

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 10 JULY 2014** at the King Edward Hall, Lindfield.

The meeting commenced at 7.30 p.m.

### **Present:**

Parish Councillors: Mr. W. Blunden (Chairman)  
Mr. M. Allen  
Mr. M. Amor  
Mr. A. Gomme  
Mr. S. Henton  
Mrs. M. Hersey (from 8 p.m.)  
Mr. S. Hodgson  
Mr. R. Plass  
Mr. C. Snowling  
Mrs. V. Upton (Vice Chairman)

**Not present:** Councillors Mrs. J. Chatfield and Mr. R. Pickett

**Also present:** Councillor Mrs C. Field (WSCC)  
2 members of the public

**In attendance:** Mrs. C. Irwin (Clerk)  
Mrs. S. Kolien (RFO)

The Chairman welcomed those present and announced the emergency procedure for the King Edward Hall.

### **417. APOLOGIES FOR ABSENCE.**

417.1 Apologies for absence were received from Councillor Pickett. Councillor Hersey had also tendered her apologies but attended from 8pm. The reasons for these apologies were accepted.

### **418. DECLARATIONS OF INTEREST.**

418.1 There were no declarations of interest from Members in respect of any items on the Agenda.

### **419. MINUTES AND CONFIDENTIAL MINUTES OF THE ANNUAL MEETING OF LINDFIELD PARISH COUNCIL HELD ON 15 MAY 2014.**

419.1 The Chairman called for approval of the Minutes and Confidential Minutes of the Annual Meeting of Lindfield Parish Council held on 15 May 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

### **420. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

420.1 Proposed public WCs on the Common. Mr. A. Mackenzie expressed objections to the proposal on behalf of eight residents of Linden Grove, Backwoods Lane and Backwoods Close. The objections were on the grounds of:

- Proximity to Edge Lea (2 metres from boundary hedge), within earshot of the property, visual intrusion and the effect on the enjoyment of the property
- Visual intrusion for 1 Backwoods lane
- The potential effect on the saleability and value of both properties, as supported in writing by a local estate agent
- Risk of attracting anti-social and unlawful behaviour, including drug taking and arson.
- No natural surveillance; no indication of plans for lighting, CCTV, police surveillance
- The planned design with communal areas would encourage anti-social behaviour (WCs in Victoria Park were notorious)
- When previous WCs were in place towards the back of the current proposed site, there were incidents of anti-social and unlawful behaviour, including drug taking and when locked, the space between the building and the hedge was used for relief

## LINDFIELD PARISH COUNCIL

- Road safety in Backwoods Lane, particularly for children crossing
- Doubts as to evidence of need – a signpost to the Denmans Lane WCs would suffice
- This would be an additional building on the Common
- There was a potential to make arrangements for public access to existing WCs at the cricket pavilion, bowls club, tennis club and King Edward Hall.
- Further efforts could be made to negotiate for a lean-to WC block to be incorporated into the plans for the extension to the cricket pavilion and Mr. Mackenzie offered to assist with such negotiations.

420.2 Neighbourhood Plan. Mr. N. Kerslake drew attention to the changes brought about by a ruling in March 2014 which applied to Neighbourhood Plans and the Council needed to be aware that development proposals would be judged on sustainability alone if there was no 5 year housing supply or a District Plan. Housing numbers would be required to demonstrate the true need and the current district target of 10,600 would not be found to be sustainable. It was also noted that Wates had submitted phase 2 for the Housing Supply Document. Claire Tester had made it clear at the Scrutiny Committee that all potential sites had to be listed in this document with an analysis as to sustainability.

### 421. CHAIRMAN'S ANNOUNCEMENTS.

421.1 Chairman's Fund. The Chairman reported that the Chairman's Fund had normally been used to pay for hospitality, such as lunch for the Spring Clean event. However at the last meeting of the Finance and General Purposes Committee he had felt obliged to donate £300 from this fund towards the All Saints Church bells appeal to add to the £200 agreed from the grants budget, which he had considered to be a miserly sum.

421.2 Community Volunteer Schemes. The Chairman reported on a Community Volunteer Schemes being set up in other places and suggested that the Parish Council should look into the West Sussex scheme which provided equipment and training for volunteers.

### 422. NEIGHBOURHOOD POLICE PANEL REPORT.

422.1 PC Nicola Green had been unable to attend, but had sent a written report:

- Recent anti-social behaviour and vandalism in the village had been reported promptly by residents and attended by the Police. Since the intervention, there had been few, if any reports of further incidents.
- A recent meeting of Neighbourhood Watch Co-ordinators had been held at Haywards Heath Police Station and two representatives from Lindfield had attended. There had been discussion about how the scheme was currently working and any improvements that could be made. The Police were keen to look into the possibility of setting up further schemes in Lindfield.
- PC Green had attended a recent meeting at Lindfield Primary School regarding their travel plan, which was making good progress. The school and parents had been making considerable effort to encourage people to walk to school, to alleviate the traffic issues during peak times. No complaints had been received in recent months.

### 423. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

Councillor Mrs. C. Field (WSCC) reported as follows:

423.1 Denmans Lane. Councillor Field hoped that Members were pleased with the recent resurfacing work. She was still receiving requests for the road to be re-opened to through traffic and had made the same reply to all of them, that it would be an extremely costly scheme to comply with current requirements but that the Parish Council may be undertaking a full traffic survey in due course which could include an assessment of Denmans Lane.

423.2 Dukes Road, Brushes Lane and Newton Road. These roads were all to be resurfaced before the end of the month. Also, Lewes Road, Chaloner Road and the High Street would be receiving attention under the Better Roads Programme.

423.3 Volunteer Schemes. Councillor Field confirmed that these were available around the County.

423.4 Fire Service. The Chief Executive of the NHS had recently been talking about making use of the Fire Service to keep people safe in their homes, which was already happening in West Sussex.

423.5 Traffic speeds. Speed counts had been carried out in Lewes Road and High Beech Lane.

## LINDFIELD PARISH COUNCIL

Councillor Mr. C. Snowling (MSDC) reported as follows:

- 423.6 Lindfield Pond. The low level of water in the Pond was the result of an unfortunate incident which had resulted in the destruction of the valve casing. This was a matter of great concern and there had been comments about the untidy appearance. The reconstruction of the wall by residents had been completed and a temporary measure had been put in place to retain the water until the valve could be replaced and the housing rebuilt. The Chairman expressed concern as the valve itself had also been damaged and would have to be replaced; in the meantime if the level of the water rose considerably, the temporary solution might prevent the water level being balanced. Councillor Snowling assured Members that the valve would be replaced as soon as possible and the housing rebuilt.

### 424. ACTION LIST.

- 424.1 The Action List was **NOTED**.

### 425. CONSULTATION DOCUMENTS.

- 425.1 Draft Fire and Rescue Service Proposals 2015-16. Details of this consultation had been circulated to Members. It was **AGREED** not to send a response from the Parish Council but individual responses could be made.

### 426. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported as follows:

- 426.1 Minute 375 - Replacement of West Sussex County Council-owned street lights. The Chairman summarised the main points from the E&A Minutes and it was **NOTED** that the Committee had put together a set of proposals which had been forwarded to WSCC and SSEC for costing. Proposals for further upgrade of the Parish Council-owned lights had also been agreed and when the cost of the Parish Council's contribution towards the WSCC upgrade had been determined, the Committee would plan a programme for this work and budget accordingly.

Councillor Hersey joined the meeting at this point (8 p.m.).

- 426.2 Minute 373.1 - Map panels. It was **RESOLVED** to **APPROVE** the second proof. Councillor Gomme suggested that a copy of the proof should be sent to the artist whose pictures were being used to illustrate the map. It was **NOTED** that the cost of the frames had increased by £22 to £494 each. It was **AGREED** to accept this increase.

- 426.3 Minute 376.1 - Paving at the Post Office corner. Councillor Pickett had arranged for Mr. Read from Edburton to measure the area and quote for the paving and extra bollards and the Clerk had met Mr. Read on site. He had suggested putting in a row of lockable matching bollards along the edge of the tactile paving from the crossing to the butchers but the Clerk had pointed out that this could be a hazard for blind and partially sighted pedestrians.

Mr Read had been a member of the team from Edburton which had laid this paving in 1997 and he had pointed out that the worst section was where the cherry tree had been and some settlement would have occurred after its removal. The costing was awaited.

- 426.4 Minute 374.3 - Railing at the corner of High Street / Hickmans Lane. The cause of the damage to this railing was not known, but it would appear to have been hit by a vehicle. The Blacksmith had quoted £740 plus VAT to straighten it and then have it shot blasted, zinc sprayed and powder coated. It was **AGREED** to accept this quotation and place the order. It was **NOTED** that this corner would have to be made safe during the absence of the railing and the Blacksmith would be advised to liaise with WSCC Highways as appropriate.

- 426.5 Minute 380.1 - Re-use of litter bins. It was **NOTED** that an email had been received from David Macmillan on behalf of the Lindfield Preservation Society who had arranged for the half round bins from the bus stop poles to be restored and modified into planters. Four had been requested by High Street businesses and the responses from other businesses about the remaining two were awaited.

- 426.6 Minutes of the meeting of the Environment and Amenities Committee held on 5 June 2014. **RESOLVED**: that the Minutes of the meeting of the Environment and Amenities Committee held on 5 June 2014 be received and their recommendations confirmed.

**427. PLANNING AND TRAFFIC COMMITTEE**

Councillor Gomme reported on the meetings held on 29 April, 20 May, 10 June and 1 July 2014:

- 427.1 (29 April 2014) - 14/01134/FUL – 1 The Wilderness. A previous application for an extension of this property had been refused and a subsequent appeal had been dismissed. On 29 April the Committee had agreed to object to an application for a car port/garage and woodstore on the grounds of overdevelopment and effect on the street scene, contrary to MS Local Plan Policy B1. MSDC had subsequently refused permission for this application on similar grounds.
- 427.2 (29 April 2014) - 14/00209/OUT – Land north of Birchen Lane. Councillor Gomme expressed appreciation to the Deputy Clerk for drafting a most comprehensive paper which formed the basis of the agreed response to MSDC and in which the reasons were set out as to why the proposal was not in line with the National Planning Policy Framework, and the new Local Plan and was not in conformity with the draft Neighbourhood Plans for Haywards Heath and Lindfield. MSDC's decision was still pending. Members had felt that this application was premature as the investigations into the presence of Greater Crested Newts had not been completed.
- 427.3 1 July 2014 - 14/01782/FUL – Garage between 52 and 53 Meadow Lane. Councillor Blunden declared a disclosable pecuniary interest as he had a beneficial interest in the property at 53 Meadow Lane, but as this item was merely for noting without any discussion, he remained present. Councillor Gomme reported that the Committee had raised objections to the proposed two storey dwellinghouse on the grounds that it conflicted with Policies B1 (a) and (c) of the MS Local Plan. A decision by MSDC was still pending.
- 427.4 Minutes of the meetings of the Planning and Traffic Committee held on 29 April, 20 May and 10 June 2014. **NOTED** that the unconfirmed Minutes of the meeting held on 1 July 2014 would be presented to the next Council meeting. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 29 April, 20 May and 10 June 2014 be received and their recommendations confirmed.

**428. FINANCE AND GENERAL PURPOSES COMMITTEE.**

Councillor Henton reported as follows:

- 428.1 Minute 369.1 - Re-appointment of the Internal Auditor. The Finance and General Purposes Committee had agreed to reappoint Peter Frost as the Council's Internal Auditor for 2014/15.
- 428.2 Minutes 378.1 - Parish Office – sale of 6 Denmans Lane. The sale of the property was progressing with the solicitors.
- 428.3 Minute 373.1 - Proposed public toilets on the Common. Following the meeting with MSDC representatives, the points raised at that meeting had been sent to the surveyors and their reply would be considered by the Working Group which would be meeting in due course. The points raised by Mr. Mackenzie during the public session at the beginning of this meeting would also be taken into account by the Working Group.
- 428.4 Minute 366.5 - Grants and Donations - All Saints Church Bells project. Before speaking on this subject, Councillor Snowling declared that he had no affiliation to any church. Councillors Upton and Hersey declared personal interests as members of All Saints Church and their involvement in the fund raising for the bells project; they remained present but did not participate in the discussion.

Councillor Snowling stated that he had been surprised and disappointed with the decision made by the Finance and General Purposes Committee to award £200 only and that the Chairman had been allowed to spend £300 from his Chairman's Fund to increase the Parish Council's contribution. He felt that the bells were an important feature, not just for the Church, but also for the Village as a whole, being part of what made Lindfield what it was.

Councillor Allen explained that the Committee had acted within the terms of the grants policy which limited grants to £250 except those with a supporting paper from a member. In this case there had been no such paper. Councillor Snowling proposed that this matter should be considered further and wished to move an amendment. It was **AGREED** that this matter should be taken back to the next meeting of the Finance and General Purposes Committee with the required supporting paper. The Chairman reminded Members that expenditure from the Chairman's Fund was for the Chairman to decide.

## LINDFIELD PARISH COUNCIL

- 428.5 Minutes of the meeting of the Finance and General Purposes Committee held on 22 May 2014. **RESOLVED:** that, subject to further discussion regarding the donation to the Church bells, the Minutes of the meeting of the Finance and General Purposes Committee held on 22 May 2014 be received and their recommendations confirmed.
- 428.6 Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.05.14 to 31.05.14. The June 2014 reports were not yet available. **NOTED:**
- From the overall budget of £263,220, £33,856 had been spent
  - The F&GP Committee had spent £25,857 from its budget of £123,020
  - From the Administration budget of £108,520, £23,555 had been spent
  - The E&A Committee had spent £7,999 from the budget total of £70,000.
  - There had been no expenditure to date from the P&T Committee budget total of £40,200.
  - There had been no expenditure to date from the reserves and outstanding projects of £224,982
- 428.7 List of cheques for approval. The list of cheques was tabled. **NOTED:** that expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972, totalled £1,063.25 and that the Petty Cash balance as at 10.07.14 was £91.04.
- RESOLVED:** to approve the list of cheques numbered 105418 - 105445- , totalling £14,695.03. The Chairman **SIGNED** the list of cheques which is appended to the signed copy of these Minutes as Appendix A.

### 429. ANNUAL REPORT.

- 429.1 It was **RESOLVED TO APPROVE** the draft 2013/14 Annual Report for publication.

### 430. NOMINATIONS FOR COMMUNITY SERVICE AWARDS, MSDC

- 430.1 The Parish Council had been invited to put forward nominations for the Community Service Awards to be presented at the MSDC Garden Party on 5 October. The letter had been forwarded to Members and four names had been put forward: three by Councillor Hersey and one by Councillor Blunden. It was **AGREED** that two of the names put forward by Councillor Hersey should be nominated by the Parish Council and Councillor Hersey agreed to propose her third nominee in her capacity as Ward District Councillor. The nominees are not named in the minutes as they had not yet been approached.

### 431. LOCAL COUNCIL ELECTIONS 2015

- 431.1 **NOTED** that promotional products and assistance were available from SSALC. Members were of the view that it was too early to be holding a public event, but it was acknowledged that the Council should make efforts to encourage people to stand for election in May 2015. Following discussion it was **AGREED** that posters could be printed as required and that this could be given some publicity through Lindfield Life. It was also **AGREED** to refer the matter of publicity and the purchase of "Become a Councillor" packs to the Finance and General Purposes Committee.

### 432. ANY OTHER BUSINESS.

- 432.1 No other items of business were raised.

The public part of the meeting concluded at 8.45 p.m.

### 433. EXCLUSION OF THE PUBLIC AND PRESS.

- 433.1 It was **PROPOSED, SECONDED** and **AGREED** in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2) and the Parish Council's Standing Order 1 (c) that in view of the confidential nature of the business about to be transacted, it was desirable in the public interest that the press and public be excluded.

### 434. 6 DENMANS LANE.

- 434.1 Under this item Members **NOTED** in greater detail the progress on the sale of the former Parish Office.

The meeting concluded at 8.30 p.m.