheme has proven successful in previous years, with over 40 businesses supported through the scheme in 2019/20.
Cllr MacNaughton advised that work continues at the District helping those that are homeless and in need.
Cottesmore Golf School / Club development proposal/news that has been shared locally for 1000 houses on the boundary with Horsham DC. This is speculative development contrary to information sent. The site isn't within HDC Regulation 18 Plan. It was not assessed and is not listed as a strategic site. To add it is not considered in the forward planning of Regulation 19.
Thakeham roof going on at the new school and the site is progressing quickly.
See item 6.3.1 re notes prepared in relation to the Slaugham Community Land Trust proposal for St Martins Close.
 - 5.2. West Sussex County Council County Local Committee (WSCC/CLC) *The Clerk shared the latest news and press releases with members for distribution*
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:**
The Finance Comm met in October as interim view of the budget. They will be meeting mid December to consider and set the budget for next year considering the tax base information that will be issued from the District: (papers cc'd in advance **APPROVED**)
NOTE: The Clerk produced a paper overview of the S106 Planning Obligations for those members that were not familiar with the process This was discussed whilst considering the projects covered under Item 6
 - 6.1.1. **Handcross Enhancement Projects** – Update on the initiation of future village centre enhancement projects proposed/funding COVID 19
 - 6.1.1.1. Street Lighting – Column and Lantern Replacements 4 Columns in Covert Mead – The Clerk (*advised note cc'd in advance*) There is no funding available through developer contributions for this project. This would need to be funded from Councils reserves – Parish Council Powers and Duties Statutory Provision - *Highways - Power to light roads and public places* – *Parish Councils Act 1957 s.3 [Parish Councils Act 1957 \(legislation.gov.uk\)](http://legislation.gov.uk) Highways Act 1980 s301 [Highways Act 1980 \(legislation.gov.uk\)](http://legislation.gov.uk)* Members resolved to proceed with the replacement street lights as previously discussed **APPROVED**
 - 6.1.1.2. Refurbishment of the Public Toilets – Design/costs update – The sub team to look at design and quote/contractors and advise. This will be funded using S106 LCI monies. Once the DQ is agreed the ITT will be completed and invitations to tender will be issued
 - 6.1.1.3. Recreation Ground CCTV – To review quotes – The Clerk has not received any additional quotes at this time. This project will be progressed in the new year.
 - 6.1.1.4. Planters/Sleepers Nymans Bus Shelter – Council to consider design and costs WIP Cllr Read is progressing and will look at obtaining quotes.

6.2. Recreation: To update members on current activities

- 6.2.1.1. Windows Handcross toughened/safety glass contractor issue – The Clerk & Cllr Prescott have prepared a response that they will share with the members once agreed – The Clerk has received and invoice for the final retention which she instructed not to pay. Council will not repair the broken window until dispute is resolved.
- 6.2.1.2. St Dunstan's Land Acquisition – Valuation update The Clerk is awaiting the formal valuation. Cllr Read is looking at options for a new access and will then contact the PROW teams at WSCC
- 6.2.1.3. COVID 19 – Handcross/Pease Pottage Centre Closures – Council to consider the re-opening in accordance with recent Government recommendations. Committee Risk Assessment Reports
- Pease Pottage – WIP
 - Handcross - WIP
- The team met to discuss reopening the hall/s and risk assessments. This will cover hand sanitisers social distancing etc. Another meeting is planned to discussed this again in two weeks' time. Alterations will be recommended to the hire agreement to cater for the additional requirements. Cllr Clark advised that the committee recommended not opening the kitchens to hirers. The Clerk raised concerns should access be required to drinking water and first aid kits in site. The COVID policy will regulate the numbers using all areas at any one time to meet statutory requirements. Cllr Elliott advised that the most important thing for now is to complete the risk assessments and order the required sanitisation equipment etc with a view to reopening Pease Pottage in February 2021. Handcross to remain as is and will be looked at later in the new year for the wider public. The Clerk was instructed to organise access to the sports end and disabled toilets for the use of Petanque and Football Club. She will contact the Preschool and request that they revisit their COVID policy to remove the use of this access when they return to building in the new year.
- 6.2.1.4. Slaugham Society request for Dog Bin at St Marys Church – This has been denied by MSDC unless SPC are able to relocate one of the existing bins in the Parish. Cllr Smith questioned as to whether this related to the church yard or carpark. Several members walk there and have never seen dog poo or dog poo bags. It was generally felt that placement of a dog bin at the Church would also be an issue. Members felt that this was possibly a matter for the Church and that there with no capacity for additional provision by the District - the matter is resolved.
- 6.2.1.5. Hemsley's Meadow & Finches Field Draft Park Improvements Masterplan - <https://www.midsussex.gov.uk/leisure-sport/parks/> Council to consider response to draft masterplan – The Clerk and Cllr Holborn shared a small update on progress on the design. The Clerk to close the file for the time being.

6.3. Neighbourhood Planning:

- 6.3.1. Land at St Martin Close East, the Neighbourhood Plan indicates that the site is suitable for development between 2017 – 2022 –Community Land Trust / Aster Proposal update – *cc'd in advance* Meeting scheduled for 2nd December 2020 to review the updated proposal with Aster/SPCLT. The Committee will meet to evaluate those discussions and review the updated proposal before the Council meet in January 2021 and make recommendation.
- Cllr MacNaughton advised that he studied the CLT proposal and out of interest looked into the housing register figures and advised the following figures;
- Handcross 30 - Pease Pottage 26 - Warninglid 7 - Totalling 63. That breaks down to a requirement of the following:
- 34 – 1 bed units
 - 14 – 2 bed units
 - 9 – 3 bed units
 - 6 – 4 bed units (*which are currently outside the scope*)
- Affordable rents are set at 80% of local rates
- Social rents the national guide target rents equate to 60% of market house rents or less.
- There is a great need for social rented properties. It was advised that these figures can fluctuate regularly. Cllr MacNaughton will share the information prepared by the officers to help inform the Committee.
- The SPCLT should know the current housing needs figures and would need another needs survey nearer the time to keep up to date with the numbers. Cllr Prescott added that the numbers will fluctuate in the current climate, perhaps a view over the last three 3 years as a rolling number average to assist as an overview, rather than the just the current view. Historic figures can be obtained from the District register Cllr MacNaughton to advise further. Cllr MacNaughton added that the District monitor the unemployment figures in conjunction with the housing need as they rise.
- 6.3.2. Submission Draft Site Allocations DPD (Regulation 19) | Consultation Mid Sussex District Council is publishing its Submission Draft Site Allocations DPD – <https://www.midsussex.gov.uk/planning-building/development-plan-documents/> No further updates - CLOSED

6.4. Planning Committee: Members to consider updates

- 6.4.1. Boundary Matters – To review current matters and receive updates Common Land, Coos Lane – The Clerk/Cllr Prescott – We are in the process of submitting the formalisation of the boundary by way of the original dilapidated fence to the land registry to inform the license. We will then replace a style and Lower Ashfold will remove the materials that have been dumped there and tidy up the area.

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

Cllr Elliott advised that Cllr Pete Clark has resigned from Council due to other commitments. The Chair thanked him for his

work during his time on Council, that he will be hugely missed and wished him the best of luck with his new ventures.

8. Clerks Report –

8.1. WSALC/ SALC – Clerk update on the 'value for money exercise' - Members are asked to support the following motion on behalf of Tony Steer WSALC Board Member (*Appendix 8 cc'd in advance*)

- *The Company Directors cease to progress the current value for money study*
- *The Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element.*
- *The Company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework.*
- *That the current Chairman and Vice Chairman of WSALC stand down.*

The two Council appointed representatives to WSALC will be in attendance at the Zoom AGM and will vote as per the Council's decision.

Slaugham Parish Council resolved not to vote for the motions set out. During these discussions it raised other questions surrounding the validity of the value for money exercise and general service provided.

The Council have been closely monitoring the set of circumstances in relation to the initiation of the value for money exercise, the subsequent correspondence between WSALC, its members and the Parishes that subscribe to their services. The timing and manner in which the board has conducted themselves within the municipal that they are remunerated for has raised significant concerns within this Council. In addition to the fact that this could not have come at a more inappropriate time, to include the manner in which it has been handled throughout is not becoming of an association and for those reasons this Council will resolve to withdraw their subscriptions at the end of January 2021. The Clerk will issue a statement to SALC/WSALC

9. Finance Matters Payments and receipts The Committee is asked to RESOLVE to approve: Bank Reconciliation for month October 2020 Approval in line with scheme delegation RESOLVED

(Ref: Bank Payment Analysis October 2020 attached) **RECOMMENDATION:** The Committee approves the schedule of payments for November 2020 – None to report moved to Finance & Policy scheduled for the 14th December 2020

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

10.1. Crama Romanesca – Assistance request from local residents with regard to the noise, rubbish and pest infestation on the site – Cllr Lorette Holborn advised that the Police are more involved and a business is being run not family. They have advertised events for the 5th/6th December which will be monitored. The freeholder is away currently but will be back in touch with Council on return.

Crest were offered the site but to date have not expressed interest. Cllr MacNaughton advised that the flats adjacent to the site are finished but have not been signed to the housing association, there are negotiations continuing to try and acquire the site by several interested parties

10.2. To update members on the Public Art Project– MSDC are no longer able to collect s106 for this purpose so this is a legacy fund which either needs to be used or returned to the developer – This is a cluster project with other Parishes in MSDC linking up popular walks etc. These funds are for public artworks allocated to the Parish of Slaugham. comments and feedback by 9th December 2020.

Waymarkers x 1 @ £3k ea.	£3,000
Community arts activities	£770
Website and print	£900
5% Contingency/Misc expenditure	£246
Total	£4,916

Cllr Smith wished to reiterate his concerns and timing of this project during the current situation. He has done some research and identified that in Horsham area alone there are 7k families going without food and are dependent on food banks. Thanked the Clerk for sending out the spreadsheet on the S106 provisions available. He asked about the constraints surrounding the s106 agreements why are Councils not allowed to spend it on what they want to. Cllr MacNaughton reported that any s106 monies that come from developers is ringfenced for the mitigation from that development only. It cannot be spent outside of that remit, the rules that are set by central government and we have to have specific projects identified, or it goes back to the developer. The Clerk advised Council that there are various charities and other bodies along with this Council and the District Council have set up COVID relief funds. Cllr Smith asked what more could Slaugham as a Parish do to help, appreciates that as a Parish we are unable to offer much, but storage at the halls? Cllr MacNaughton advised that the District Council offer free accommodation and free food storage. If the PC wanted to offer halls for storage then that could be discussed.

Council recommend that this project proceed.

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

11.1. Parish Traffic Calming Project – To report on SIDs/VAS completion of works - WIP

11.1.1. Broken Speed Sign Gate Handcross B2110 High Beeches Lane WIP

11.2. Gully clearance Coos Lane – Cllr Smith to update - No update WIP

11.3. Hampshire Hill Junction Coos Lane exposing c35ft drop – Cllr Smith to update WIP

11.4. Issue with footpath 11S - Issue ref 31421 - Fencing /handrail – RESOLVED by WSCC PROW Team

11.5. Street Lights repaired – Old Brighton Road South / Slaugham Lane o/side Warninglid Primary School NOTED

12. Police / NHW Report / Resilience Group Reports

12.1. Crime Reports – Updates issued to members in advance

12.2. EPLG Meetings/Updates – Updates issued to members in advance

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:

Potential Insurance Claim ~ Briefing note emailed in advance **RESOLVED** No further work required.

To deal with confidentiality, given the public nature of minutes, a report can be made that is separate from but referred to in the minutes. The minutes can detail the resolution and reference the confidential report but should not reveal the confidential information contained within it. Minutes are a record of resolutions made not a verbatim account of proceedings.

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

- Cllr Read has a virtual meeting with Thakeham Homes with Tristan Robinson to discuss allotments in Pease Pottage as part of the new development
- Handcross benches on the recreation ground discussed on social media by volunteers

Date of next meeting/s – 28th January 2021

DRAFT