

SLAUGHAM PARISH COUNCIL

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

PARISH COUNCIL MEETING MINUTES

Thursday 28th June 2018 at 7.30pm in the Pavilion, High Street, Handcross

Sally Mclean - Clerk to the Council

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

Present: Cllrs John Welch, Lesley Read, David Dunn, Pete Clark and Andrew MacNaughton

Others Present: 1 Member of Public

- 1 **Apologies for Absence:** Cllrs Earle, Elliott, Goyder and St George
- 2 **Declaration of interest from members in respect of any items on the agenda:** NONE
- 3 **Approval of the Minutes of the Previous Meeting:** 31st May 2018 9.1 line 3 word muted incorrectly spelt APPROVED Cllrs Read, 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 – Nothing to add
- 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 MacNaughton Burgess Hill economic growth with unavoidable traffic disruptions both through construction and completion. It is estimated that there will be an additional 20,000 vehicular movements per day. MSDC are working with Highways on a design from main east-west arterial road being a bypass along the northern edge 2 of the development, funneling north-travelling traffic onto the A23 via the new dualled A2300 to Hickstead. Funding is coming forward from Central Government to assist with the new layout.

Homelessness work continues on the housing portfolio. A report produced at the MSDC Scrutiny Committee for Community, Housing and Planning that set out a proposal to purchase and lease properties to provide temporary accommodation for homeless households and thereby minimise the Council's reliance on bed and breakfast and guest house accommodation. The recommendation made to Cabinet that the Council acquires a portfolio of up to 20 units and leases up to 10 units to provide temporary accommodation within Mid Sussex District using the reserves approved of £4m this was approved by Cabinet last night.

The call for sites is complete and those that came forward are being assessed.
 - 5.2 West Sussex County Council County Local Committee (WSCC/CLC)

Cllr Welch met with County Cllr Bill Acraman regarding the Handcross Primary School, parking and traffic issues, in short, a meeting has been scheduled with the Headmistress and Governors to discuss the ongoing problems in the area and the possible changes that can be made to the area to reinstate and encourage "kiss & drop". The area to be looked and sectioned off to grass crete on the inside adjacent to the service road. Cllr MacNaughton felt that to concrete or grass crete these areas was offensive, that this should not be last only solution, that schools should use there own land for parking and reinstate the kiss & drop, without concreting or grass crete the area. Enforcement have attended the site in the past.
- 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: See Item 11
 - 6.2 Recreation: See Item 6.4
 - 6.3 Neighbourhood Planning: To update on progress - The Plan is being submitted to MSDC tomorrow 29th June. Cllr Welch added that he has progressed with Groundworks UK further funding towards future costs, but it will not be as much as expected as some work has happened outside of the timescales. Cllr MacNaughton asked the Clerk to make contact with Judy Holmes as some money was set aside for neighbourhood plans previously which SPC can claim.
 - 6.4 Community Halls: Finches Field to update on progress

Finches Field Build Update:- The construction works is on target overall position is that the contractor is 4 days ahead of build.

Planned Work in next month July:

 - Continuation of masonry
 - Truss install
 - Window and shutter survey

In other areas the Car Park costs that will exceed the budget are the external works. These are the

works that were excluded from the original ITT and preliminary costings as these were to be picked up by MSDC until this was handed to the Parish Council at the initiation stages of the contracted works. A budget of £50k was allocated to the works by MSDC. This is now being costed at £169k

On being informed of the increase the Clerk asked CTG/Contractor for a breakdown of the costs, they are as follows:

1. Original planning consent had inadequate number of Bays – 11
2. MSDC required 21 bays including accessible bays (inc disabled bays)
3. CTG showed two phases to WSCC Highways Officer (map provided) who favored larger number of car parking bays of 44 in total with the final setting out of the building established – 26 in Phase 1 and 18 in Phase 2)
4. Planning permission is for the full scheme including both phases.
5. Carpark costs

Budget estimates for External Works

a) Hardstanding around building	30,900.00
b) Drive way	51,100.00
c) Parking at the front	16,210.00
d) Rear Parking	65,790.00
e) Kerbs	2,500.00
Total Estimate	166,500.00

In summary - The Clerk has asked the Contractor to review the costs and ascertain the minimum requirements for the carpark as to date this has not been determined or scoped as part of the conditions of the planning.

Finches Field Cost Report - June 2018

Item Description

<u>1 Contract Sum</u>	Amount -£	Sub Total - £	Committed - £
		611,050.00	611,050.00
<u>2 Contract Administrators Instructions</u>			
CAI-002 Hoarding for larger site and sign CAI-003	2,290.00		
Felling of trees and root protection CAI-004	1,450.00		
Late Start (MSDC Legal)	10,690.00		
CAI-005 Extra Over for Aluminium Windows CAI-006	4,600.00		
Extra Over for foundations	3,790.00		
CAI-007 Extra Over for M&E design	780		
		<u>23,600.00</u>	<u>23,600.00</u>
<u>3 Cost associated with LPG - To comply with energy performance</u>		30,700.00	
NOTE 1			
<u>4 Budget estimates for External Works</u>			
a) Hardstanding around building	30,900.00		
b) Drive way	51,100.00		
c) Parking at the front	16,210.00		
d) Rear Parking	65,790.00		
e) Kerbs	2,500.00		
		166,500.00	
TOTAL		831,850.00	634,650.00

Note 1 : Awaiting cost for mains gas supply.

Note 2 : Subject to additional funds.

Members are reminded that the building will not be furnished.

Cllr MacNaughton questioned why SPC were not involved in the discussions surrounding the revised

application that scoped the additional parking and why SPC were not informed. The Clerk advised that the revised application went to the Planning Committee but no additional costs were submitted at that time, until the new parking had been agreed, SPC was not in attendance at that meeting.

The Clerk spoke with the Planning Officer Deborah Lynn who was steadfast in that the 44 bays as part of the Condition 4 must be delivered (although the materials etc were not scoped) or the building would not be signed off. Cllr MacNaughton advised that the original planning application was signed off and that an amendment has since been agreed, at this time we are unsure as to why the amendment was made other than the requirement to meet 21/22 bays as opposed to the 11 on the original application agreed.

In an email from Deborah Lynn's to CTG it does state "*Car parking:- The approved drawings indicate 11 car parking spaces in an unusual and inefficient layout. The agreement between SPC and MSDC requires a minimum of 21 spaces to be provided. If both football pitches are being used, at least this number would be required to avoid on road parking*". Cllr MacNaughton advised that he will discuss the amendment with MSDC Nick Rogers and attend the next Contractor meeting to ascertain why the full scope was agreed/determined.

The Clerk also questioned the external works in relation to item (a). hardstanding around building costed at £31k and why this was not included within the build for the building and the contractor confirmed this is considered external works. It was determined by Committee that the oversight extends to within damp proof course area, so is questionable and to be discussed at the next meeting.

In progressing both projects The Clerk met with MSDC officers Elaine Clark and Elizabeth Lancaster MSDC S106 Monitoring Officer to identify current and future funding available. In looking at the projected costs and monies available it was agreed to look the refurbishment planned for Handcross Pavilion at the same time.

Below are the monies coming forward for Finches Field that can be used for the Carpark.

Former Driving Range, Horsham Road PL12-000635	
Local Community Infrastructure	£54,603
Land at Caburn/St Georges Hse and the Garage, Brighton Road PL13-000368	
Local Community Infrastructure	£5,483
Land at the Fountain Inn P35/745	
Local Community Infrastructure	£6,845
TOTAL	£66,931
SHORTFALL Approx £64k	
<u>If we incorporated £43,039 from Slaughtam PC Haul Road Fund and £50k already allocated MSDC = £169,970</u>	

MSDC felt that the £50k (£25k paid) from the lease of the Haul Road could be used to bridge the gap and deliver the carpark at Finches Field. However, it was unclear how this money would be recovered and must be repaid to the village of Handcross. The Clerk advised that this was not an option unless a legal agreement was made that ensured the money was reimbursed.

Cllr MacNaughton felt that there is no need to provide the extra parking over and above the minimum required of 22, the 44/45 is spurious, there is a standard for that size of building and that change should have been clearly spelt out to SPC by the agent and contractor and that it is unfair to use the Haul Road monies allocated to Handcross.

In summary it was resolved that due to current complexities surrounding the completion of Finches Field and the timeframe and quotes received that exceed current funding available for Handcross, to postpone the refurb for Handcross until the late 2018 early 2019, when additional funding would be available to do all the works essential.

In the meantime, the Clerk is investigating other options with MSDC and the completion of carpark scoped at Finches Field as mentioned above, along with a full breakdown of the costs quoted.

Other areas that are requiring sign off such as electrics, lighting, fire alarms, security etc, Cllr MacNaughton and the Clerk will review at the contractors meeting next Tuesday.

- 7 Chairman's Report:** to review Chairman's updates
- 7.1 Slaugham Street Lighting – £550 Cheque for UK Power Networks fee for disconnecting and reconnecting the column, this has been raised and they will contact Direct Technical to programme the works.
- 7.2 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land – Members are asked to review a letter drafted by Council's Solicitor to the Landowners Solicitors requesting immediate action in relation to the encroachment. Addition of legal costs reimbursements are required
APPROVED
- 8 Clerks Report**
- 8.1 GDPR (General Data Protection Regulations) Update - Members were asked to consider the quote/fees in relation to appointing a Data Protection Officer (DPO) and IT Technical Support Services. Members agreed to take more time to consider the costs and report back at the next meeting.
- 9 Correspondence/Information Items/Publications/Consultations:** cc'd in advance to members
- 9.1 2018 Strategic Transport Investment Programme - West Sussex County Council has established a Strategic Transport Investment Programme (STIP) to guide the identification and progression of strategic transport schemes – SPC have been asked to identify any schemes for consideration as part of the STIP prioritisation process, returned by Friday 20th July 2018 – SPC No Comment
- 9.2 OFWAT report into the water disruption that was encountered in the District/Sussex following the adverse weather event (*'Beast from the East'*) in March 18. NOTED
- 10 List of Accounts for Payment:** To review list of accounts for payment
- 10.1 List of payments June 2018: APPROVED Cllr MacNaughton, Cllr Dunn
Schedule of Payments cc'd in advance
Total Payments £64,573.45 VAT £10,074.72 Total £54,498.73
- 10.2 Members were issued in advance the completed Internal Auditors Report 2017/18 and Annual Return in preparation for the External Auditors -
- 11.2.1 Annual Report and Accounts 2017/18 APPROVED
- 11.2.2 2017/18 (Ref: Annual Report 2018) APPROVED
- 11.2.3 Council asked to approve the Financial Regulations Governance and Accountability cc'd in advance. APPROVED
- 11.2.4 Council asked to review Slaugham Asset Register cc'd in advance APPROVED
- 11 Highways/Footpaths:** to review highways projects/items
- 11.1 Parish Traffic Calming Project – The Clerk instructed Highways to move forward with the approved scheme, she has meeting with Richard Speller on the 3rd July to discuss SID locations. The Lower Beeding Clerk contacted SPC with regards the speeding issues on Warninglid Lane and how to best take this forward. Cllr Dunn confirmed that the working group are dissatisfied with the current response from Highways. The Clerk advised Lower Beeding that SPC are happy to attend a meeting with all those that have an interest and are progressing the issue so that we can clearly understand what has been done, where we are at and what are the next steps, the Lower Beeding Clerk was asked to coordinate from her side on return from leave.
- 11.2 Coos Lane / Covert Mead – Recent cones/parking observations. The Parish Council have been made aware of the cones at the top of Coos Lane at the back of a property on Covert Mead. Richard Speller confirmed that there is no application for a driveway or dropped kerb at this time and had informed the resident that it is illegal to place cones on the Highway as only the emergency services and Highways themselves are permitted put out cones. The resident is hoping to apply for access with dropped kerb and make good the highway. NOTED
- 12 Police / NHW Report / Resilience Group Reports**
- 12.1 Crime Reports cc'd members
- 13 Any other matters that the Chairman wishes to raise for future discussion:**

Date of next meeting/s –

Signed: _____ Date: _____