

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 12 SEPTEMBER 2013** at the King Edward Hall, Lindfield.

The meeting commenced at 7.30 p.m.

Present:

Lindfield Parish Councillors: Mr. W. Blunden (Chairman)
 Mr. M. Allen
 Mr. M. Amor
 Mrs. J. Chatfield
 Mrs. M. Hersey
 Mr. S. Hodgson
 Mr. R. Pickett
 Mr. C. Snowling

Not present: Mr. A. Gomme
 Mr. S. Henton
 Mr. R. Plass
 Mrs. V. Upton (Vice Chairman)

Also present: Councillor Mrs. C. Field (WSCC) – until 7.45 p.m.

In attendance: Mrs. C. Irwin

The Chairman welcomed those present to the meeting.

305. APOLOGIES AND REASONS FOR ABSENCE

305.1 Apologies for absence were received from Councillors Gomme, Henton, Plass and Upton and the reasons were accepted.

306. DECLARATIONS OF INTEREST.

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

307. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

307.1 There were no members of the public present.

308. MINUTES AND CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 20 JUNE 2013

308.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of Lindfield Parish Council held on 20 June 2013. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

309. CHAIRMAN'S ANNOUNCEMENTS.

309.1 Civic Service. The Chairman reminded Members that the Lindfield Civic Service was to take place on Sunday 15 September at 11.15 am at All Saints Church.

309.2 Weeds at the edge of the Pond. The Chairman expressed appreciation to MSDC for arranging for the weeds at the edge of the Pond to be removed. However it was frustrating that this had taken a long time to be addressed, despite representations from the Parish Council.

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310. REPORT ON POLICE PRIORITIES.

- 310.1 A report had been received that several vehicles had been broken into in the Lindfield area overnight. Several items had been stolen including satellite navigation equipment, a handbag and compact discs. It was **NOTED** that the next meeting of the Police Neighbourhood Panel was scheduled for 8 October.

311. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

Councillor Field (WSSC) reported as follows:

- 311.1 Civic Service. Councillor Field gave her apologies for being unable to attend the Civic Service as she would be on holiday and expressed her good wishes for the occasion.
- 311.2 Newton Road and Dukes Road. There had been representations from several residents asking when these roads were to be resurfaced, following the building of The Limes estate. Councillor Field confirmed that the roads were to be resurfaced, but there was no date as yet. She had been trying to arrange a meeting since April regarding use of S106 money for this purpose and had been disappointed to receive a copy of a letter from a WSSC Officer, stating that no S106 money was available for the road repairs. She still considered that the developer should bear some of the cost for resurfacing and that this was worth pursuing. Councillor Field would be making representations wherever she could to ensure that, in future, highways agreements were put in place when planning permission was granted, to set out the developers' obligations, including remedial work to repair damage to the surrounding roads caused by heavy construction traffic.
- 311.3 Winter Maintenance Plans. Councillor Field had received a copy of the lengthy response from the Principal Community Officer for Central Mid Sussex and she asked to be informed if the arrangements did not work well.
- 311.4 Portsmouth and High Beech Lanes. It was understood that a petition from residents was being compiled, regarding traffic speeds in these roads, where a fatal accident had occurred relatively recently. On-going discussions were already taking place and this had been entered into the Community Issues List. Councillor Field suggested that it would be useful if the petitioners presented a copy of the petition to the Police as there were enforcement issues that should be taken.
- 311.5 Lindfield Primary School. The school's governing body had been taking steps to ensure greater safety during construction of the extension. A meeting was being arranged with the governing body and Council representatives to look at safety issues in totality.
- 311.6 Cycle Rides. Councillor Field acknowledged that Lindfield seemed to suffer particularly from the effects of the increased number of large sponsored cycle rides. However there was nothing the County Council could do to stop or limit them. She suggested that the apparent lack of sufficient marshals should be taken up with the Police.
- 311.7 Staff changes within the Gatwick Diamond Team. Robert Rhodes-Kubiak was to be relocated to the East Grinstead area and the new Principal Community Officer for central Mid Sussex would be Helen Card who was to take up her post at the beginning of October, following a period of induction. Councillor Field had enjoyed working with Mr. Rhodes-Kubiak and apologised for this further change at WSSC. However Mrs Card was familiar with the area and would be making arrangements to meet with Parish Councils in due course. The Chairman stated that at a meeting with Mr. Rhodes-Kubiak in June, a speed count throughout the village had been agreed and hoped this would be followed up.

On concluding her report, Councillor Field left the meeting at 7.45 p.m.

Councillor Snowling (MSDC) reported as follows:

- 311.8 Budget and Council Tax. MSDC were about to begin the difficult task of working out the budget and Council Tax, which was becoming increasingly more challenging, with limited resources and greater expectations that more services should be delivered locally. Councillor Snowling stated that it behoved the Parish Council to think in the same way and budget for what could be justified to ratepayers.

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311.9 Recycling. Recycling rates across the District and County were going down because whole loads of recyclable material were being contaminated by people putting unclean or the wrong items in their blue bins, resulting in loads of otherwise recyclable waste having to be disposed of in landfill sites at additional cost. Councillor Snowling asked for support in publicising this problem. Councillor Allen suggested that a clear printed message should be included with the Council Tax demand.

311.10 Test drilling by Cuadrilla in Balcombe. At the request of the Chairman, Councillor Snowling reported that MSDC had been pithy in its representations to the Environment Agency, urging that the requirements of avoiding pollution should be very strongly enforced. He was relieved that the latest application had been withdrawn by Cuadrilla. This had been a lesson for all Parish Councils to be vigilant and that nothing should be considered too trivial to deal with publicly.

Councillor Hersey reported as follows:

311.11 Lindfield Primary School Travel Plan. Councillor Hersey had suggested that the Parish Council should be involved in the School Travel Plan meeting which would be arranged for mid-October following Councillor Field's return from holiday.

311.12 Planning Committees. The planning committee structure at MSDC had been changed and there would now be two committees (A and B) both of which would cover the whole District. In response to a Member's question, Councillor Hersey confirmed that two committees had been set up to spread the volume of the work. Councillor Snowling welcomed the return to district wide committees.

311.13 Buxshalls re-development. This application was to go before Planning Committee B the following week.

312. ACTION LIST

312.1 The following update was noted:

- Minute 267.1 – meeting dates. A draft list of meeting dates had been sent to the Booking Clerk at KEH for her to check room availability and would be emailed to Councillors for confirmation before these bookings were finalised.
- Minute 282.3 – staff appraisals. These were scheduled to be carried out before the next meeting of the Finance and General Purposes Committee.

313. CONSULTATION DOCUMENTS - TO NOTE / CONSIDER ANY DOCUMENTS RECEIVED.

313.1 There were no outstanding consultations.

314. PLANNING AND TRAFFIC COMMITTEE. TO RECEIVE AND TO CONFIRM THE RECOMMENDATIONS OF THE MINUTES OF THE PLANNING AND TRAFFIC COMMITTEE MEETINGS HELD ON 2 JULY, 23 JULY, 13 AUGUST 2013.

In the absence of Councillor Gomme, the Vice Chairman of the Committee, Councillor Hersey, gave the Planning and Traffic Committee report.

314.1 Councillor Gomme had recommended that the Minutes of the meeting held on 2 September 2013 be deferred to the next Council meeting on 14 November. This was **AGREED**.

314.2 Councillor Hersey highlighted the following responses to planning applications:

P&T meeting 02.07.13

13/01851/FUL – 63 Denmans Lane. The Committee had agreed to express objections to this application for a roof conversion and alterations to the existing bungalow on the grounds that: it would not conform with Policy B1 of the Mid Sussex Local Plan, it would have a detrimental effect on the street scene and because the loss of a bungalow was to be regretted, particularly in the context of Policy H9 of the Mid Sussex Local Plan.

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Appeal ref: APP/D3830/A/A12/2189341 - Land adjacent to the Witch Inn, Sunte Avenue. The developers had produced a new flood risk scheme which MSDC had accepted, but the Planning Inspector had nevertheless quoted flood risk as one of his grounds for dismissal.

P&T Meeting 23.07.13

13/01569/LDC – 36 High Street. The Committee's response had stated that it was difficult to accept, without firm evidence that the utility supply cabinet had been installed by the statutory undertaker for the purposes of his undertaking and not merely at the request of the developer.

314.3 Minutes of the meetings of the Planning and Traffic Committee held on 2 July, 23 July and 13 August 2013. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held 2 July, 23 July and 13 August be received and their recommendations were confirmed.

314.4 Neighbourhood Plan. Members **NOTED** Councillor Gomme's written report on the Neighbourhood Plan which was to be published in the Parish Council's newsletter in the September edition of Lindfield Life.

- Consultants from Action in rural Sussex (AirS) had been working with members of the Steering Group plan during August and September in putting together an initial draft plan, drawing from the Focus Groups' recommendations and views received from residents.
- Updated Parish Profiles had been received during August, providing a statistical base line and including local 2011 census data.
- An initial version of the Neighbourhood Development Plan Proposal – Consultation Statement had been drafted and supporting papers prepared on Lindfield High Street shopping area, green spaces and community assets.
- An appeal to local landowners wishing to discuss the possibility of developing land for housing or business purposes had been made and a submission from Great Walstead School for a small scale housing development had been received, which was being considered.
- Ideas were being exchanged with AirS on the appropriate policies that the plan would contain and the Steering Group was endeavouring to ensure that these would support the communities in both parishes and conform with Mid Sussex District Council's Local Plan.
- It was anticipated that during October the draft plan would have reached the stage where the Steering Group could discuss it with Claire Tester at MSDC.
- Subject to that discussion being successful it was hoped to publish the draft plan to the community in the autumn.

315. FINANCE AND GENERAL PURPOSES COMMITTEE.

315.1 Minutes of the meeting of the Finance and General Purposes Committee held on 18 July 2013. The main items from that meeting were to be discussed under separate agenda items later in the meeting. **RESOLVED:** that the Minutes of the meeting of the Finance and General Purposes Committee held on 18 July be received and their recommendations, save for those items still to be discussed, be confirmed.

315.2 Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.05.13 to 31.05.13; 01.06.13 to 30.06.13 and 01.07.13 to 31.07.13. The reports for August were not yet available. **RESOLVED:** to approve the Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.05.13 to 31.05.13; 01.06.13 to 30.06.13 and 01.07.13 to 31.07.13. **NOTED:**

- From a total budget of £242,025, the sum of £54,661 had been spent
- The Finance and General Purposes Committee had spent £44,886 from the budget of £119,675
- From the Administration Budget of £104,675, £41,100 had been spent, which included the April loan repayment
- The Environment and Amenities Committee had spent £9,075 from the budget total of £64,150.
- The Planning and Traffic Committee had spent £624 from the budget total of £20,200.

315.3 List of cheques for approval: cheques drawn since Council meeting of 20 June 2013. 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 £969.90. The Petty Cash balance at 12.09.13 was £68.79. **RESOLVED:** to approve the list of cheques numbered 105222 to 105270 totalling £24,857.84. The Chairman **SIGNED** the list of cheques which is appended to the signed copy of these Minutes as Appendix A.

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316. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported on the meeting held on 1 August as follows:

- 316.1 Winter Maintenance Plan. The final draft Plan had been circulated by email. A draft had been submitted to WSCC to meet their deadline and a letter had been received from Robert Rhodes-Kubiak the previous day on behalf of the WSCC Winter Team, seeking clarification on certain points. The Parish Council had also been asked to sign an agreement stating what it would undertake to do, which included references that did not apply to Lindfield. The wording of the agreement would be amended as appropriate, prior to signature.
- 316.2 To receive and to confirm the recommendations of the Minutes of the Meeting of the Environment and Amenities Committee held on 1 August 2013. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 1 August 2013 be received and their recommendations confirmed.

317. PROPOSED PUBLIC CONVENIENCES ON THE COMMON.

- 317.1 Members considered the two sketch proposals received from the surveyor which had been examined by the F&GP Committee's Working Group who had recommended Option 6, but considered that the building needed to be rotated by 90 degrees so that the length ran parallel with Backwoods Lane, as depicted in the rough sketch previously supplied. It was thought that this would have less effect on the hedge and a nearby tree as well as being more visible for security purposes. In response to a question from a Member, Councillor Pickett stated that the roof had to be so high because of the pitch required for the tiles. It was considered that two wash basins instead of the three on the drawings would be enough for two WC cubicles but that baby change facilities should be included in both the ladies and gents WCs.

It was **AGREED** to inform the Surveyors

- that the Parish Council had expressed a preference for Option 6
- that the building should be redrawn the other way round
- that there should be 2 basins only in the ladies and gents WCs
- that baby change facilities should be added to the ladies and gents WCs
- that the Council requested budget costings for the selected design
- that the Council asked for the site to be surveyed.

The Council would then be in a position to consult the public.

318. REVIEW OF FIVE YEAR PLAN

- 318.1 The Five Year Plan was discussed and amended as follows to reflect targets achieved or no longer supported:

- ~~Continue search for larger premises to incorporate Parish Office, meeting room, public access to Village Archives~~
Achieved
- Build new toilets on Lindfield Common to replace those previously demolished by Mid Sussex District Council. *In progress*
- Become a Quality Parish Council.
- Qualify for and use the ~~Power of Wellbeing~~ General Power of Competence. In particular to consider the feasibility of taking over some of the services carried out by the District and County Councils which they may longer be able to afford to continue. *The cluster partnership with Haywards Heath Town Council was fulfilling the second objective.*
- Take over and manage the Wilderness Field. *Pending resolution between MSDC and the developer*
- Continue to work towards a merger with Lindfield Rural Parish Council.
- ~~Consider new corporate logo~~ **No longer supported.**
- Acquire additional land for allotments.
- ~~Provide internet access for all~~ **Achieved**
- Continue to address issues at the Lewes Road/High Street junction.
- Consider next steps following Village Plan. *The Neighbourhood Plan currently in progress.*

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319. PARISH OFFICE.

- 319.1 Council's role as shareholder of Lindfield Enterprise Park Limited. A memorandum from the Deputy Clerk attached to the agenda explained the Council's position as a freeholder of property within the Enterprise Park. The Council held two shares in Lindfield Enterprise Park Limited and therefore two votes at meetings of the shareholders. It had also been suggested by other shareholders that the Council might consider nominating a representative of the Council to serve as a Director of the Management Company.

During discussion it was **NOTED** that a representative of the Council, holding office as a director of this organisation would have a conflict of interest as decisions made by the directors were likely to affect the Parish Council as a property owner within the Enterprise Park, or potentially Lindfield residents. Furthermore the Council could not lawfully delegate any of its functions to a single Councillor. It was **PROPOSED, SECONDED** and **RESOLVED** (by 7 votes to 1) that it would be inappropriate to nominate a representative of the Council as a director of Lindfield Enterprise Limited.

It was however **NOTED** that the right to operate two shares was a different matter from a directorship, although the same restrictions applied in terms of delegation. It was acknowledged that the Council could delegate this to officers. The notice of resolutions would be circulated in advance of the meeting and could be considered by the Council before the shareholders meeting so that the Council's representatives could be given a mandate from the Council.

It was **PROPOSED, SECONDED** and **RESOLVED** (by 7 votes to 1) that the Council should take up its right to operate two shares and that the nominated representatives should be the Clerk and RFO, subject to the rules of the company with regard to substitutes. It was unanimously **AGREED** that the advance notice of resolutions should be put to the Council or the Finance and General Purposes Committee, wherever possible, for guidance and a mandate; otherwise the representatives were authorised to act under emergency powers in consultation with the Chairman and Vice Chairman of Council.

- 319.2 General Meeting of Stakeholders of Lindfield Enterprise Park Limited. The notes of the meeting had not yet been received.

320. ANY OTHER BUSINESS.

- 320.1 No other items of business were raised.

This part of the meeting concluded at 8.45 p.m.

321. EXCLUSION OF THE PUBLIC AND PRESS.

- 321.1 Because of the confidential nature of the business to be transacted, 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 advisable in the public interest that the press and public be excluded.

322. MATTERS RELATING TO PARISH OFFICE.

- 322.1 Meeting with 1st floor tenant. The notes of the meeting held on 5 August 2013 and the letter to Hedleys Solicitors regarding the renewal of the lease were received without comment.

- 322.2 Premises at 6 Denmans Lane. This matter was deferred for consideration by the Finance and General Purposes Committee and thence to Full Council with recommendations.

The meeting concluded at 8.50 p.m.