

## LINDFIELD PARISH COUNCIL

Minutes (as amended) of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 13 NOVEMBER 2014** at the King Edward Hall, Lindfield.

The meeting began 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  
Mr. S. Hodgson  
Mr. R. Plass  
Mr. C. Snowling  
Mrs. V. Upton

**Also present:** Councillor Mrs. C. Field (WSCC)

**In attendance:** Mrs. C. Irwin

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

### 456. APOLOGIES FOR ABSENCE

456.1 Apologies for absence were received from Councillors Chatfield and Pickett and the reasons were accepted.

### 457. DECLARATIONS OF INTEREST.

457.1 Agenda item 17 ii – Correspondence received regarding Councillors' involvement in planning applications. Councillors Snowling, Blunden, Amor, Gomme, Henton, Hersey, Hodgson, Plass and Upton declared a personal interest in this item as the subject matter involved a fellow Parish Councillor.

Councillor Allen also declared a personal and prejudicial interest in this item, due to personal involvement, and stated that he would withdraw from the meeting during the discussion.

457.2 Agenda item 9 – Consultations regarding academy status proposed for Lindfield and Blackthorns Primary Schools. The following Councillors declared personal interests in this item:

- Councillor Blunden – his daughter was both a teacher and governor of Lindfield Primary School
- Councillor Allen – connections with both schools.
- Councillor Gomme – grandson attended Lindfield School
- Councillor Hersey – near relatives on the staff at both schools
- Councillor Upton – conducted assemblies both Schools

457.3 Agenda item 11 iii – List of cheques for approval. Councillor Allen declared a personal interest in this item as a cheque payable to him was listed: for reimbursement of a small sum in respect of purchase of fuel for allotments mowers.

457.4 Agenda item 14 - Civic Service 2015. Councillor Allen declared a personal interest in this item as he had already expressed an opinion in writing.

### 458. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

458.1 There were no members of the public present.

## LINDFIELD PARISH COUNCIL

### 459. MINUTES OF THE COUNCIL MEETING HELD ON 11 SEPTEMBER 2014.

459.1 The Chairman called for approval of the Minutes of the meeting of Lindfield Parish Council held on 11 September 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### 460. CHAIRMAN'S ANNOUNCEMENTS.

460.1 Remembrance Day Service. The Chairman reported that the Remembrance Day Service at All Saints Church on 9 November had been very well attended and he had been most impressed with the many school children present, some of whom had participated by reading out poems, some of which they had written themselves. The Chairman was pleased to report positively about young people as there was a lot of bad press about the youth of today.

### 461. NEIGHBOURHOOD POLICE PANEL REPORT.

461.1 PCSO Erica Baxter was unable to be present due to a work commitment, but she had sent a written report confirming that Sussex Police were aware of a group of youths behaving in an antisocial manner with motor cycles and there were concerns that this same group may also be involved with drugs. Haywards Heath officers had been briefed on the issue, and the tennis courts car park was being actively patrolled. PCSO Baxter asked the council to encourage the community to report issues direct to the police, by calling 101, or 999 in emergency.

On a recent visit to the Parish Office PCSO Baxter had also highlighted a spate of fuel thefts and would encourage people to report thefts of even small quantities and any suspicious activity as these helped to build up evidence.

461.2 Councillor Allen (LPC representative on the Neighbourhood Police Panel) reported a current spate of break-ins of quite a violent nature targeting gold jewellery. He asked Members to be alert and to speak to their neighbours.

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

Councillor Field reported as follows:

462.1 Central Mid Sussex County Local Committee. The next meeting was scheduled for 2 December at 7 p.m. in Clair Hall, when there would be a presentation on the future of healthcare provision from the Clinical Commissioning Group: "The 5 Communities Plan" and an update on roads and highways planning for the Haywards Heath area. Councillor Field stated that although Lindfield was not part of the Haywards Heath Transport Study area, it was likely to be affected by it and the Haywards Heath Transport Group should be aware of this.

462.2 Highways. Carriageway patching and re-surfacing works had been taking place in several of the rural roads on the outskirts of the Lindfield Parish, including Plummerden Lane. Councillor Field had been asked by local residents to pursue the installation of "unsuitable for HGV" signs in Plummerden Lane, which she was happy to support and did not think that this would have an impact on the Village, but she would welcome the Parish Council's comments.

462.3 Backwoods Lane. Consultation was under way on the proposal to amend parking restrictions on Backwoods lane to improve safety (particularly for school children) and access for public service vehicles. Associated with this, details of a proposal for a pedestrian crossing had very recently been sent to the Parish Council, showing two positions for a zebra crossing: from the Backwoods Lane car park to School Lane and adjacent to the Bowls Club car park. These proposals had come from the traffic group working within Lindfield Primary School. Councillor Field felt that it was important for the whole village to be involved in this debate. The Chairman stated that if the crossing point near the Bowls Club car park was the agreed option, the continuation of the patrolled crossing point was of paramount importance for those approaching from the High Street.

462.4 Post Office – proposed relocation. Councillor Field stated that she did not intend to make a response on this consultation unless requested.

462.5 Lindfield Primary and Blackthorns Community Schools – Academy Status Proposals. Councillor Field stated that she would be attending the public meetings at both schools. She had been notified of a governor vacancy at Blackthorns, but in view of the Academy proposal it was understood that there would be no recruitment to fill this vacancy.

## LINDFIELD PARISH COUNCIL

462.6 HGVs. It was noted that there had been a considerable amount of concern, particularly among the elderly residents in Lewes Road, regarding the frequency and speeds of tractors and lorries in the village, transporting maize harvest and soil, many of which were not observing the 30mph speed limit and it was understood that the speed limit for tractors was less. There had been correspondence with PCSO Baxter about this.

462.7 Health Watch. Councillor Field reported that Health Watch was the successor body to the Community Health Council and she had brought some leaflets for display in the Parish Office.

Councillor Hersey reported as follows:

462.8 HGVs. The planning permission for earth reshaping at Fullingmill Farm had been extended by four weeks.

Councillor Snowling reported as follows:

462.9 Draft District Plan. Mid Sussex District Council had unanimously adopted the Draft District Plan for consultation.

462.10 Code of Conduct. A new Code of Conduct had been adopted by MSDC which gave useful information to Councillors about the complex matter of personal interest. It was important that Councillors were seen to be observing the Code of Conduct. Councillor Hersey added that this was particularly important now that meetings could be filmed by members of the public.

### 463. ACTION LIST.

463.1 The Action List was **NOTED** without comment.

### 464. CONSULTATION DOCUMENTS.

464.1 Lindfield Post Office: proposed move to new premises and branch modernisation (closing date : 17.12.14). The proposal was to move the Post Office services to Martins Newsagents. During discussion it was agreed that retention of the Post Office services in the village was vital, although there were some reservations about access. It was **AGREED** to respond by letter stating that Lindfield Parish Council was pleased that the village would continue to have the benefit of Post Office services in the High Street, which was of paramount importance to residents, and would support the proposed relocation to Martins Newsagents at 81 High Street, provided the services would be accessible to all.

464.2 Blackthorns and Lindfield Primary Schools: proposals to become academies (closing date: 12.12.14). Councillors Allen, Blunden, Gomme, Hersey and Upton declared personal interests, as recorded in Minute 457.2, and remained present for this item. Members were supportive of the Governors' approach for driving the school forward, although it was not within the Parish Council's capability to make a case either way.

### 465. PLANNING AND TRAFFIC COMMITTEE.

465.1 Councillor Gomme drew attention to the responses agreed on the following applications, as recorded in the P&T Committee Minutes:

- 14/03013/COU: The Witch Inn (Meeting held on 23 September 2014).
- 14/03330/FUL: 57 Compton Road (14 October 2014).
- 14/03411/FUL: 17-19 Denmans Lane (14 October 2014).
- 14/03424/TCA: Re-pollarding of High Street and Compton Road trees (14 October 2014).
- 14/02800/FUL: 1 The Wilderness (3 November 2014)

465.2 Councillor Gomme also reported that flooding issues at the junction of the B2028 with Park Lane had been discussed and it had been agreed that the Deputy Clerk should liaise with the Clerk at Lindfield Rural Parish Council.

465.3 Recommendation from the Planning and Traffic Committee in respect of a Traffic Study. It was **AGREED** to confirm the recommendation to proceed with the Traffic Study and that:

## LINDFIELD PARISH COUNCIL

- (i) the Clerk/Deputy Clerk be authorised to update the "Traffic Study Invitation to Quote" document prepared in 2003, having regard to the Traffic & Transport section of the Lindfield Action Plan 2006, and in the light of the completion of the Haywards Heath relief road and the objectives of the Neighbourhood Plan, and
- (ii) that tenders be invited for a comprehensive Traffic Management Survey/Study in the Parish to be conducted throughout the Parish as soon as possible.

It was **NOTED** that historic evidence from previous traffic studies should be made available to consultants preparing tenders.

It was further **AGREED** not to delay this by involving Lindfield Rural Parish Council in the study but that Lindfield Rural Parish Council should be provided with a copy of the first draft.

Councillor Gomme reported that he had attended a workshop the previous week regarding the Haywards Heath Town Centre Transport Study, which he had found to be very useful.

465.4 Minutes of the Meetings of the Planning and Traffic Committee held on 23 September, 14 October and 3 November 2014. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 23 September, 14 October and 3 November 2014 be received and their recommendations confirmed.

465.5 Neighbourhood Plan. Councillor Gomme reported that since the update published in the last edition of Lindfield Life, the period of consultation with statutory consultees had been extended and that of the 20 additional responses received, only one had included comments. The extended consultation would not cause the draft plan to be changed. The Steering Group was to review the plan documents over the next week or two, following which they would be brought to each Council for approval for submission to MSDC. It was **AGREED** that an extraordinary meeting of Full Council would be convened for this purpose, to take place prior to a scheduled committee meeting for convenience.

### 466. FINANCE AND GENERAL PURPOSES COMMITTEE:

Councillor Henton reported as follows:

466.1 Proposed public toilets on the Common. The Working Group had agreed that the internal configuration of the toilet building should be revised on the basis of individual cubicles to reduce areas where youths could gather and the potential to intimidate occupants of inner cubicles. Photographic illustrations from the Healthmatic website had been sent to Goulds with a written description of the proposed alternative layout based on individual direct access cubicles, 1 DDA cubicle, a separate small urinal for three and a service area/store. The Working Group would reconvene when the revised plans had been received to consider these and also to consider alternative sites.

It was **NOTED** that the crossing point proposed for Backwoods Lane was close to the current preferred site for the toilets and the design may have to be adapted to allow enough space, but the addition of a crossing may improve the level of lighting in the area.

466.2 Parish Office – damage to front door. It was **NOTED** that following agreement from Zurich, the order for the replacement door had been placed and this was scheduled for early in the New Year.

466.3 Minutes of the Finance and General Purposes Committee meeting held on 25 September 2014. **RESOLVED:** that the Minutes of the meeting of the Finance and General Purposes Committee held on 25 September 2014 be received and their recommendations confirmed.

466.4 Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.08.14 to 31.08.14, 01.09.14 to 30.09.14 and 01.10.14 to 31.10.14 and the quarterly Receipts and Payments Summary. The Financial Statements were **RECEIVED** and **NOTED**. To 31 October 2014:

- from the overall budget of £263,220, £85,463 had been spent.
- From the F&GP budget of £123,020, £71,850 had been spent
- The Administration breakdown showed that £67,692 had been spent from the Administration Budget of £108,520,

## LINDFIELD PARISH COUNCIL

- From the E&A budget of £70,000, £13,593 had been spent
- From the P&T budget of £40,200, £18 had been spent
- From the reserves of £309,152, £1,000 had been spent.

466.5 List of cheques for approval: cheques drawn since Council meeting of 11 September 2014. 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 £1,787.85 and that the Petty Cash balance as at 13.11.14 was £132.87.

**RESOLVED:** to approve the list of cheques numbered 105469 – 105494 inclusive totalling £9,551.63. The Chairman **SIGNED** the list of cheques, which is appended to the signed copy of these Minutes as Appendix A.

### 467. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported as follows:

#### 467.1 West Sussex PFI street lighting upgrade.

- The E&A Committee had noted that the Parish Council's contribution towards the upgrade for the heritage proposal would be in the order of £10,600 and had agreed to inform SSEC and WSCC that the Council wished to proceed on that basis.
- Since the E&A meeting, SSEC had informed the Council that the extra light requested in Denmans Lane, between numbers 29 and 33, was not possible because there was no highway adopted verge or footway in this section of road. The pole in the hedge was unsuitable as an alternative solution because it was a BT pole not an electricity pole.
- Simon Bushell of SSEC had also informed the Clerk that it was considered that Lewes Road needed an extra column outside the Post Office and it was proposed to locate a new column to the right of the Post Office door. The Clerk had replied that this was totally unsuitable\* due to the busy narrow road and the particularly narrow pavement at that location. Moreover, the PFI would only fund this as a standard column and the Parish Council would be expected to pay for the heritage upgrade. The Clerk had challenged this as WSCC had established that the High Street lights should be replaced with heritage. This extra light was their suggestion, unlike the one in Denmans Lane, so this should be at their expense
- Emails had been received from a resident of Finches Gardens objecting to the lights in that estate being downgraded and requesting information on the justification for the proposal made by the Parish Council. It was **NOTED** that 24 of the 28 lights in Finches Gardens were on the WSCC list for heritage replacements. To carry out the scheme proposed by the Parish Council, without the credit gained from downgrading Finches Gardens, would cost in the order of £36,000. It was **AGREED** to **CONFIRM** the proposal for standard columns in Finches Gardens.

\* correction agreed by Full Council 22.01.15 Minute 480.1

467.2 Damaged column in Denmans Close. This Parish Council-owned cast iron column with swan neck appeared to have been knocked by a vehicle a few weeks previously. The engineer from Streetlights had returned it to vertical, there being no damage to the actual light. However the underground part of the column was found to be only 8 inches below the ground, which was not sufficient to provide stability. Streetlights had advised that now the ground around it had been disturbed, it would be in the Council's best interest to replace it with one that could be set deeper into the ground.

The approximate cost of a standard replacement would be in the order of £850 for the column, plus £650 for that part of the work to be carried out by UK Power Networks. Upgrade to heritage style would cost £350 for the column embellishment kit plus the lantern. The Iffley with swan neck bracket, to match the Parish Council's other heritage lanterns would be a further £1,135. As the Parish Council had agreed that the replacement WSCC lights in Denmans Lane should be heritage style, it was **AGREED** to order a heritage replacement column with Iffley lantern and swan neck at a total cost in the order of £2,985.

467.3 Christmas Festival Night: update. Arrangements were in progress for the event on 2 December. Enquiries were being made with other organisations and companies to man the road closure to replace CERT and this was likely to cost considerably more than CERT but it was not expected to exceed £300. It was **AGREED** to authorise the additional expenditure

## LINDFIELD PARISH COUNCIL

467.4 Paved area at the corner of the High Street and Lewes Road. Further to the discussion at the last Full Council, the Environment and Amenities Committee had agreed that the matter should be referred back to WSCC:

1. for a quotation from the WSCC contractors on the same basis as the one obtained independently by the Parish Council ie for making good the soft area where the cherry tree used to be, installing 3 extra bollards and repairing/replacing the York Stone but without the full reinforcement as previously suggested.
2. for advice on procedure if the Parish Council were to place the work with its own contractor.

In response to an email sent to Assistant Highway Manager Adam Bazley, the Highway Manager for the Northern Area, Brian Lambarth, had discussed this with the Clerk. He had agreed to obtain a quotation from WSCC's contractors, Balfour Beatty, to repair the paving and install extra bollards without the reinforcement. Provided the Parish Council would be prepared to pay the cost, he would arrange this to be done by Balfour Beatty.

Mr. Lambarth had advised that for the Parish Council to use its own contractor a Section 278 agreement from WSCC would be required and this would complicate matters considerably.

467.5 Village Map: update. The planning applications had been submitted to MSDC by Goulds the previous day. A separate application had had to be submitted for each site which had added to the cost. The location of the map on the Medical Centre wall was to be between the corner and the drain pipe so as to be as far as possible from the reception window. The one on the toilets would be on the flint panel to the left of the cubicle doors, to be as far as possible from the ladies' cubicle door.

467.6 To receive and to confirm the recommendations of the Minutes of the meeting of the Environment and Amenities Committee held on 2 October 2014. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 2 October 2014 be received and their recommendations confirmed.

### 468. THANK YOU PARTY.

468.1 A provisional booking for the annual Thank You Party had been made for Saturday 10 January. It was **AGREED** that this should be confirmed.

### 469. CIVIC SERVICE 2015: TO CONSIDER LETTER FROM CANON JAMES CLARKE .

469.1 A letter had been received from Canon James Clarke informing the Parish Council that All Saints was going to be closed for a substantial part of next year and he had invited the Council to hold the Civic Service at the Chapel at Great Walstead School with lunch to follow. It was **AGREED** that the Civic Service 2015 should be held in September and that the Clerk and the Chairman should seek an informal meeting with Canon Clarke to discuss the venue as there were reservations about holding the Service outside the civil parish.

### 470. CHRISTMAS OPENING HOURS – PARISH OFFICE.

470.1 It was **AGREED** that the Parish Office should be closed on Christmas Eve as well as the public holidays during the Christmas period.

### 471. RE-DEVELOPMENT OF DUKES BARN COURT: NAMING OF NEW STREET.

471.1 MSDC had requested the Parish Council's views on the suggestion by the developer for naming this new street "Dukes Barn Mews" and invited any further suggestions. There were no further suggestions and it was **AGREED** to support the developer's suggestion of "Dukes Barn Mews".

### 472. CORRESPONDENCE RECEIVED.

472.1 Antisocial behaviour, West View (correspondence from resident . Emailed correspondence had been received and circulated to Members regarding antisocial behaviour by motor cyclists and drug dealing/taking in the tennis courts car park at the end of West View. It was **NOTED** that PCSO Erica Baxter, our PCSO, had reported that the Police were

## LINDFIELD PARISH COUNCIL

aware of this and the area was under surveillance. The motor cyclists were also a problem in Haywards Heath and the Police were taking robust action – they had already served two Section 59 Notices on cyclists which gave the Police the power to seize the motor cycles if they were involved in a further offence, regardless of who was riding it at the time.

The resident who had reported this had asked for additional street lighting in the car park near the tennis courts and at the edge of the car park close to the road. It was noted that the Parish Council had relatively recently installed a light in the near vicinity. Members considered whether there was a strong enough case for extra lighting. The points were made that extra lights would have limited effect as they would go out at midnight; this might actually shift the problem elsewhere; further lighting would have an urbanising effect on an area that should not be urbanised. It was **AGREED** that this matter should be dealt with by the Police and that further lighting should not be considered at this time.

- 472.2. Councillors' involvement in planning applications. Councillor Allen, having declared a personal and prejudicial interest, as recorded in Minute 457.1, left the room for the duration of this item. Remaining Councillors having declared personal, non-prejudicial, interests remained present.

Correspondence with a resident concerning the involvement of Councillor Allen in a third party planning application had been circulated and the contents were **NOTED**. Advice had been taken by the Clerk from the Monitoring Officer at MSDC before responding but the correspondent had not accepted the response given. During discussion it was **NOTED** that there had been no breach of the Code of Conduct, there being nothing to prevent a Councillor assisting a resident by submitting a planning application on their behalf. It was **AGREED** to endorse the action taken by the Clerk after consultation with the Monitoring Officer. It was further **AGREED** that there was no cause to amend the Council's procedures as suggested by the correspondent.

Councillor Allen re-joined the meeting.

### 473. MEETING DATES FOR 2015.

- 473.1 The list of meeting dates was **APPROVED**.

### 474. ANY OTHER BUSINESS.

- 474.1 There were no other items of business.

The public part of the meeting ended at 9.15 p.m.

### 475. EXCLUSION OF THE PUBLIC [AND PRESS]:

- 475.1 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 3 (d) that in view of the confidential nature of the business about to be transacted (staffing matters) it was desirable in the public interest that the press and public be excluded.

### 476. STAFFING MATTERS.

- 476.1 Parish Office Staffing Structure. A written report from the Clerk was **NOTED** and the recommendations therein, concerning the recruitment of a Responsible Financial Officer / Assistant Clerk were **AGREED**.

- 476.2 A further staffing matter was discussed and a decision was made.

The meeting concluded at 9.25 p.m.